

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

Held December 19, 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 5:57 p.m.

**Members Present:**

Thomas Humphrey, Clerk Rick Tomjack, Member Deanna Hueston, Member Kurt Wildermuth, Vice-Chairman
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**Members Absent:**

Mark Christian, Chairman
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**Fire District Personnel Present:**

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

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**Guests:**

Jennifer – Hinton Burdick
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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 21<sup>st</sup>, 2024.

Action: Stand approved as written.

5. **Financial Reports**

- i. Discussion and possible action regarding financial reports ending November 30<sup>th</sup>, 2024,

- ii. Action: Clerk Thomas Humphrey made a motion to approve the financial reports ending November 30<sup>th</sup>, 2024, Rick Tomjack 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 408 requests for service. Last year at this time there were 358 requests for service, up fifty calls on this year. There have been thirty-six requests for service since the last board meeting.

Some significant calls:

- 12/8 MVA, I-40 MP 191 W, one vehicle with semi rollover, one transport, minor injuries.
- 12/8, Structure Assignment, Parks, Shed on fire with ¼ acre wildland fire.
- 12/7 MVA, I-40 MP 185 WB, single vehicle rollover, noninjury
- 12/5, Wildland Assignment, Bellemont, escaped campfire, 1/10<sup>th</sup> acre
- 11/26, Hay fire, I-40 MP 185 EB, broken axle caused the trailer and hay to catch fire

- 11/26, Structure Assignment, Maine Consolidated School, faulty alarm component
- 11/23, Wildland Assignment, Parks, ¼ acre, unattended campfire
- 11/21, Wildland Assignment, Parks, (Sherwood) 1/10<sup>th</sup> acre, debris fire escaped

The department is working on business walkthroughs and familiarization.

Committees attended were:

- PFAC (Ponderosa Fire Advisory Council) – No meeting held.
- PAC (Parks Area Connection) – Postponed until March
- C3 (Coconino County Chief's Consortium) – Upcoming grants, staffing, winter response.
- 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) has been submitted for the washer/extractor, dryer, and turnouts. Five percent cost match
- 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% cost match. Will be on the December agenda.
- Department of the Interior grant for skid units. Working on it. Due February 26<sup>th</sup>. **NO** cost match.
- Hazard Mitigation Grant Program (HMGP) PF 5493, DEMA grant for a backup generator. Twenty-five percent cost match. Due end of January
- 2024 ARPA Grant, Type 3, 6, or tender. Due January 24<sup>th</sup>. **NO** cost match.

The were no subscriptions since the last board meeting. Deposits since last board meeting, PSPRS \$185.08, (TOTAL \$185.08)

Residential and commercial development within the district. (UNCHANGED)

- Bellemont townhomes civil work is still under way.
- Civil work starting for the Parks in the Pines RV Park.
- Business center next to Best Western breaking ground tentatively spring 2025, fill is being brought onto the property.

Vehicle maintenance report, unexpected costs vehicle repairs.

- 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. C81 and BN 82 installed, E82 will be done tomorrow.

## 7. Old Business

- a. Discussion and possible action regarding the open board position

\*Member Rick Tomjack made a motion to go into executive session to discuss the two potential candidates for the board position at 6:32 pm, Clerk Thomas Humphrey seconded the motion. Unanimous. Executive session ended at 7:07 pm.

Action: Member Rick Tomjack made a motion to elect William Louis to the open board position with a roll call for votes. The board was three ayes to one nay. Motion is carried.

## 8. New Business

- a. Discussion and possible action regarding rate increase with Bill Whittington's office.
  - i. Bill Whittington sent a letter advising the districts that his rates for fire districts will be increased.

Action: Member Rick Tomjack made a motion to accept the rate increase from Bill Whittington's office. Clerk Thomas Humphrey seconded the motion.

- b. Discussion and possible action regarding the Memorandum of understanding (MOU) from DEMA regarding the Type 3 Engine.
  - i. Chief Lee had a meeting with DEMA a few days ago regarding the MOU and previous questions from the last board meeting. DEMA provided some clarification on items such as when the contract would end and how they got to 19,000 miles as a determinant. Chief Lee still had a few more questions and revisions he is waiting on. The board only discussed the progress on the MOU and what information PFD is waiting on for the next board meeting.

Action: No action, only discussion. Will be tabled until an action is taken.

- c. Discussion and possible action on acquiring a used pickup truck for members sponsored by Ponderosa Fire District (PFD) to participate in wildland assignments, with the goal of generating additional revenue for the district.
  - i. PFD submitted a grant to possibly cover the costs of the truck. Chief Lee would like to wait until mid-March/April to know if the grant has been awarded before having any vote on this item. This truck would be able to provide additional support for wildland assignments and in-district response for wildland fires, with the potential to bring in additional wildland revenues for the district.

Action: No action tabled until grant decision is made.

- d. Discussion and possible action regarding the election of board officers for the year 2025, including the possibility of members retaining their current positions and responsibilities.

Action: Member Deanna Hueston made a motion to keep Mark Christian as chairman, Clerk Thomas Humphrey seconded. Unanimous. Member Rick Tomjack made a motion to move Thomas Humphrey into the Vice-chairman positions, Member Deanna Hueston seconded, unanimous, Clerk Thomas Humphrey made a motion to move Rick Tomjack into the clerk position, member Deanna Hueston seconded the motion. Unanimous.

- e. Discussion and possible action regarding rescheduling the January 16, 2025, regularly scheduled board meeting.
  - i. The board wanted to ensure everyone would be in attendance. They had no issue moving the meeting to the following Thursday, at 6 pm.

Action: Member Deanna Hueston made a motion to move the board meeting from January 16<sup>th</sup>, 2025, to January 23<sup>rd</sup>, 2025, at 6 pm at Station 81 in Parks, Member Rick Tomjack seconded the motion. Unanimous.

- f. Discussion and possible action regarding the adjustment of step increases in response to the increase in the Flagstaff minimum wage from \$17.40 to \$17.85, effective January 1, 2025.
- i. Board members discussed the minimum wage increase and how competitive PFD would be compared to other districts. Clerk Thomas Humphrey would like to see the minimum wage go up to \$18.00 hopefully for next fiscal year. The board agreed to increase the minimum wage to \$17.85 and continue to have conversation about the additional possible increase to \$18.00 in future budget workshop meetings.

Action: Clerk Thomas Humphrey made a motion to adjust the step increases in response to the Flagstaff minimum wage increase from \$17.40 to \$17.85 effective January 1<sup>st</sup>, 2025, The motion was brought to vote with three ayes and one nay.

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 8:05 p.m. Vice-chairman Kurt Wildermuth made a motion to adjourn the December 19<sup>th</sup>, 2024, Regular Board Meeting. Member Deanna Hueston seconded; unanimous.

  
Mark Christian, Board Chairman