

**PONDEROSA FIRE DISTRICT (PFD) GOVERNING BOARD**  
**REGULAR BOARD MEETING**  
Held June 20<sup>th</sup>, 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:** Chairman Mark Christian called the regularly scheduled board meeting to order at 6:01 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:**

	Kevin Stephens – Stephens & CO
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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, May 16<sup>th</sup>, 2024.

Action: Stand approved as written.

5. **Financial Reports**

- i. Discussion and possible action regarding financial reports ending April 30<sup>th</sup>, 2024, and May 31<sup>st</sup>, 2024.

- Kevin Stephens went over all financial reports for April and May. Mr. Stephens went over the detailed reports for the proposed 2025 budget and cash flows.

Action: Member Rick Tomjack made a motion to approve the financial reports ending April 30<sup>th</sup>, 2024, and May 31<sup>st</sup>, 2024. Member Deanna Hueston seconded the motion. Unanimous.

6. **PUBLIC HEARING – FY 25’ BUDGET APPROVAL**

- a. The County went through budget documents and had only minor adjustments, which did not require a formal posting. PFD Accountants did not respond to reviewing the documents. The Board reviewed all proposed documents and there were no questions regarding the budget presented.

Action: Member Deanna Hueston made a motion to approve the proposed budget for the fiscal year 2025, starting July 1<sup>st</sup>, 2024, Chairman Mark Christian seconded. Unanimous.

7. **Chief’s Summary and Reports**

Annual number of calls to date and incident reports; year to date there have been 195 requests for service. Last year at this time there were 170 requests for service, we are up twenty calls this year. There have been sixteen requests for service since the last board meeting.

Some significant calls: There was a Bravo Fire at Camp Navajo; three semi wrecks at MP 178, one with two fatalities, the others were non injury; A Transformer exploded into a fire in Parks, and a Locomotive caught fire in Bellemont.

Committees attended were: ·

- PFAC (Ponderosa Fire Advisory Council) – Did not attend.
- PAC (Parks Area Connection) – discussed upcoming PAC and Community events, new board members, future of PAC as a 501-C3.
- C3 (Coconino County Chief's Consortium) – discusses current wildland conditions, DPS is talking about impairment recognition training, current and upcoming grants.
- CCWRG (Coconino County Wildland Resource Group) – No meeting held.
- LEPC (Local Emergency Planning Committee) – No meeting held.

Status of department grants:

- Working on quarterly report for fuels grant. Adjustments to be made.
- AFG grant being worked on for washer/extractor and dryer. Grant submitted. (Pending notification)
- Discussion of regional (GFR) grant for station alert packages for fire stations. Approximately \$7000 per station our cost. Grant submitted by FFD. (Pending notification)

The was four subscriptions since last board meeting (TOTAL \$9,591.31)

Deposits since last board meeting, PSPRS \$185.08, Out of District Billing \$161.66, Subscriptions \$9,591.31, NAEMS Grant \$2,825.00 (TOTAL \$12,763.05)

Vehicle maintenance report, unexpected costs vehicle repairs:

- Trouble shooting E813 pump mode selector switch.
- Command trucks upfit. BN82 back and in service. Awaiting on cable for final installations. C81 is going to Phoenix on Monda

Station 82 expansion status. Construction is ongoing. The punch list is completed. Should have a temporary Certificate of Occupancy by the middle of next week. All the furniture is in, the IT system up and running next week.

Accounting: Chief Lee will be talking to vendors at AFDA to get proposals for accounting services. Depending on the proposals, we are discussing switching either the middle of the coming fiscal year or budgeting to move in FY 26.

Battalion Chief: PFD wants to Promote Paul Pugh to BC to help train and mentor Captain Allen for the BC position. Captain Allen is the only employee that expressed interest in the BC position. This would allow us to send Captain Allen to multiple trainings, provide him with extensive in-house/regional training, and mentorship by our most senior people (Kent, Paul, Lee)

## 8. Old Business

- a. Discussion and possible action regarding retaining Attorney William Whittington for the

purpose of recouping costs invested in the Type 3 Engine that was obtained and then returned to Camp Navajo.

- i. There has been no response from Attorney William Whittington since the last board meeting. Information regarding the Truck's condition and the possible plan the state is willing to entertain has been shared with PFD personnel, yet no official offer has come in. Still need to reach back out to see the attorney costs and where we are for next board meeting.

Action: Tabled until next board meeting.

- b. Discussion and possible action regarding trade of equipment for services with Naval Observatory.
  - i. The deputy county attorney says this has gone from an IGA to a mutual aid agreement. They have found ways to go around the conflicting state statutes. The Navy is onboard with this plan, they just have a few minor adjustments to the agreement. Chief Lee may have the agreement for the next board meeting or may schedule a special board meeting to get such an agreement signed in a timely manner. Services provided to PFD may be training, equipment, and logistical support on large incidents.

Action: Tabled until next board meeting

- c. Discussion and possible action regarding using The WLB Group, Inc for Maine Townsite Annexation, and possible future annexations.
  - i. No new information was provided. Chief Lee will be reaching out for more information.

Action: Tabled until next board meeting

## 9. New Business

- a. Discussion and possible action regarding renewal of FY25 7710 Worker's Compensation proposal.
  - i. The proposal has gone up this year. This has been figured into the approved budget and will not affect it. The board wants to stay with 7710 who has covered the department multiple times over the years.

Action: Chairman Mark Christian made a motion to approve the renewal of FY25 7710 Worker's Compensation proposal, Vice-Chairman Kurt Wildermuth seconded. Unanimous.

- a. Discussion and possible action regarding revisions to policy 20.13 Daily Schedule of Activities  
The board would like to see the following changes: Write out MCT in the document, add in documenting the completion of vehicle checks, PT spelled out, and a basic grammar and spelling check.

Action: Member Rick Tomjack made a motion to approve the policy 20.13 Daily Schedule of Activities on the condition that changes be made to the items discussed above. 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).

10. ADJOURNMENT – At 7:32 p.m. Vice-chairman Kurt Wildermuth made a motion to adjourn the June 20<sup>th</sup>, 2024, Regular Board Meeting. Member Deanna Hueston seconded; unanimous.



Mark Christian, Board Chairman