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

Held November 14, 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:** Chairman Mark Christian called the regularly scheduled board meeting to order at 6:02 p.m.

**Members Present: Members Absent:**

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| Mark Christian, Chairman  Kurt Wildermuth, Vice-Chairman  Thomas Humphrey, Clerk  Rick Tomjack, Member | Deanna Hueston, Member |

**Fire District Personnel Present:**

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| Lee Antonides, Fire Chief |

**Members of the Community: Guests:**

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1. **Pledge of Allegiance**
2. **Call to the Public - NONE**
3. **Approval of Minutes**
   1. Review of Regular Board Meeting minutes from Thursday, October 19th, 2023.

Action: Stand approved as written.

1. **Financial Reports**
   1. Discussion and possible action regarding financial reports ending – September 30th, 2023, and October 31st, 2023.
      1. The board would like to wait until all financial documents can be provided before approving.

Action: Tabled until November Board Meeting.

1. **Chief’s Summary and reports**
   1. Chief Lee Antonides explained that year-to-date, Ponderosa has had 324 requests for service, down 51 from last year. Since the last board meeting, there have been 14 requests for service. Significant calls were on 1l/12, an MVA on Old Route 66, Bellemont. Car into a power pole; then on ll/04 another MVA on I-40, MP 191 WB. Car into the guardrail, 1 pt. minor injuries. Currently working on the quarterly report for the fuels grant. There is no change to the residential and commercial development within the district. Some unexpected costs of vehicle repairs have come up: The Type 6 at Chapman RAM, and the Command trucks are coming up on upfit. The Station 82 expansion status is ongoing.
2. **Old Business**
   1. Discussion and possible action regarding the Fire Chief’s annual evaluation and/or bonus
      1. Member Tomjack requests the evaluation to be completed before having the topic of compensation be discussed. Chairman Christian is still working on reviewing the performance evaluation documents and should have those available next board meeting.

Action: Tabled until next month.

* 1. Discussion and possible action regarding vacation policy and sick time policy
     1. The sick time policy provided was for reference to the vacation policy. The new vacation policy will roll the vacation hours into sick hours once the vacation hours are maxed. Kurt Wildermuth wants to expand on the label “qualified health care provider” when reviewing the sick time policy at a future date. Clerk Humphrey wants to look at having the sick time policy max be above 1500 hours. He wants to see if the vacation max hours that roll over to sick time can be above the 1500 hours for members who have 20+ years of service with the department. Member Tomjack requests to change the ending of the statement “accrued hours will be applied to sick time up to a maximum of 1500 hours” to state “accrued hours will be applied to sick time up to existing sick time policy”. The board agrees to this change. The board also agrees to add PFD to “explorer” to reduce confusion.

Action: Clerk Thomas Humphrey made a motion to accept the 40.04 vacation policy based on the revisions and additions discussed, Chairman Mark Christian seconds, Unanimous.

c. Discussion and possible action regarding additional proposals from Loven Contracting for painting the

exterior of station 82 and bay doors, repair of exterior brick, recoat/repair of the roof, and concrete work for additional garage.

1. Chief Lee did not receive the documents regarding the proposals. The board agreed to review the documents received and possibly call a special board meeting to avoid any further delay to the Station 82 construction.

Action: No action taken.

1. **New Business**
   1. Discussion regarding audit work completed by Saunders & Co on November 9th and 10th
      1. Chief Lee discussed the work completed by Saunders & Co last week, and that the board should be expecting the reports next month.

Action: No action taken.

* 1. Discussion and possible action regarding resolution 2023-27 General Accounting Standards Board pronouncement 87 for anything under $15,000.
     1. Any leases need to be reported in the audits. However, anything leased at less than 15,000 dollars can adopt a resolution to be exempt from including it. Currently, the only leases PFD has are the copy machine and the postage machine; combined less than $2,000. The board was in agreement to adopt this resolution.

Action: Member Rick Tomjack made a motion to adopt the resolution 2023-27 General Accounting Standards Board pronouncement 87 for anything under $15,000. Clerk Thomas Humphry seconded. Unanimous.

1. 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).
2. ADJOURNMENT – At 7:07 p.m. Member Kurt Wildermuth made a motion to adjourn the November 14, 2023, Regular Board Meeting. Clerk Thomas Humphrey seconded; unanimous.



Mark Christian, Board Chairman