

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

Held November 21, 2024, at 6:00 p.m.  
at Ponderosa Fire District Station 82  
11951 W Shadow Mountain Dr  
Bellemont, AZ 86015

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

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

**Guests:**

	Jennifer – Hinton Burdick
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2. **Pledge of Allegiance**
3. **Call to the Public – perspective board member / observe and see any interest in the open positions come January.**

4. **Approval of Minutes**

- a. Review of Regular Board Meeting minutes from Thursday, October 17<sup>th</sup>, 2024.

Action: Stand approved as written.

5. **Financial Reports**

- i. Discussion and possible action regarding financial reports ending October 31<sup>st</sup>, 2024.
- A representative from Hinton Burdick presented the board financial packet. The board discussed a few changes they wish to see, like seeing the percentage of total use included, balances rounded to the nearest dollar and reordering the accounts to their proper order. The board agrees the new packet is easier to read and understand.

Action: Member Rick Tomjack made a motion to accept the October financials as presented by Hinton Burdick. Chairman Mark Christian seconded the motion. Unanimous.

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

Annual number of calls to date and incident reports; year to date there have been 372 requests for service. Last year at this time there were 330 requests for service, up 42 calls this year. There have been 33 requests for service since the last board meeting.

Some significant calls: November 19<sup>th</sup> and 17<sup>th</sup> there were two deceased patients in parks, no one was transported. November 9<sup>th</sup> s false alarm activation in Bellemont from old batteries.

November 8<sup>th</sup> there was a vehicle fire near a structure in Bellemont which was a false alarm from a diesel truck starting. On November 5<sup>th</sup> there was a wildland assignment for our machine piles.

The department is working on search and rescue and hose pulls for training.

Committees attended were:

- PFAC (Ponderosa Fire Advisory Council) – Regional fuels reduction, potential grant funding, PFAC purchases.
- PAC (Parks Area Connection) – Postponed until March
- C3 (Coconino County Chief's Consortium) – Regional roundtable, DFFM grants, election results
- CCWRG (Coconino County Wildland Resource Group) – No meeting held.
- LEPC (Local Emergency Planning Committee) – No meeting held.

Status of department grants:

- Closing out current fuels grant (NFHF 22-203). Awaiting final approval
- AFG grant (2024) being worked on to determine what we will be requesting.
- New Fuels grant for next season (2024 Healthy Forest Initiative Grant) has been awarded for eighty acres of thinning. This is a \$125,000 grant with a 10% match.
- Firehouse Sub grant for new wildland radios (has been submitted)

The was six subscriptions since the last board meeting totaling \$5,525.29. Deposits since last board meeting State TPT \$103.42, PSPRS \$185.08, Apex Fire \$35,784.47, Waterman Fire \$2,306.64, AZ Preparedness response \$4,435.39, Element Fire \$12,345.82, Out of District Billing \$3,584.70, Subscriptions \$5,525.29 (**TOTAL \$64,270.14**)

Vehicle maintenance report:

- E81 going in for oil leaks, primer system and taillight electrical issues (awaiting schedule)
- E82 had an electrical issue going to the computer. It was sent to SFMD maintenance. Awaiting additional information to finish some of the repairs. It will go back in when we get the electrical schematic. (awaiting schedule)
- C81, BN82, E82 awaiting schedule to install the Cradle Point systems for the dispatch computers.

Station 82 expansion status.

- Warranty punch list is being addressed. 90-day walkthrough completed; warranty items noted
- Garage completed, waiting on garage door to come in.
- Concrete for garage ramp has been poured.
- Station 81's new apron poured. Contractor to haul off debris and some minor drainage grading left.

## 7. Old Business

- a. Discussion and possible action regarding board member attendance at the winter AFDA conference.
  - i. No action, only discussion on which board members will be attending in person and who will be completing the training online.

Action: No Action

## 8. New Business

- a. Discussion and possible action regarding accepting Rick Tomjack and Deanna Hueston into their positions as approved by the county.
  - i. Rick Tomjack and Deanna Hueston ran unopposed for their board positions. The county accepted them back into their positions as board members.

Action: Clerk Thomas Humphrey made a motion to accept member Rick Tomjack and Member Deanna Hueston into their board member positions as approved by the county. Chairman Mark Christian seconded the motion. Unanimous.

- b. Discussion and possible action regarding the open board member position.

Action: Tabled until next month

- c. Discussion and possible action regarding organizational changes due to the Assistant Chief's retirement.
  - i. Chief Lee provided an overview of the timeline for selecting a new Battalion Chief. Chief Ofstie, the current Assistant Chief, retired at the beginning of November but will remain to help train his successor and as a reserve for the department. Since the position is operational, the board will not vote on it, and this discussion was for informational purposes only. However, following Chief Ofstie's retirement and a review of the Battalion Chief position description, the board advised the Fire Chief to hire a candidate who is qualified and move the testing date up to January 2025 at the latest. The chosen individual must have at least 3 years of experience as a Captain with Ponderosa or a GFR agency and must hold Blue Card certification to maintain consistent response capabilities across the region.

Action: No Action

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 7:34 p.m. Vice-chairman Kurt Wildermuth made a motion to adjourn the November 21st, 2024, Regular Board Meeting. Clerk Thomas Humphrey seconded; unanimous.



Mark Christian, Board Chairman