

**PINE LAKE FIRE DISTRICT MINUTES
JANUARY 21, 2013**

BOARD MEMBERS: Tom McLarty, Chairman; Tom Clark, Ron Kutil, Jack Graham, Clyde Address

CALL TO ORDER: Meeting called to order at 6:00 PM by Chairman McLarty. Tom led the Pledge of Allegiance.

ROLL CALL OF MEMBERS: Clyde Address in attendance via phone. All members present.

APPROVAL OF MINUTES: Minutes from 12-18-2012 were submitted for approval. Motion to approve made by Tom Clark, 2nd by Ron Kutil; carried unanimously by the Board

PLFD FINANCIAL OPERATIONS REPORT FOR 12-2012

Beginning Balance	\$181,020.29
Debits	5,602.38
Credits	6,585.20
Ending Balance	\$182,003.11

Profit & Loss Budget vs. Actual and Profit & Loss Detail reports were submitted to all Board Members.

John Sticka reported on the improvement of the financial reports. Tom McLarty discussed including pending transactions in future reports. He and the Sec./Treasurer will discuss this going forward.

Motion to approve reports made by Tom Clark, 2nd by Jack Graham and unanimously approved by Board.

PLFD FIRE CHIEF'S OPERATIONS REPORT FOR DECEMBER 2012

Written report from John Sticka distributed to Board Members; following discussion the report was included in the minutes.

OLD BUSINESS

- Discussion and approval of Mutual Aid Agreement. Tom McLarty stated he spoke with the Fire Chief in Golden Valley. The Mohave County Attorney currently has the agreement for review. John Sticka reported that an additional month is needed for the review. This will involve 23-24 agency reviews and signatures. Currently we only need to make a motion to participate. The final agreement will be finalized at a later date. Motion made by Ron Kutil to approve PLFD participation in the Mutual Aid Agreement, 2nd by Jack Graham; carried unanimously by the Board.
- Discussion and approval of repairs to the Suburban. Additional bid for repairs presented by John Sticka; this bid included repairing only items necessary for the function of the vehicle, cosmetic repairs were not requested in the bid. These can be made later in the summer. The bid was for \$491.06 from Chris' Autobody. The previous bid from Prestige was \$1200 but included cosmetic repairs. Tom Clark made a motion to repair only the functional items. Ron Kutil suggested that we approach Prestige see if they would meet or lower their bid due to changes in the criteria. Tom Clark amended his motion to state that we repair only the functional items on the vehicle following an offer for Prestige to review their bid; the repairs should not exceed \$491.06. 2nd by Jack Graham, carried unanimously by the Board.

NEW BUSINESS

- Discussion and possible action for reimbursement of the Quick Books class at MCC for the Sec/Treasurer. The cost for the class is \$168.00 and begins Feb 4th-May 5th, takes place every Thursday evening from 6-8:30 PM. Following discussion, Tom Clark made a motion of approve the cost of the class, 2nd by Ron Kutil; carried unanimously by the Board.
- Discussion and possible action on the goals and expectations for the Board. Tom McLarty stated this is in development and will assist in the direction of the Board over the next 6 months. A draft will be presented at the February 2013 meeting. Prior to the meeting Chairman McLarty will send an e-mail of the draft to the Board Members. John Sticka mentioned that he had attended a session at the conference on job evaluations and performance reviews.
- Discussion and possible action on purchasing Microsoft Office program for PLFD. Following discussion, Tom Clark made a motion to review programs and costs. He and Ron Kutil will speak with vendors about the purchase of the program and bring the information to the next meeting. Tom Clark made a motion to approve, 2nd by Tom McLarty; Motion carried unanimously by the Board.
- Update from Board Members following attendance at the AFDA Conference in Laughlin. Tom Clark felt he learns something new every time, states we now need to post our budget on a website or the state website. First responder program can be reintroduced with national accreditation. Arizona no longer has the program but we can have national certification. Jackie Kinard and Tom Clark stated we need to evaluate the Blood Borne Pathogen Exposure(BBPE) program provided to our volunteers. A free training class can be provided through VFIS. Tom McLarty reported on all the legal changes and how to avoid legal problems. Board meeting violations were discussed and how to avoid them going forward. All board members will need to sign a document that they understand the open meeting law. Documentation of changes to the executive meeting requirements and changes was discussed at the conference. We need to re-evaluate our accommodations statement. John Sticka passed out an expense report form for the conference.
- Review and approval of annual audit. Copies of the audit were provided to all Board Members and public in attendance. John Sticka stated we needed to approve and send to the state. Following discussion of Gene Newman's report, Ron Kutil made a motion to accept the report, 2nd by Tom Clark; carried unanimously by the Board.

CORRESPONDENCE

- PLFD Board Meeting for February 18, 2013

CALL TO THE PUBLIC

Dick Beacom gave thanked Tom McLarty for accepting the position of PLFD Chairman.

BOARD MEMBER COMMENTS

Tom Clark stated that he appreciated the number of vendors at the conference and the opportunity to meet with them. Tom McLarty enjoyed interfacing with other departments in the area.

John Sticka stated that Barbara Graham's nature photos were a great hit and highly desired in the fundraiser raffle at the conference. Attendees bought tickets just to have a chance to win her framed pictures. He thanked her for this donation.

ADJOURNMENT

Meeting adjourned at 6:40 PM

