

## **PINE LAKE FIRE DISTRICT MEETING MINUTES FOR AUGUST 26, 2013**

**BOARD MEMBERS:** Tom McLarty-Chairman, Tom Clark, Jack Graham, John Becker, Clyde Andress

**CALL TO ORDER:** Meeting called to order at 6 PM by Tom McLarty, who led the Pledge of Allegiance

**ROLL CALL OF BOARD MEMBERS:** Clyde Andress absent

**APPROVAL OF MINUTES:** Motion to approve the minutes with correction of vendor name made by Tom Clark, 2<sup>nd</sup> by Jack Graham and carried unanimously by the Board.

### **FINANCIAL REPORTS: JULY 2013**

Beginning Balance	\$105,749.46
Debits	14,299.69
Credits	1,116.89
Ending Balance	\$92,566.66
Outstanding Checks	\$231.28

Profit & Loss and Budget vs. Actual reports were submitted to the Board. Motion to approve all financial reports made by Tom Clark, 2<sup>nd</sup> by Jack Graham and carried unanimously by the Board.

Tom McLarty requested an update about reimbursement funds from the State Forestry Department. Chief Sticka stated we are awaiting information and are close to the 90 day time limit. He will contact the Forest Department on a regular basis to check on our reimbursement.

### **PLFD FIRE CHIEF'S REPORT FOR JULY 2013**

A written report was submitted by Fire Chief John Sticka. A discussion followed concerning current projects resulting from the Dean Peak fire and continuing efforts to work with agencies offering assistance. Chief Sticka continues to meet with agencies offering assistance.

WACEM's grant monies will be available now that the EMR class has concluded and 6 people have completed the course and been certified.

The 100 Club has received our grant application which will be reviewed in the 3<sup>rd</sup> quarter of year 2013.

Mohave County Tax Division advised the PLFD of the Tax Levee in the sum of \$76,377.00,

Chief Sticka will be on a personal leave beginning 9-17-2013 for approximately 2 weeks. Lt. Greg LaFlamme will assume his duties until further notice. Chief Sticka will be able to perform administrative duties during this time. The report was accepted by the Board and entered into the minutes. Chief Sticka thanked the community for signing the maps presented to him in appreciation for his dedicated service to the Pine Lake community during the Dean Peak fire.

## **OLD BUSINESS**

- Update on PLFD Website. Amanda Kaufman presented a demonstration of the site she developed in conjunction with Chief Sticka and Tom McLarty. The website development and presentation were very professional and will be an excellent asset for the PLFD community. Appreciation was given to Ms. Kaufman for her generous and professional assistance by all in attendance. The website can be accessed by going to PineLakeFire.org. PLFD website will include at a minimum: agendas, minutes and budget information. Ms. Kaufman has also included valuable information for homeowners on fire reduction measures from Federal and State resources. Tom McLarty reported new state regulations required fire department web sites to post budget information. Steve Lee asked if the HMHOA would be informed of this information. Tom McLarty stated this would be discussed with the HMHOA Board. Costs for website domain registration and 10 year domain were approximately \$300. The site is secure and changes can be only be made by authorized PLFD designees.
- Final Cost of Tanker 625. John Sticka stated the final costs were \$43,684.78. Truck can hold 2000 gallons.
- Update on repairs for the water tank on Levi Levi. Chief Sticka provided photos of the tank and site to the Board. Mohave County Parks Department has informed Chief Sticka that we are able to proceed with foundation repairs to the Levi Levi tank. An easement for the water tank was granted to the PLFD in 1996. An authorization for repairs was signed by the Mohave County engineering manager on 8-6-2013. Paul Mackesey has been measuring the slope of the tank and will keep Chief Sticka informed of any significant changes to the slope; current slope is 7degrees. Soil erosion from rains has increased and may need more immediate attention.

## **NEW BUSINESS**

- Acceptance of the resignation of Board Member Clyde Andress. Motion to accept the resignation made by Tom Clark, 2<sup>nd</sup> by Jack Graham; carried unanimously by the Board.
- Appointment of new Board Member. Tom McLarty stated we had one letter of interest for the Board position. It was determined that an executive session was not required as there was only one letter requesting consideration. A motion to appoint Ron Kutil to the Board was made by Jack Graham, 2<sup>nd</sup> by John Becker; carried unanimously by the Board.
- Discussion and possible action regarding Board approval for pursuing the Staffing for Adequate Fire and Emergency Response (SAFER) grant for PLFD recruitment and retention of volunteers or professional staff. Paul Mackesey presented information about the grant and advised the Board the process/proposal would need several months to prepare. Application deadline for the current year is 8-31-2013. He presented details of the grant to include: monies available and requirements for applying. PLFD Board will need to agree to pursue development of a budget, staffing, training and commitment to the grant. Discussion by the Board followed and resulted in a request for more information prior to making a decision to pursue the grant. All Board members will be provided with the website to review the grant in its entirety. Motion to table the request for further review by Board members.

- Discussion and possible action on pursuing a fuels reduction grant. A report was given by Chief Sticka. He outlined the grant details and requirements from the grant administrator. Tom McLarty, Chief Sticka, Paul Mackesey, Louise Moran and Jackie Kinard were in attendance for this meeting. Paul Mackesey and Louise Moran had attended a 2 day grant writing seminar in June. Chief Sticka stated the requirements would involve setting parameters for fuels reduction recommendations in the community, work completed and reimbursement methods for completion of fuels reduction activities. Motion made by to proceed with fuels reduction process was made by Tom Clark, 2nd by Jack Graham, carried unanimously by the Board.
- Discussion and possible action regarding fundraising for PLFD from Louise Moran. Mrs. Moran presented the Board with a letter outlining selling PLFD T shirts a various activities during the year. A startup fee would be required and all profits would go to the PLFD. She also reported that grant requests included requests for information describing local fundraising efforts. Following discussion the motion was tabled to review funding the startup costs per county budgetary regulations. It was determined that the County Attorney should be consulted. Motion will tabled until September Board meeting.

#### **CORRESPONDENCE**

- John Sticka congratulated the community members who completed the Emergency Responder course. EMR class members were Janine Hinson, Louise Moran, Jackie Kinard, Greg LaFlamme, Paul Mackesey and Kim Kutil.
- The Annual Hualapai Mountain Resort – PLFD Golf Tournament is scheduled for the weekend of September 14-15. Sponsors have been solicited but more are needed. Community support is requested in recruiting sponsors and auction gifts.
- John Sticka reported that Pinion Pines had received the "ANDY" award for their community efforts on Tuesday night of the Dean Pike Fire.

#### **CALL TO THE PUBLIC**

- Pauline Northrup requested the status on reimbursement of a community member for work performed. She was advised that payment had been approved and is available to the community member and they will be contacted personally. Pauline requested if community members could fund the T shirt fundraiser and be reimbursed after the sale of the shirts. She was advised of the need for consultation with the county attorney.
- Steve Lee questioned if the PLFD had a reserve to fund the T shirt suggestion made by Louise Moran. Board members commented they needed to find out if we could pursue this issue following consultation with the county attorney.

#### **BOARD MEMBER COMMENTS**

- Tom McLarty attended the WACEMs meeting and commented that he observed relationship building and collaboration between fire departments and that Chief Sticka was involved in this process.

#### **ADJOURNMENT**

- Motion to adjourn made by Tom Clark 2<sup>nd</sup> by John Becker. Meeting adjourned at 7:03 PM.

Signature\_\_\_\_\_ Date\_\_\_\_\_