

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

Held September 21, 2023 at 6:00 p.m.
at Ponderosa Fire District Station 81
1511 N Spring Valley Rd
Parks, AZ 86018

1. **Call to Order/Roll Call:** Vice-Chairman Kurt Wildermuth called the regularly scheduled board meeting to order at 6:00 p.m.

Members Present:

Kurt Wildermuth, Vice-Chairman Rick Tomjack, Member Deanna Hueston, Member
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Members Absent:

Thomas Humphrey, Clerk Mark Christian, Chairman
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Fire District Personnel Present:

Lee Antonides, Fire Chief Amanda Allen, Office Manager

Members of the Community:

Joanie Raetzel, PAC and Community Member
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Guests:

Kevin Stephens, Owner/CPA with Stephens & Company, LLC
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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 from Thursday, August 17th, 2023.

Action: Stand approved as written.

5. **Financial Reports**

- a. Discussion and possible action regarding financial reports ending – May 31, 2023, June 30, 2023, and July 31, 2023.

- i. Vice-Chairman Kurt Wildermuth asked the board if everyone had reviewed the corrected financial reports ending May 31, 2023, June 30, 2023, and July 31, 2023, as they were presented and if any further discussion was needed.

Action: Board Member Rick Tomjack made a motion to accept the May 31, 2023, June 30, 2023, and July 31, 2023, financials as presented. Board Member Deanna Hueston seconded; unanimous.

- b. Discussion and possible action regarding financial reports ending August 31, 2023.

- i. Kevin Stephens, CPA, with Stephens and Company discussed the financial reports ending August 31, 2023. Board Member Rick Tomjack asked whether the approved FY2023 budget projections will match the projected year-end balance presented in the financials. Kevin Stephens explained that it should reflect the same or very close.

Action: Vice-Chairman Kurt Wildermuth made a motion to accept the August 31, 2023, financials as presented. Board Member Rick Tomjack seconded; unanimous.

6. **Chief's Summary and reports**

- i. Chief Lee Antonides explained that year to date, Ponderosa has had 280 requests for service, which is twelve less this year than last year. Since the last board meeting there have been 35 requests for service, which included a motor vehicle accident involving a semi-truck at mile post 190, west bound, another was a wildland fire behind Tornado Hill.

7. Administrative Updates

- a. Discussion regarding total subscriptions, and deposits since last board meeting.
 - i. Office Manager Amanda Allen explained there have been three new subscriptions, and a total of \$12,081.56 in deposits has been made since last board meeting.
- b. Discussion regarding total out-of-district invoices and total amount received between July 1, 2022 and June 30, 2023.
 - i. Office Manager Amanda Allen explained that there was a total of \$49,406.41 for billed incidents between July 2022 and June 2023. Total received in payment \$7,574.95.
- c. Discussion regarding Maine Townsite Annexation progress.
 - i. Office Manager Amanda Allen explained that since the last board meeting several annexation letters have been mailed to both newfound property owners and those who we hadn't heard back from.

8. Old Business

- a. Discussion and possible action regarding equipment agreement due to PFD responding to calls at the Navel Observatory.
 - i. Chief Lee Antonides explained that the written agreement is still in process due to recent changes by the Navy's attorney. Chief Lee stated that he is working with the Coconino County Deputy Countorney to understand the latest Navy changes and ensure the District is protected. Chief Lee Antonides said that the final agreement should be completed and ready for the board's review and decision before next month's board meeting.

Action: No action taken at this time.

- b. Discussion and possible action regarding conflicts with previous agreement with Camp Navajo regarding a Type 3 Engine.
 - ii. Chief Lee Antonides explained that he has been working with the Coconino County Deputy County Attorney regarding the agreement for the Camp Navajo Type 3 Engine. Chief Lee Antonides said that he is compiling all corresponding emails regarding this matter and working regarding legal action.

Action: No action taken at this time.

- c. Discussion and possible action regarding requiring not to exceed clause for any additional approved projects with the Station 82 project.
 - i. Chief Lee Antonides explained that he is currently waiting on the Loven proposals for the kitchen cabinets, the north apparatus apron, and the paving for the driveway. He hopes to have them prior to the October board meeting.

Action: No action taken at this time.

9. New Business

- a. Discussion and possible action regarding SCBA compressor service contract.
 - i. Chief Lee Antonides explained that in the past crews have performed basic service on the SCBA compressor. The L.N. Curtis and Sons service contract being presented would take care of all routine annual service, routine maintenance, and air sample checks.

Action: Vice-Chairman Kurt Wildermuth made a motion to accept and approve the SCBA compressor service contract with L.N. Curtis and Sons. Member Rick Tomjack seconded; unanimous.

- b. Discussion and possible action regarding Coconino County Elections Agreement to provide voter polling locations at Station 81 in Parks and Station 82 in Bellemont, for the 2024 election schedule.
 - i. Chief Lee Antonides explained that Coconino County Elections had reached out to him in hopes of utilizing Station 81 in Parks, and Station 82 in Bellemont for the upcoming elections. This would provide a closer voting location to the Parks residents and the surrounding area. Chief Lee Antonides stated that if the agreements are approved, Coconino County Elections will be stopping by Station 71 to conduct a site survey.

Action: Board Member Rick Tomjack made a motion to accept the Coconino County Elections Agreement to provide voter polling locations at Station 81 in Parks, and Station 82 in Bellemont for the 2024 election.

- c. Discussion and possible action regarding revisions to policy 40.04 vacation.
 - i. Chief Lee Antonides stated that policy 40.04 vacation has been revised to Provide an updated and more comprehensive vacation policy for the district's employees and to make us more competitive within the region. Vice-Chairman Kurt Wildermuth suggested that this agenda item be tabled until next months board meeting to allow those board members who are absent to review the policy revisions.

Action: Tabled until next month's board meeting.

- d. Discussion and possible action regarding Fire Chief's annual evaluation.
 - i. Vice-Chairman Kurt Wildermuth expressed that because Chairman Mark Christian and Board Clerk Thomas Humphrey were absent from the meeting, that this item be tabled to allow input from all board members.

Action: Tabled until October 2023 regularly scheduled 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. Board Member Deanna Hueston made a motion to adjourn the September 21st, 2023, Regular Board Meeting. Vice-Chairman Kurt Wildermuth seconded; unanimous.


Mark Christian, Board Chairman