

**PONDEROSA FIRE DISTRICT (PFD) GOVERNING BOARD**  
**REGULAR BOARD MEETING**  
Held October 19, 2023, at 6:00 p.m.  
at Ponderosa Fire District Station 81  
1511 N 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 6:02 p.m.

**Members Present:**

**Members Absent:**

Mark Christian, Chairman Kurt Wildermuth, Vice-Chairman Thomas Humphrey, Clerk Rick Tomjack, Member Deanna Hueston, Member	
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**Fire District Personnel Present:**

Lee Antonides, Fire Chief
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**Members of the Community:**

**Guests:**

Joanie Raetzel, PAC and Community Member	
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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, September 21<sup>st</sup>, 2023.

Action: Stand approved as written.

- 5. Financial Reports**

- a. Discussion and possible action regarding financial reports ending – September 2023

Action: Tabled until November Board Meeting.

- 6. Chief's Summary and Reports**

- a. Chief Lee Antonides explained that year-to-date, Ponderosa has had 310 requests for service, down 35 from last year. Since the last board meeting there have been 24 requests for service, which included a wildland assignment at Camp Navajo, wildland assignment on Keith Drive in Parks, a motor vehicle accident on I-40 was a box truck into the guardrail, and an animal rescue in Government Prairie.

Chief Lee Antonides stated that the transmission went out on the new Type 6. It is covered under warranty and is currently being worked on in Phoenix, Arizona. The command rigs will be outfitted in November.

Station 82 expansion has had some delays, but it doesn't look like there are any changes in the budget at this time. Repairs at Station 81 are being completed by Loven Contracting, the costs are being covered by insurance which is \$28,000.

## 7. Unfinished Business

- a. Discussion and possible action regarding Fire Chief annual evaluation
  - i. The governing board went into executive session to discuss the Fire Chief Evaluation. The board will be working on three goals they would like Chief Lee Antonides to develop/reinforce. Member Rick Tomjack asked that an agenda item be added to next month's agenda regarding a bonus for the Chief, Lee Antonides.

Action: No action taken at this time.

- b. Discussion and possible action regarding vacation policy
  - i. Chairman Mark Christian wanted to know how this policy compared to other fire districts. Chief Lee Antonides stated this policy has not been updated since 2013 and that Captain Chris Jeffers had spent considerable time researching other, local departments to make sure we had a competitive policy. Chairman Mark Christian asked if the budget could support the increased paid time off especially considering paying an employee out who leaves. Chief Lee Antonides stated that he is confident that the budget will support the policy. Clerk Thomas Humphrey wanted to clarify that employees do not accrue leave while on leave for three months, Chief Lee Antonides confirmed. Member Rick Tomjack wanted to clarify allowing the service date to be adjusted. Clerk Thomas Humphrey stated this is regarding years of service. Clerk Thomas Humphrey stated that when an employee hits their maximums in vacation time, roll it over at the end of the year to sick time.

Action: No action taken at this time.

## 8. New Business

- a. Discussion and possible action regarding Sherwood Forest Estates Fire District
  - i. Chief Lee Antonides stated that Chief Moede will be retiring in March 2023 and discussions were taking place regarding a JMA or merging. Chief Lee Antonides recommended that if the board were to consider this an independent party should be brought in to oversee the process. Chief Lee Antonides spoke with Dirch Foreman, former Highland's Fire Chief, and he stated he would be happy to participate in process. The board is only interested if this is something that Sherwood Forest Estates Fire District's board is interested in pursuing. Chairman Mark Christian stated that there was no harm in inquiring further and asking questions.

Action: No action taken at this time.

- b. Discussion and possible action regarding the use of additional bond funds for Station 82 remodel
  - i. Chief Lee Antonides stated that there are three different proposals: kitchen remodel, drive/apron, and asphalt. We cannot do the asphalt due to it being out of budget, Chief Lee Antonides has asked them to break that into three quotes and projects for future reference. However, he recommended moving forward with the kitchen remodel and drive/apron which would be \$140,893. Chairman Mark Christian would like to see the itemized breakdowns for the kitchen remodel as well as a not to exceed clause for the two proposals. This would leave the \$30,000 in contingency for any issues that may arise.

Chief Lee Antonides stated that the new drive/apron proposal is for the north apron. Currently, this area needs repair more than the rest of the asphalt. These additional funds will help us get this completed. Member Rick Tomjack had some concerns about water and the grade. Chief Lee Antonides stated that this will return the grade back to flowing away from the building.

Chief Lee stated that he has requested proposals from Loven Contracting for the following:

- Painting the exterior and bay doors
- Repair of the exterior brick
- Recoat/repair of roof

-Concrete work for the garage out back of Station 82

Action: Chairman Mark Christian made the motion to accept Loven Contracting proposal 1005 kitchen redesign in the amount of \$51,470.54 not to exceed that amount; Clerk Thomas Humphrey seconded; unanimous.

Clerk Thomas Humphrey made a motion to accept Loven Contracting proposal 1006 new drive/apron in the amount of \$89,423.10; Member Rick Tomjack seconded, unanimous.

9. 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).
10. ADJOURNMENT – At 7:37 p.m. Member Kurt Wildermuth made a motion to adjourn the October 19, 2023, Regular Board Meeting. Chairman Mark Christian seconded; unanimous.



Mark Christian, Board Chairman