

PINE LAKE FIRE DISTRICT

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MINUTES OF A REGULAR MEETING OF THE PLFD GOVERNING BOARD ON 04/19/2023

CALL TO ORDER - Facilitated by the Chair of the Board.

- Paul Mackesey called to order the regular meeting of the Pine Lake Fire District Governing Board at **5:59pm on April 19, 2023** at the Fire Station #62 located at 6582 Flag Mine Road, Kingman, AZ.

PLEDGE OF ALLEGIANCE

- Pledge of Allegiance

ROLL CALL OF BOARD MEMBERS

Paul Mackesey, Dave Bellini, Heather Berge, and Bud Bernor present. Quorum present. Ron Kutil absent.

MINUTES, FINANCIAL REPORTS PROVIDED TO THE BOARD ON APRIL 19, 2023

APPROVAL OF MINUTES

- Motion to approve minutes of March 15, 2023 meeting made by Bud Bernor, 2nd by Dave Bellini. Board approved unanimously.

PLFD FINANCIAL AND OPERATIONS REPORTS

- Motion to approve March 2023 Financial Report was made by Bud Bernor, 2nd by Dave Bellini. Board approved unanimously.
- Review and discussion was held surrounding the corrections that needed to be made to previous Financials. A motion to approve corrected Financial Reports of July 2022 through February 2023 meetings made by Dave Bellini, 2nd by Bud Bernor. Board approved unanimously.

PLFD FIRE CHIEF'S REPORT

- There were four medical calls since last meeting, no other incidents to report.
- Mohave County did a table-top drill, however due to Chief Shaffer's auto accident – he did not attend.
- Mohave County working group had their annual exercise/training for wild lands.

The Fire Chief, Chris Shaffer's report was accepted by the Board. Chief Shaffer was present via phone.

PUBLIC COMMENT – comments are limited to five minutes per speaker.

- None.

OLD BUSINESS

- a. **Discussion and possible action on establishing a separate bank account for the pension fund** – Discussion was held reviewing possible pros/cons. Dave Bellini motioned to **TABLE** the topic to allow Board Member/Ron Kutil and Pension Board Chairman/Chuck Osterman to comment. Fire Chief/Chris Shaffer will ask Mr. Osterman to attend next month's board meeting. Motion 2nd by Bud Bernor. Board approved unanimously.
- b. **Discussion and possible action on 2023/2024 budget** – Review and discussion was held of various line items with the corrected numbers. Board would like to see what is included in the more generic line items (i.e., EMS, Training, Uniforms,

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Operations, Outside Services...). Fire Chief/Chris Shaffer will make changes to budget within the next two weeks and email the board members of the revised budget to review, now that the budget has been corrected. Dave Bellini motioned to **TABLE** consideration of the 2023/2024 budget, 2nd from Heather Berge. Board approved unanimously

c. **Discussion and possible action on whether to make Secretary position an employee of the Fire Department rather than of the Fire District Board.**

Discussion was held reviewing possible pros/cons. Board determined no action to be taken at this time and topic can be revisited in the future.

d. **Discussion and possible action of Fire Chief Chris Shaffer's request for two fully enclosed Side-by-Side All Terrain Rescue Vehicles. Chief Shaffer to present request including details and costs.** Chief Shaffer still awaiting additional quote information, only one is available at this time. Discussion was held as to why two units would be required. Bud Bernor motioned to **TABLE** until board has details and costs of request, 2nd by Dave Bellini. Board approved unanimously.

e. **Discussion and possible action on selecting a new Bookkeeping firm.** Discussion was held on the boards current Bookkeeper/Gene Newman's retirement and the need for the Board to catch-up on payroll taxes/tax filings now that the Financials have been corrected. The Bookkeeping firms of Bluewater Accounting out of Havasu and B&G Tax Solutions out of Kingman have been contacted and will not be able to provide service proposals until later this month. Bud Bernor suggested the board look into QuickBooks Online rather than our current Desktop version and review pros/cons. Secretary/Mona Mejia will follow-up with both Bookkeeping firms and obtain information/pricing for QuickBooks Online. Bud Bernor motioned to **TABLE** the selection of a new Bookkeeping firm, 2nd by Dave Bellini. Board approved unanimously.

NEW BUSINESS

- a. Discussion and possible action to revisit the Fire Chief's Job Description to include additional detail to be more descriptive.

CORRESPONDENCE

- None.

BOARD MEMBER COMMENTS

- Board thanked Ginny Reinhold and Mona Mejia for spending the time needed to make the corrections to the Financials.
- Bud Bernor inquired to Chief Shaffer about the repair status of the brush truck, because it is not operable. In addition, the spare tire is not uniform with other tires. Chief Shaffer will take care of getting truck into repair shop.

ADJOURNMENT

A motion to adjourn was made by Dave Bellini, 2nd by Bud Bernor and carried unanimously by the Board. Meeting adjourned at approximately 7:12pm.

CLERK OF THE BOARD _____