

**PONDEROSA FIRE DISTRICT (PFD) GOVERNING BOARD  
REGULAR BOARD MEETING**

Held August 17<sup>th</sup>, 2023  
at Ponderosa Fire District Station 81  
1511 North Spring Valley Rd Parks, AZ 86018

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1. **Call to Order/Roll Call:** Chairman Mark Christian called the regularly scheduled Board meeting to order at 6:00 p.m.

**Members Present:**

Mark Christian, Chairman Kurt Wildermuth, Vice-Chairman Thomas Humphrey, Clerk Rick Tomjack, Member Deanna Hueston, Member	<b>Members Absent:</b>
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**Fire District Personnel Present:**

Lee Antonides, Fire Chief Amanda Allen, Office Manager
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**Members of the Community:**

<b>Guests:</b> Kevin Stephens, CPA, Stephens & Company
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2. **Pledge of Allegiance**

3. **Call to the Public – NONE**

4. **Approval of Minutes**

- a. Review of Regular Board Meeting minutes of Thursday, July 27<sup>th</sup>, 2023.

Action: Stand approved as written.

5. **Financial Reports**

- a. Discussion and possible action regarding financial reports ending May 31<sup>st</sup>, 2023.
- i. Kevin Stephens, CPA with Stephens & Company discussed the 2023 May, June, and July financial reports. He stated that there were some classification errors that had been corrected but that the Board may want additional time to review the reports. Kevin stated they were conducting an internal review to prevent issues in the future. Chairman Mark Christian asked Kevin to explain what the classification issue means. Kevin explained that the errors found have no impact on the overall budget but may impact specific line items. He stated that the financial reports are based off ARS 48-807(O) requirements.

Action: Tabled until next month's board meeting to allow for further review.

- b. Discussion and possible action regarding financial reports ending June 30<sup>th</sup>, 2023.

Action: Tabled until next month's board meeting to allow for further review.

- c. Discussion and possible action regarding financial reports ending July 31<sup>st</sup>, 2023.

Action: Tabled until next month's board meeting to allow for further review.

## 6. Chief's Summary and Report

- i. Chief Lee Antonides discussed that since the last board meeting there have been 48 requests for service, and 245 requests year to date. Department training included mayday training and procedures. Chief Lee Antonides stated this year's wildland revenue currently totals \$14,893.15. Chief Lee Antonides explained vehicle maintenance includes an electrical issue with Engine 82, which will temporarily put it out of service and place Engine 81 in service until the issue is resolved. Both command vehicles are nearly complete. Chief Lee Antonides explained the transition to Flagstaff Dispatch has been delayed due to some internal issues at city communications and needing additional software. Ponderosa Fire District will continue to utilize Guardian until such time we can transition over.

## 7. Administrative Updates

- a. Discussion regarding total subscriptions and deposits since last board meeting.
  - i. Amanda Allen, Office Manager, discussed that since the last board meeting there have been 4 new subscriptions, and a total of \$3,762.29 in deposits.
- b. Discussion regarding Maine Townsite Annexation update.
  - i. Amanda Allen, Office Manager, explained that during a review of the impact statement, it was found there were multiple documents that did not have all the property owner's signatures. This is required to move forward with the annexation. Amanda Allen explained she will be calling those in need of additional signatures to move forward.

## 8. Old Business

- a. Discussion and possible action regarding Camp Navajo Type 3 Engine update.
  - i. Chief Lee Antonides explained that the meeting that was scheduled with DEMA was cancelled on the same day, and he has yet to hear back to reschedule. If DEMA fails to reach out by the end of this week Chief Lee Antonides will be contacting them to reschedule and further discuss the Camp Navajo Type 3 Engine. Chief Lee Antonides stated he is working with the state and other resources to resolve the matter and that he will keep the board updated.

Action: No action taken.

## 9. New Business

- a. Discussion and possible action regarding Greater Flagstaff Region (GFR) agreement invoice in the amount of \$5,014.05.
  - i. Chief Lee Antonides explained the GFR agreement invoice has been received. The GFR training program, specifically regional training, is very beneficial to the department and community.

Action: Member Rick Tomjack made a motion to approve the invoice for the GFR training program in the amount of \$5,014.05. Member Deanna Hueston seconded; unanimous.

- b. Discussion and possible action regarding funding of kitchen cabinets, repair of the apparatus apron, and driveway resurfacing.
  - i. Chief Lee Antonides explained that these three items were originally pulled from the expansion project due to lack of funding. With the additional funding he would ask the board's approval to obtain bids for kitchen cabinets, repair of the apparatus apron, and driveway resurfacing. Chief Lee Antonides explained that with the existing not to exceed clause in place, that additional not to exceed clauses will need to be done for any additional projects.

Action: Chairman Mark Christian made a motion to move forward with obtaining bids for kitchen cabinets, repair of the apparatus apron, and driveway resurfacing. Vice-Chairman Kurt Wildermuth seconded; unanimous.

- c. Discussion and possible action regarding requiring not to exceed clause for any additional approved projects with the Station 82 project.
- i. Member Rick Tomjack expressed the need to obtain pricing and a total amount prior to making a motion regarding requiring not to exceed clause for any additional approved projects with the Station 82 project. Chairman Mark Christian agreed.

Action: Tabled until next board meeting.

- 10. EXECUTIVE SESSION - The Board may vote to go into an Executive Session on any agenda item, which will not be open to the public, pursuant to A.R.S. § 38-431.03(A)(3).
- 11. ADJOURNMENT – At 7:37 p.m. Vice-Chairman Kurt Wildermuth made a motion to adjourn the August 17<sup>th</sup>, 2023, Regular Board Meeting. Chairman Mark Christian seconded; unanimous.



Mark Christian, Board Chairman

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