

PONDEROSA FIRE DISTRICT (PFD) GOVERNING BOARD

Held June 17th, 2025 5pm
at Ponderosa Fire District, Station 81
1511 N Spring Valley Rd.
Parks, AZ 86018

1. CALL TO ORDER/ROLL CALL:

Members Present: Mark Christian, Board Chairman Tom Humphrey, Board Vice-Chairman Rick Tomjack, Board Clerk Deanna Hueston, Board Member Bill Louis, Board Member	Members Absent:
Fire District Personnel Present: Erin Hudman, Administrative Chief Laura Mroczka, Administrative Manager Chris Jeffers, Captain Joseph Calhoon, Firefighter Paul Pugh, Engineer	
Members of the Community: Judson Swearingen	Guests: Jennifer Frank, CPA, CFE, CGFM, Partner – HintonBurdick

2. PLEDGE OF ALLEGIANCE

3. CALL TO THE PUBLIC

Pursuant to A.R.S. § 38-431.01(H), the Board of Directors may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the Board on any issue within the jurisdiction of the Board. However, members of the Board shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

4. APPROVAL OF MINUTES

- a. Review of Regular Board Meeting Minutes of Tuesday, May 20, 2025

Discussion Summary: No discussion.

Action: Stand approved as written.

5. FINANCIAL REPORTS

- a. Discussion and possible action regarding financial reports ending May 31, 2025, presented by HintonBurdick CPA's & Advisors

Discussion Summary: Jennifer Frank from HintonBurdick reported on the financial statements for May 2025.

Action: Member Bill Louis made a motion to accept the financial statements for May 2025 as presented. Vice Chairman Tom Humphrey seconded the motion. Unanimous.

- b. Presentation of 5-year trend analysis by Jennifer Frank of HintonBurdick.

Discussion Summary: Informative only.

Action: None.

6. CHIEF'S SUMMARY AND REPORTS

Chief Lee Antonides was absent from the meeting. Administrative Chief, Erin Hudman, reported in his place.

Chief Hudman stated the following:

- Budget approval forms for under \$500 AND over \$500 will be put into place in the coming fiscal year.
- Budget caps will be strictly enforced.
- No unauthorized purchases made by personnel with their own money will be reimbursed.
- Deviations from these established procedures will result in budget freezes.
- PFD will be participating in the PAC 4th of July Parade in Parks.
- We were awarded the ARPA grant for the skid unit and the Department of the Interior grant for the Type 6 Engine: Engineer Chris Stratman's first approved grant that he's written.
- Firefighter Richard Duran and Engineer Chris Stratman received a letter from Dirch Foreman thanking them for their generosity and kindness during a community room event.
- We were selected for the Fiscal Year 26 congressionally directed spending update from Senator Ruben Gallegos and Mark Kelly's Office which will award us with 135k towards a generator for Station 82.
- Today we're at 191 calls for service. Last year at this time we were at 195.
- Significant call from last month was the fire at 7 N Tunnel Dr. Preliminary cause is a water heater gas leak, but it is still under investigation.
- We sent two personnel from our med team and four personnel from our wildland team to the Trout Fire in Silver City, New Mexico, earlier in the week. The fire is at 24,700 acres and 0% containment. Three reserve employees will be picking up backfill during this time.
- Confirmed today that Coconino County will enter Stage 2 fire restrictions, as well as Coconino National Forest and Kaibab National Forest – Williams Ranger District, as of 6pm on Wednesday June 18th.

- Chief Hudman reported that Chief Lee has officially taken over vehicle maintenance.
- E82 is being worked on at Bellemont Truck repair for air conditioning, electrical issues with a turn signal, and a steering leak.
- E81 will be going in once E82 returns for loose bolts, the oil leak issue, and a taillight issue.
- E823 is at Summit for a few minor repairs.

7. UNFINISHED BUSINESS

- a. Update on Type 3 Engine Agreement with the State of Arizona.

Discussion Summary: Discussion was complete as of last Board Meeting.

Action: Will be removed from the agenda moving forward.

- b. Discussion and possible action regarding FY26 legal representation with Coconino County.

Discussion Summary: Chief Hudman explained that this is renewed every year with the Coconino County Attorney's Office. It was also noted that this will come with approving Resolution 25-04: Coconino County Legal Representation.

Action: Member Bill Louis made a motion to approve the agreement between PFD and the Coconino County Attorney's Office for legal representation for FY26. Chairman Mark Christian seconded the motion. Unanimous.

Chairman Mark Christian then made a motion to accept Resolution 25-04. Vice Chairman Tom Humphrey seconded the motion. Unanimous.

8. NEW BUSINESS

- a. Distribution of Fire Chief evaluation forms for board members to complete and submit prior to the next board meeting scheduled for July 15th, 2025.

Discussion Summary: Chief Hudman will send out the evaluation that was used in 2023 for Chief Lee to the board members.

Action: Board members will bring their evaluations to the next meeting. The board members will also individually work on creating a Fire Chief job description and bring their ideas to the next board meeting in July.

- b. Discussion of higher than anticipated spending this year and the steps the Fire Chief and Administrative Chief are taking to monitor and reduce future expenses.

Discussion Summary: Discussed earlier in meeting during Chiefs Report. Discussion was also held regarding Wildland Revenue and how it works.

Action: Informative.

- c. Discussion and possible action on proposed revisions to Policy 60.03 – Uniform Regulations.

Discussion Summary: Still being discussed between Chiefs.

Action: Tabled until next month.

- 9. 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).*

Action: None held.

- 10. ADJOURNMENT – At 6:19pm, Member Deanna Hueston made a motion to adjourn the June 17th, 2025, Regular Board Meeting. Member Bill Louis seconded the motion; Unanimous.



Mark Christian, Board Chairman