

**PONDEROSA FIRE DISTRICT (PFD) GOVERNING BOARD**  
**REGULAR BOARD MEETING**  
Held March 20, 2025, at 6:00 p.m.  
at Ponderosa Fire District Station 82  
11951 W Shadow Mountain Dr  
Bellemont, AZ

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1. **Call to Order/Roll Call:** Chairman Mark Christian called the regularly scheduled board meeting to order at 6:02 p.m.

**Members Present:**

Mark Christian, Chairman Rick Tomjack, Clerk Bill Louis, Member Deanna Hueston, Member Thomas Humprey, Vice-Chairman
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**Members Absent:**

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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:**

Hinton Birdick
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2. **Pledge of Allegiance**
3. **Call to the Public – One Member of the Community. Addressed the board about concerns on item 8b.**

4. **Approval of Minutes**

- a. Review of Regular Board Meeting minutes from Thursday, February 20<sup>th</sup>, 2025.

Action: Stand approved as written, with the minor change to the date in the Adjournment section.

5. **Financial Reports**

- i. Discussion and possible action regarding financial reports ending February 28<sup>th</sup>, 2025,

Action: Member Deanna Hueston made a motion to approve to the financial statements for February, Chairman Mark Christian seconded the motion. Unanimous.

6. **OFFICIAL PINNING OF CAPTAINS AND BATTALION CHIEFS**

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

Year to date there have been 106 requests for service. Around last year at this time PFD has eighty-six requests for service, so we are up to twenty requests for service. There have been thirty requests for service since the last board meeting. Some significant calls are:

- 2/26, MVA, I-40 MP 177 EB, single vehicle rollover 1pt no transport
- Three-eighths, MVA, I-40, MP 178 WB, single vehicle rollover, 1 pt transported.
- 3/13, MVA, I-40, MP178 WB. Semi rearended another one, driver pinned and had to be extricated,

transported.

- 3/18, MVA, I-40, MP 190 EB, Semi on its side, Pt refusal
- 3/19, Assault, I-40, MP 178 WB, Greyhound bus, 1 pt transported

Update on department training: Currently training on wildland.

Status of department grants

- Working on final acceptance of new fuels grant (NFHF 24-000)
- AFG grant (2024) has been SUBMITTED for the washer/extractor, dryer, and turnouts. Five percent cost match
- Department of the Interior grant for skid units. Working on it.
- Hazard Mitigation Grant Program (HMGP) PF 5493, DEMA grant for a backup generator. Twenty-five percent cost match. Funding frozen
- 2024 ARPA Grant, Type 3, 6, or tender. Due January 24th. NO cost match. SUBMITTED We should hear back on this mid – end of March.
- Governor’s Office of Highway Safety (GOHS). Extrication equipment and AV/IT equipment for the community room \$56,204. Due mid-March, 100% grant. SUBMITTED
- Homeland security grant for ballistic vests for firefighters. \$7000, 100% grant. Due to the end of next week. SUBMITTED

Financial

- Subscriptions since the last board meeting one. Totaling \$2,165.40
- 4 Deposits since last board meeting, Out of District Billing \$161.66, VFIS reimbursement \$1,634.23 subscription \$2,165.40 (TOTAL \$3,961.29)

## 8. Old Business

- a. Discussion and possible action regarding the Memorandum of understanding (MOU) from DEMA regarding the Type 3 Engine.

Action: Member Bill Louis made a motion to accept the Memorandum of understanding (MOU) from DEMA regarding the Type 3 Engine, Member Deanna Hueston seconded the motion. Unanimous.

- b. Discussion and possible action regarding changing the Board Meeting date and time.
  - i. The board discussed moving the date to the 4<sup>th</sup> Tuesday of the month and possibly starting at 5:00 pm. The board will be doing a survey on dates and times to get a feeling about what is best for each board member.

Action: Tabled until next month.

## 9. New Business

- a. Discussion and possible action regarding PFD's Acting Pay Policy which outlines the additional compensation for Firefighters/EMTs who temporarily assume the roles of Engineer or Captain.
  - i. PFD was already implementing this policy but needed to put it in writing as well as creating a standardization for acting pay.

Action: Member Deanna Hueston made a motion to approve the Acting Pay Policy, Chairman Mark Christian seconded the motion. Unanimous.

- b. Discussion and possible action regarding PFD's Stipend Policy which establishes the guidelines for awarding stipends to Fire Department personnel who assume additional responsibilities or obtain specific certifications.

- i. PFD researched how other departments were managing their stipend policy. PFD will only implement the highest paying stipend for future employees, all current employees will keep their current stipends.

Action: Chairman Mark Christian made the motion to accept the 30.07 Stipend Policy, Member Deanna Hueston seconded the motion. Unanimous.

- c. Discussion and possible action regarding which of the two budget options presented at the recent budget workshop should move forward for approval.
  - i. Budget 2 increases the mill rate to 3.75, budget one does not increase the mill rate and keeps it at 3.50.

Action: No action taken, only discussion on which budget to move forward with. The action will be voted on in the following months.

- d. Discussion and possible action regarding the DEMA Memorandum of Understanding for Camp Navajo Type 3 Engine.

Action: Chairman Mark Christian removed from the agenda. This is a duplicate item and was discussed in item 8a.

- e. Discussion and possible action regarding the Federal Grant Administration Policy, which establishes the guidelines for administering and awarding federal grants to eligible departments and personnel, ensuring compliance with federal regulations and proper allocation of funds.

Action: Chairman Mark Christian made a motion to accept Federal Grant Administration Policy, Clerk Rick Tomjack seconded the motion. Unanimous.

- f. Discussion and possible action regarding approval of NFHF Fuels Grant including resolution 2025-3 regarding its intended use for fuel-related projects.
  - i. Chief Lee wanted the board to look over the grant packet and approve it before sending it off. The board had no issues with the presented grant packet.

Action: Member Bill Louis made a motion to accept the NFHF Fuels Grant including resolution 2025-3 regarding its intended use for fuel-related projects. Member Deanna Hueston seconded the motion. Unanimous.

- g. Review and approval of the FY24 Annual Financial Audit, including the financial statements audited management letter, and any recommendations for financial improvements or adjustments.

Action: Chairman Mark Christian made a motion to accept the FY24 Annual Financial Audit for PFD, 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 8:14 p.m. Member Deanna Hueston made a motion to adjourn the March 20<sup>th</sup>, 2025, Regular Board Meeting. Member Bill Louis seconded; unanimous.

  
Mark Christian, Board Chairman