

**PONDEROSA FIRE DISTRICT (PFD) GOVERNING BOARD**  
**REGULAR BOARD MEETING**  
Held March 14, 2024, 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:** Vice -Chairman Kurt Wildermuth called the regularly scheduled board meeting to order at 6:00 p.m.

**Members Present:**

**Members Absent:**

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

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

**Guests:**

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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, February 15<sup>th</sup>, 2024.

Action: Stand approved as written.

5. **Financial Reports**

- i. Discussion and possible action regarding financial reports ending February 29<sup>th</sup>, 2024,
  - Not completed in time for board approval. Will be reviewed next month.

- ii. Action: Tabled until April's Board Meeting.

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

Annual number of calls to date and incident reports; this year there have been 77 requests for service. Last year at this time there were 82 requests for service, down five calls this year. There have been sixteen requests for service since the last board meeting.

Some significant calls: 2/17 – Structure Assignment – Bellemont, fire in an oven. Minor damage no extension or injuries, 2/26 – Gas leak – Bellemont, gas burner left on all day, no injuries; 2/28 – Train fire - Parks, motor fire on a locomotive no injuries; 2/28 – Vehicle fire, brake fire on a semi, minor damage, no injuries; 3/12 – Vehicle fire, brake fire on semi, minor damage, no injuries.

The department is working on Fire Officer and search and rescue for training.

Status of department grants:

- Working on quarterly report for fuels grant. Due to equipment issues and lack of fuels personnel, we have asked for an extension.
- DFFM 1720 grant submitted for new chips truck and chipper, \$238,000.00. Notification March 1st. 100% grant, no cost share. (Pending notification)
- AFG grant being worked on for washer/extractor and dryer. (Pending notification)
- Discussion of regional (GFR) grant for station alert packages for fire stations. Approximately \$7000 per station our cost. (Pending notification)

The was one subscription since last board meeting for \$1,041.43. (TOTAL \$1,041.43)

4 Deposits since last board meeting PSPRS \$185.08, 1,042.46 EF Recovery, First Government Lease (Type 3) \$5000.00, Subscription 1041.43 (TOTAL\$7,268.77)

Vehicle maintenance report:

- Type 3 in service, waiting on radio installation.
- No update from Bill Wittington on CN engine
- Command trucks upfit. BN82 back and in service. Awaiting on cable for final installations. C81 will go down when a part comes in.

Station 82 expansion status. Construction is ongoing.

## 7. Old Business

- a. Discussion and possible action regarding updating policy 20.02 Confidentiality of Information.
  - i. Add to the policy if other law enforcement come into the department for information, they will need to fill out a form for release of information with the possibility of expedient access.

Action: Tabled until next month for new verbiage.

## 8. New Business

- a. Discussion and possible action regarding a change in the step program to incorporate the increase of the Flagstaff minimum wage to \$17.40/hr. as the base level wage of a Firefighter/EMT.
  - i. Per the budget committee discussion and slides, approve the step increase plan of moving positions to step 2 of the plan. Changing the base rate to 17.40 to accommodate the flagstaff minimum wage. Everyone will remain in their current step.

Action: Vice-Chairman Kurt Wildermuth made a motion to approve the change in the step program to incorporate the increase of the Flagstaff minimum wage to \$17.40/hr as the base level wage of a firefighter/EMT. Member Rick Tomjack seconded the motion. Unanimous.

- a. Discussion and possible action regarding hiring a Battalion Chief effective July 1, 2024, to assist in our succession planning.
  - The Fire chief wanted to discuss succession planning for the future retirement of both the Fire Chief and the Battalion Chief. This would aid in having a long timeline to properly prepare the successor in what the job duties entail and how to properly carry out the duties of the Battalion Chief and/or Fire Chief. Depending on the growth of the department there may be a need for two Battalion Chiefs, however there may also not be a need for two and only one. That will be up to the discretion of the Chiefs based on growth of personnel and the communities. This motion would allow PFD to create the position and fund the position as of the new fiscal year beginning July 1,2024

- b. Action: Chairman Mark Christian made a motion to move forward with creating, funding and hiring a Battalion Chief effective July 1, 2024, to assist in our succession planning, Vice-Chairman Kurt Wildermuth seconds. Unanimous.
  
- b. Discussion and possible action regarding adding Juneteenth and Columbus Day to the paid holidays for PFD staff.
  - i. PFD is currently the only department that doesn't recognize these as holidays. The board discussed floating holidays as an option but did not want to entertain it at this moment.
  
- a. Action: Vice-chairman Kurt Wildermuth made a motion to approve regarding adding Juneteenth and Columbus Day to the paid holidays for PFD staff. Member Deanna Hueston seconded the motion. Unanimous.

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).

- 9. ADJOURNMENT – At 7:13 p.m. Vice-chairman Kurt Wildermuth made a motion to adjourn the February 15<sup>th</sup>, 2024, Regular Board Meeting. Member Deanna Hueston seconded; unanimous.



Mark Christian, Board Chairman