

**PINE LAKE FIRE DISTRICT MINUTES  
MARCH 18, 2013**

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

**CALL TO ORDER:** Meeting called to order at 6:05 pm by Chairman, who led the Pledge of Allegiance.

**ROLL CALL OF BOARD MEMBERS:** All present except Ron Kutil

**APPROVAL OF MINUTES:** Minutes from Feb. 20, 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 2-2012**

Beginning Balance \$177,852.81

Debit Totals 3,826.77

Credit Totals 1,782.61

Ending Balance 175,809.65

Outstanding Checks as of 2-28-2013 \$ 3,163.47

An adjustment was made by Mohave County Treasurer to subtract \$28.44 from account due to a 2010 tax status change for a property owner.

Profit & Loss Budget vs. Actual and Profit & Loss Detail reports were submitted. Tom Clark requested comparative monthly information for 2012 VS. 2013. Motion to accept reports made by Tom Clark, 2<sup>nd</sup> by Clyde Andress; carried unanimously by the Board.

**PLFD FIRE CHIEF'S OPERATION REPORT FOR FEBRUARY 2013**

Written report submitted by Fire Chief John Sticka. Chief Sticka added an additional verbal comment to state the water line had been repaired as of 3-18-2013. Report was reviewed and included in the minutes. Tom McLarty discussed a government sponsored site that would assist in recruitment of volunteers. Tom McLarty will follow up on this topic.

**OLD BUSINESS:**

Discussion and possible approval for new vendor for changes to truck 625. John Sticka provided Board with new contract from United Truck Equipment with a quote for the changes to Truck 625. KAR provided information about the transportation of our truck. John Sticka discussed the reason for the previous company bid withdrawal. Discussion of additional costs and changes to truck followed. Jerry Moran stated he had positive past experience in working with this vendor. Tom Clark made a motion to approve the new contract plus the additional \$1200 for transportation; 2<sup>nd</sup> by Clyde Andress; carried unanimously by the Board. Tom McLarty reviewed his activities in evaluating our possible exempt tax status in regards to the bill submitted by United Truck Equipment. He will continue to research this item.

Discussion and possible approval for MS office upgrade. Motion made to approve purchase of Microsoft Office upgrade not to exceed \$300.00 by Clyde Andress, 2<sup>nd</sup> by Jack Graham; carried unanimously by the Board.

**NEW BUSINESS**

Discussion and review status of preliminary budget for 2013-2014. Handouts were provided to the Board by John Sticka. Board members are to review this information prior to the next meeting. John Sticka discussed many aspects of the preliminary budget to include: terminology changes, changes in allotments for various aspects to the management of PLFD, levy income, website start up, required 5 year audit and not just an annual review will increase accountant costs, training, uniforms, turn out gear, vehicle fuel, vehicle upkeep, contingency funds, worker's compensation and water systems. PLFD

income and expenses were reviewed along with unobligated funds allotment. A project priority list was reviewed and recommendations were made. John Sticka requested the Board personally view these jobs and sites and make recommendations.

Discussion and actions on the letter of resignation from Ron Kutil. The letter was read and motion to accept the resignation made by Tom Clark, 2<sup>nd</sup> by Jack Graham; carried unanimously by the Board.

Discussion and evaluation of accountant. Discussion of services was held. As this year a 5 year audit is required the budget will need to be increased. Discussion of audit requirements was held and motion made to increase the budget to \$3350 for the next fiscal year by Clyde Andress, 2<sup>nd</sup> by Tom Clark; carried unanimously by the Board. Tom McLarty will sign contract for audit.

Discussion of the tax status for the water tank purchase. Motion to table this item made by Tom McLarty. He will continue to work with the county to determine if we have tax exempt status for this item as we are a government entity.

Discussion and scheduling of strategic planning meeting. April 20, 2013 at 10:00 am.

**CORRESPONDENCE:** Next Board Meeting scheduled for April 15, 2013 at 6:00pm.

**CALL TO THE PUBLIC:** Pauline Northrup requested the reason for the resignation of Ron Kutil; she was advised it was for personal reasons. She also asked if we have an assistant fire chief and was advised that we currently did not have one. Louise Moran reviewed the Envelope of Life and handed out additional copies. She mentioned the CPR classes for community members and PLFD volunteers. Paul Mackesey discussed possible ground saturation issues around the Levi Levi Water Tank and the need for an evaluation by an engineer to determine if any improvements need to be made.

**BOARD MEMBER COMMENTS:** Clyde Andress discussed FEMA cuts and possible need for more grant applications. Tom Clark asked about the grant submitted by John Sticka, John states we should hear within the next few weeks. John Sticka stated per Park Ranger, Pine Lake Fire Department is not to use the Boy Scout camp.

**ADJOURNMENT:** 7:12 pm

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**Clerk of the Board/Date**