

**PINE LAKE FIRE DISTRICT MINUTES**

**February 20, 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, who led the Pledge of Allegiance.

**ROLL CALL OF BOARD MEMBERS:** Ron Kutil excused due to business matters; Clyde Address absent. Per Chairman a quorum is present.

**APPROVAL OF MINUTES:** Minutes from 1-21-2013 were submitted for approval. Motion to approve made by Tom Clark, 2<sup>nd</sup> by Jack Graham; carried unanimously by the Board.

**PLFD FINANCIAL OPERATIONS REPORT FOR 1-2013**

|                   |   |
|-------------------|---|
| Beginning Balance | 182,003.11  |
| Debit Totals      | 6,417.01  |
| Credit Totals     | 2,266.71  |
| End Balance       | 177,852.81 (as of 1-28-2013 per Mohave Co. Treasurer) |

Outstanding Checks as of 1-31-2013 total \$2885.46

Profit & Loss Budget vs. Actual and Profit & Loss Detail reports were submitted to all Board members present. Discussion of reports followed and attached report discusses the propane budget for 2012-2013. . Motion to approve the report made by Tom Clark, 2<sup>nd</sup> by Jack Graham; carried unanimously by the Board.

Jackie discussed Yahoo issues and potential virus threat. Changes have been made to the e-mail password and upcoming changes are to be made to logging on to computer from other sources. Further discussion tabled as it was not on the agenda and determined to be staff issues and will be followed up at a later date.

**PLFD CHIEF’S OPERATIONS REPORT FOR JANUARY 2013**

Written report submitted by Fire Chief John Sticka to all Board members: following discussion the Chief’s report was included in the minutes. Truck 625 issue is to be discussed under Old Business. Lt. Greg LaFlamme reported on 2 potential medical calls received on Feb. 16, 2013; one was transported by friends at the scene and the other was determined to be outside PLFD limits. Discussion of Park boundaries, streets, addresses and cabin numbers to aid in responses was discussed and to be followed up on by John Sticka with the alarm company tomorrow. Per Tom Clark we respond to Park issues as a courtesy PLFD is not compensated by BLM.

## **OLD BUSINESS:**

- Discussion and possible action re: Update on Chief's Goals and Expectations Chairman McLarty distributed an employee evaluation form for performing reviews based on expectations. It can be used for all positions at PLFD. Tom McLarty reviewed our 5 year plan, and feels we need to; develop our mission/goal statement, update our 5 year plan and then proceed to the performance evaluations. He stated the Board developed a Fire Chief Job description during the fall. He wanted the Board to review the evaluation form, digest the information and continue to develop the document. To be carried over for further discussion at another meeting.
- Discussion and possible action re: Update on Truck 625. FireTrucks Unlimited has informed PLFD they are unable to proceed with the conversions to the truck per the agreed upon contract due to their concerns about size and weight changes. United Trucks Ltd. in Buckeye states they are capable of making alterations for \$23,000 (metal tank) plus \$3500 to epoxy the inside of the tank. Discussion followed regarding the dissolution of the contract with FireTrucks Unlimited and their providing us with a letter terminating our contract. Motion made by Tom Clark to have FireTrucks Unlimited send us a letter stating they are unwilling to exercise the agreed upon signed contract, 2<sup>nd</sup> by Jack Graham; carried unanimously by the Board.

## **NEW BUSINESS**

- Discussion and possible action re: Update on First Responder Training. Report from Louise Moran distributed to Board members. Report discussed with the Board and included in the minutes. Following discussion CPR classes will be scheduled first and then first responder classes after determining the curriculum and instructor availability. Future training decisions will be made by Chief Sticka. Louise Moran presented the 'Envelope of Life' to the Board. This will be presented at the HMHOA meeting. Further development of this process will fall under Chief Sticka and operations. Tom McLarty thanked Louise and Jackie for meeting with Ms. Kerns.
- Discussion and possible action re: Preliminary budget planning and ideas from Board Members. John Sticka requested that anyone with ideas present them with financial information attached. Jack Graham and Tom Clark mentioned working on the 5 year plan at the same time. Tom McLarty will follow-up with Board on a work session meeting date

## **CORRESPONDENCE**

John Sticka stated a BLM meeting to discuss a controlled burn is on 2-21-2013. BLM would like to meet with the HMHOA to discuss changing elevations of the burn pile. He states the BLM complimented PLFD on their cooperation with BLM.

## **CALL TO THE PUBLIC**

- No Public Input Received

## **BOARD MEMBER COMMENTS**

- No Board member comments made

## **ADJOURNMENT: 6:45PM**

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