

PINE LAKE FIRE DISTRICT

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03-21-18

MINUTES

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: 6:00 PM

ROLL CALL OF BOARD MEMBERS: Richard Ripley, Tom McLarty, Paul Mackesey, Corinne Casey and Nancy Speer present. Quorum present.

MINUTES, FINANCIAL REPORTS PROVIDED TO THE BOARD ON MARCH 18, 2018

APPROVAL OF MINUTES

Motion to approve minutes from 2/21/18 meeting made by Paul Mackesey, 2nd by Tom McLarty. With no further discussion, the Board voted unanimously to approve the minutes as presented.

PLFD FINANCIAL AND OPERATIONS REPORTS

Motion to approve the February 2018 financial reports made by Tom McLarty, 2nd by Paul Mackesey. With no further discussion, the Board voted unanimously to approve the financial reports as presented.

PLFD FIRE CHIEF'S REPORT

The Chief's report was accepted by the Board.

- There were no events this month.
- On 3/13/18, County Parks removed the dirt, rocks and debris they placed in the burn pile during the construction of the new RV Park. Chuck Osterman was on site with B 626 during the cleanup in case of a possible rekindle.
- The Chief will be attending a Forestry evacuation meeting on 3/22/18 at 9:00 a.m.

CALL TO PUBLIC

None

OLD BUSINESS

a. Discussion and possible approval of an updated PLFD mission statement.

Item was moved to the April 2018 Board meeting.

b. Appoint Chairman and Clerk of the Board.

Tom McLarty nominated Richard Ripley for the Chairman position, 2nd by Paul Mackesey. Richard accepted the nomination and the Board approved unanimously. Tom McLarty nominated Paul Mackesey for the Clerk of the Board position, 2nd by Richard Ripley. Paul accepted the nomination and the Board approved unanimously.

c. Update on new Board member orientation materials.

Paul Mackesey discussed the draft Fire Board Handbook that was provided to Board members for their review. The Fire Board Handbook would be given to new Board members as an introduction to their responsibilities as a Board member. Tom McLarty pointed out that the Handbook, under Board Officers and Their Elections, stated that when a vacancy occurred a special election would be held to fill the vacant position. Tom clarified that, rather than a special election being held, an appointment must be made within 90 days. Chief LaFlamme asked if the Handbook provided an entry paragraph with a

welcome statement and brief summary of Board member duties. Paul stated he will make a couple of changes and also include the By-Laws and travel policy.

d. Refining the Chief's report. (Board discussed Item d before Item c)

Tom McLarty discussed the sample agenda that was handed out during a training session at the recent AFDA conference; specifically, how the Chief's Report items should be included on the agenda. Chief LaFlamme stated he will provide the information, as presented in the sample agenda, beginning with next month's agenda.

NEW BUSINESS

a. Discussion on choosing legal counsel for PLFD.

Tom McLarty put some feelers out to some candidates but has not heard anything back. Tom asked to continue this item to next month's meeting. Discussion continued regarding possibly adding a line in the budget for legal counsel in the event legal services were ever needed and to what extent attorney services would be used.

b. Discussion of possible changes to the by-laws.

Paul Mackesey stated there were two contradictory clauses in the by-laws. One is regarding who is responsible for hiring. Article 4, Section 2 states the Fire Chief has full hiring and firing authority for all other personnel except the Fire Chief position. Article 5, Secretary of the Board, states the Secretary is hired by the Board. A correction should be made to indicate that the Board is responsible for hiring the Secretary. Paul also stated that, under Article 6 - Committees of the Board, the word "shall" should not be used since the Board has not been following that practice. Tom McLarty made a motion to appoint Paul Mackesey to revise the by-laws and bring it back to the Board for approval, 2nd by Richard Ripley. The Board approved unanimously.

CORRESPONDENCE

None

BOARD MEMBER COMMENTS

None

ADJOURNMENT

Motion made by Richard Ripley to adjourn the meeting. 2nd by Paul Mackesey. The Board approved unanimously. Meeting adjourned at 6:27 PM.

CLERK OF THE BOARD _____