

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

Held December 14th, 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 6:00 p.m.

Members Present:

Members Absent:

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

Lee Antonides, Fire Chief

Members of the Community:

Guests

Sherwood Forest Community Members	
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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, November 14th, 2023.

Action: Stand approved as written.

5. **Financial Reports**

- a. Discussion and possible action regarding financial reports ending – September 30th, 2023, October 31st, 2023, and November 30th, 2023.
- i. Kevin Stephens was unable to attend the board meeting. The board does not wish to approve financials until Mr. Stephens can attend. Mr. Stephens is aware he will have four months of financials to go through come January.

Action: Tabled until January Board Meeting.

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

- a. Chief Lee Antonides explained that year-to-date, Ponderosa has had 354 requests for service, down 49 from last year. Since the last board meeting, there have been 30 requests for service. Significant calls were on 11/25 a chimney fire in west Garland Prairie, and 11/26 a medical call in parks resulting in a death, and on 12/12 an MVA on I-40 involving a box truck that rolled over, only 1 patient. We are still currently working on the quarterly report for the fuels grant, we received an extension. There is no change to the residential and commercial development within the district. The department has some leads on a used Type 3 2011 Engine One. We are still working with our attorney regarding the Camp Navajo engine we received and provided maintenance on.

7. Old Business

- a. Discussion and possible action regarding the Fire Chief's annual evaluation and/or bonus
 - i. Chief Lee's final evaluation was completed and presented. Chief Lee had one request and that was to speak with the board members who had set a goal for his evaluation so he could understand fully what they wanted to see from him. No changes needed to be made.

Action: Chairman Mark Christian made a motion to approve the Fire Chief's evaluation as written, with the stipulation that each board member will speak with the Fire Chief about their requested goals, Member Rick Tomjack seconded. 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.
 - i. All proposals had been provided by Loven Contracting. Chief Lee gave recommendations based on current construction work and financials. The board reviewed all proposals and was comfortable approving four out of the seven proposals.

Action: Chairman Mark Christian made a motion to approve the 1014 Salt and Pepper floor grind proposal totaling \$28,653.29, the 1008 Exterior Roof Repair proposal totaling \$40,629.71, the 1010 R-panel Wainscot proposal totaling \$27,387.04, and The HK Concrete Design's kitchen countertop proposal totaling \$6,555.00, Member Rick Tomjack seconded, Unanimous. Chairman Mark Christian made a motion to approve a quote from another company for a garage concrete slab if it totals \$25,000 or less and if nothing is found the board will revisit it at the following board meeting, Rick Tomjack seconded. Unanimous.

8. New Business

- a. Discussion regarding the engagement letter from Saunders & Co.
 - i. This was regarding the tracking and audit done for the bond that was not originally in the contract with Saunders & Co.

Action: Chairman Mark Christian made a motion to accept and sign the engagement letter from Saunders & Co. Member Kurt Wildermuth seconded. Unanimous.

- b. Discussion and possible action regarding Sherwood Forest
 - i. Sherwood Forest is looking at options for an Intergovernmental agreement with surrounding Districts for when their Fire Chief retires. This would help them with the transition between Chief's and operational tasks. No action is needed, this was just a discussion to update the board on what could be coming in future board meetings.

Action: No action taken

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 7:16 p.m. Member Kurt Wildermuth made a motion to adjourn the December 14th, 2023, Regular Board Meeting. Member Deanna Heuston seconded; unanimous.



Mark Christian, Board Chairman