

PINE LAKE FIRE DISTRICT

Minutes: 10-28-2013

Board Members: Tom McLarty, Chairman; Jack Graham, Ron Kutil, Tom Clark

Call to Order: Meeting called to order at 6 PM. Tom McLarty led the Pledge of Allegiance.

Roll Call of Board Members: T. McLarty, J. Graham, T. Clark present. R. Kutil absent.

Approval of Minutes: Motion to approve minutes from 9-30-2013 made by Jack Graham, 2nd by Tom Clark, carried unanimously by the Board.

Financial Reports from September 2013

Beginning Balance	\$86,577.79
Debits	\$2,578.76
Credits	\$22,002.75
Ending Balance	\$106,001.78
Outstanding Checks	\$12,312.89

Profit & Loss and Budget vs. Actual reports were submitted to the Board. The grant monies received and their allocation to budget lines was discussed.

PLFD FIRE CHIEF'S REPORT

Chief Sticka submitted his written report which was accepted by the Board. He reported the Water Tank on Flag Mine Road was repaired and no further problems with leaking have been detected. A discussion followed concerning the upcoming maintenance needed for Brush Truck 626 and the possible sale of the welder. Jerry Moran was requested to research the value of the welder and repairs to Brush Truck 626. He is requested to provide 1-3 estimates. Chief Sticka will follow-up at the next meeting re: Brush Truck repair costs and the value of the welder. Mohave Cellular will be changing phones to Verizon and we may to change out the PLFD cell phones.

OLD BUSINESS

- Interview candidate for open Board position. Motion to enter into Executive Session made by Tom Clark, 2nd by Jack Graham and carried unanimously by the Board.
- Board entered into Executive Session at 6:18 PM to interview the candidate and to select new Board member. The candidates' letter of interest was provided to the members of the Board. Following the interview with the candidate the secretary excused herself and the Board deliberated on the selection of the new member.

- Executive Session ended at 6:40 PM and general meeting resumed.
- Tom McLarty announced the selection of Tom Beller as the new Board member. The Oath of Office was administered by Tom McLarty to Tom Beller.
- Update on PLFD fundraising proposal. Louise Moran presented a written plan to the Board per their request at the 9-30-2013 Board meeting. The plan was reviewed and accepted by the Board. Louise provided a sample of the shirt design, logo and color. She will proceed with the purchasing and sale of these items.
- Update on purchasing policy. Tom McLarty provided the Board a draft of a purchasing policy and procedures for review. He noted in discussion that PLFD needs to develop a documented purchasing policy and procedure to assure the due diligence on our responsibility for managing taxpayer funds. The Purchasing Policy recommendations were discussed and minor changes were made. The policy surrounding Board approval in emergency situations was discussed. Tom McLarty will research clarify this issue and present his findings at the next meeting.
- Update on Fuel Reduction grant. Chief Sticka reported that the Grant committee continues to meet and will be submitting the final proposal by November 15, 2013. December 14, 2013 is the anticipated date for final signing of the documents by the PLFD and the State of AZ Forestry Department. A discussion of PLFD homeowner notification was addressed and further information for PLFD residents and homeowners are part of the grant requirements. Homeowners will be notified by mail, e-mail, newsletters and website on the application of the grant.

NEW BUSINESS

- Appointment of a Clerk of the Board. A motion to nominate Ron Kutil was made by Jack Graham, 2nd by Tom Beller and carried unanimously by the Board.
- Discussion of the Financial and Worker's Compensation (WC) audits. Chief Sticka reported that following the WC audit he received additional information about Board member coverage. He is awaiting further information from our WC carrier and will report on this at the next meeting. Results from the financial audit are pending and will be brought before the Board upon receipt.
- Discussion and possible action of participating in the FireWise Assessor Course in Payson, AZ. Chief Sticka reported the grant process indicated the need for a FireWise assessor to assist with property evaluations for the grant. Paul Mackesey has expressed an interest in attending the training. Chief Sticka requests that the attendee be compensated for fuel and meals, there is no cost for the training. This was determined to be an operations issue and did not need Board approval, Chief Sticka reported the funds would come from training budget and he was informing the Board.

CORRESPONDENCE

- Chief Sticka has reviewed the information sent to him requesting monies for a Yarnell memorial. Upon review of the materials, it has been determined that PLFD funds cannot be used for this request.
- Chief Sticka reported a Sawyer Class is to take place in the Pine Lake Fire District on November 12-14, 2013. The training will cover tree felling and chain saw use. We anticipate 15-20 participants.
- Chief Sticka and Tom McLarty heard a presentation at the Arizona Fire Chief's Association meeting that discussed on-line fire training opportunity. He will pursue this as an option and present his findings at the November meeting. Conferencing training was discussed along with the costs.

CALL TO THE PUBLIC

- There were no comments from community members attending the meeting.

BOARD MEMBER COMMENTS

- Tom Clark thanked all the applicants who applied for the Board member position. He commented that he was pleased with numbers of residents who had expressed interest in the position.
- Tom McLarty thanked the Board and Secretary for their work.
- Tom Beller thanked the Board for his selection as the new Board member.

ADJOURNMENT

- Motion to adjourn made by Tom Clark, 2nd by Jack Graham and carried unanimously by the Board. Meeting adjourned at 7:30 PM.