

PINE LAKE FIRE DISTRICT

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MINUTES OF A REGULAR MEETING OF THE PLFD GOVERNING BOARD ON 05/17/2023

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 **6:00pm on May 17, 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, Ron Kutil and Bud Bernor present. Quorum present.

MINUTES, FINANCIAL REPORTS PROVIDED TO THE BOARD ON May 14, 2023

APPROVAL OF MINUTES

- Motion to approve minutes of April 19, 2023 meeting made by Dave Bellini, 2nd by Ron Kutil. Board approved unanimously.
- Motion to approve minutes of May 9, 2023 meeting made by Bud Bernor, 2nd by Dave Bellini. Board approved unanimously.

PLFD FINANCIAL AND OPERATIONS REPORTS

- Financials reviewed and discussed. Motion to approve April 2023 Financial Report was made by Dave Bellini, 2nd by Ron Kutil. Board approved unanimously.

PLFD FIRE CHIEF'S REPORT

- There were four medical calls since last meeting, no other incidents to report.
- We have new fire certified mechanic; they are Emergency Vehicle Repair who will come to us for repairs.

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

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

- None.

OLD BUSINESS

- Discussion and possible action on establishing a separate bank account for the pension fund** – Review and discussion was held, can more public transparency be achieved by way of separation of funds between fund raisers, donations, and pension fund allocations. Ron Kutil motioned to **TABLE** the topic until the indefinite future and allow the accounting software and new bookkeepers (which will likely be changing in the next few months) to separate line items/funds in financials, 2nd by Dave Bellini. Board approved unanimously.
- Discussion and possible action on 2023/2024 budget** – Review and discussion was held, Fire Chief/Chris Shaffer distributed revised budget proposal and line-item definitions. Bud Bernor motioned to **TABLE** consideration of the 2023/2024

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budget and recommended a separate budget review meeting, 2nd from Ron Kutil. Board approved unanimously.

- c. **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.** Per Fire Chief Shaffer, quote process not completed at this time. Bud Bernor motioned to **TABLE** until board has details and costs, 2nd by Dave Bellini. Board approved unanimously.
- d. **Discussion and possible action on selecting a new Bookkeeping firm.** Review and discussion held. B&G Tax Solutions is currently working on 2022 and 1st quarter 2023 Payroll catch-up. Secretary/Mona Mejia will continue to seek other quotes from other bookkeeping firms for on-going bookkeeping services. We will look into Clover Accounting and Paradigm Axis Solutions as well as obtain quotes from other firms. Ron Kutil motioned to **TABLE** the selection of a new Bookkeeping firm, 2nd by Bud Bernor. Board approved unanimously.
- e. **Discussion and possible action to revisit the Fire Chief's Job Description to include additional detail to be more descriptive.** Review and discussion, job description suggestions were made that will need to be reviewed. Motion to **TABLE** this issue until board members can review old job description and suggested changes made by Dave Bellini and 2nd by Ron Kutil. Board approved unanimously.

NEW BUSINESS

- a. **Discussion and possible action to obtain a PLFG Credit Card.** Review and discussion of both credit card and/or debit card, limitations, and security concerns. Ron Kutil motioned to have Mona Mejia/Secretary research options and obtain information for board review. 2nd by Dave Bellini. Board approved unanimously.
- b. **Discussion and possible action for NFPA Membership or reinstatement.** Ron motioned to reinstate NFPA membership, 2nd by Heather Berge. Board approved unanimously.
- c. **Discussion and possible action to add Board Member/Heather Berge as additional signer to PLFD checking account.** Ron Kutil motioned to have Mona Mejia/Secretary contact banks/treasurers' office to verify that all current board members are signers on account and if not ensure that corrections are made, 2nd by Bud Bernor. Board approved unanimously.
- d. **Discussion and possible action in reference to EMS Standard Operating Procedure.** Review and discussion of current practice in reference to requiring EMS personnel to go to fire department to collect equipment prior to going on calls. Ron Kutil motioned to allow department to continue to allow EMS personnel to use their best judgement on calls on a case-by-case basis. Board to look at SOP's and make changes if necessary. 2nd by Bud Bernor. Board approved unanimously.
- e. **Discussion and possible action in reference to EMS expenditure approval.** Review and discussion. Supplies need to be evaluated, inventoried and cost need to be accessed. EMT/John will access supplies and make recommendations. Paul Mackesey motioned to have Fire Chief/Chris Shaffer determine what is necessary to supply EMT's and other medical responders, then inventory and restock our supply. 2nd by Bud Bernor. Board approved unanimously.
- f. **Discussion and possible action to correct discrepancies and equipment failures in the PLFD and create an action plan.** Review and discussion of equipment and vehicles. Bud Bernor will forward his list of discrepancies to Fire Chief. Paul Mackesey motioned to have Fire Chief/Chris Shaffer create a program for regular inspections and maintenance of equipment and vehicles. This should include a procedure to ensure communication of issues. 2nd by Bud Bernor. Board approved unanimously.

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CORRESPONDENCE

- None.

BOARD MEMBER COMMENTS

- None.

ADJOURNMENT

A motion to adjourn was made by Dave Bellini, 2nd by Bud Bernor and carried unanimously by the Board. Meeting adjourned at approximately 7:47pm.

CLERK OF THE BOARD _____

DRAFT