

PINE LAKE FIRE DISTRICT
4564 HUALAPAI MTN. ROAD, KINGMAN, AZ 86401
June 21, 2023, at 6:00 PM
NOTICE AND AGENDA OF A REGULAR MEETING OF THE
PINE LAKE FIRE DISTRICT GOVERNING BOARD

Pursuant to A.R.S. # 38-431.02 notice is hereby given to the members of the Pine Lake Fire District and to the general public that the Pine Lake Fire District Governing Board will hold a regular meeting open to the public at Fire Station #62 located south of the Hualapai Mountain Resort (6582 Flag Mine Road) on the road commonly known as Black Tank Road in Pine Lake (Kingman), Arizona for the purpose of conducting Pine Lake Fire District business. Members of the Pine Lake Governing Board may attend in person, by telephone or video conferencing. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. –38-431.03(A)(3) for legal advice with the district’s attorney on matters as set forth in the agenda item(s). The following topics and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action. In addition, pursuant to ARS 38-431.08 (A)(1) the board may go into executive session for personnel evaluations.

The AGENDA for the meeting is as follows:

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL OF BOARD MEMBERS**
- 4. APPROVAL OF MINUTES**
 - a) From 05/17/2023 regular meeting.
- 5. PLFD FINANCIAL AND OPERATIONS REPORTS**
 - a) Approval of May 2023 Financial Reports.
- 6. PLFD FIRE CHIEF’S OPERATION REPORT**
 - a) Update on District calls.
- 7. CALL TO PUBLIC - *Comments are limited to five minutes per speaker.***
- 8. OLD BUSINESS**
 - a) Discussion and possible action on 2023/2024 budget.
 - b) 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.
 - c) Discussion and possible action on selection of a new Bookkeeping firm.
 - d) Discussion and possible action to revisit the Fire Chief’s Job Description to include additional detail to be more descriptive.
 - e) Discussion and possible action to obtain a PLFD Credit Card.
 - f) Discussion and possible action in reference to EMS Standard Operating Procedure. Board to look at SOP’s and make changes if necessary.
 - g) Discussion and possible action in reference to EMS expenditure approval. Fire Chief/Chris Shaffer to determine what is necessary to supply EMT’s and other medical responders, then inventory and restock our supply.
 - h) Discussion and possible action to correct discrepancies and equipment failures in the PLFD and create an action plan. Fire Chief/Chris Shaffer to create a program for regular inspections and maintenance of equipment and vehicles. This should include a procedure to ensure communication of issues.
- 9. NEW BUSINESS**
 - a) Discussion and possible action on change to payroll to pay twice monthly on 1st and 15th.
 - b) Discussion and possible action to create a separate account for payroll.
- 10. CORRESPONDENCE**
- 11. BOARD MEMBER COMMENTS**
- 12. ADJOURNMENT**

Arrangements for obtaining documentation and background material for agenda items may be made by calling (928) 757-3570. The Pine Lake Fire District endeavors to ensure accessibility of all its programs, facilities and services to all persons with disabilities. If you need a reasonable accommodation, please call (928) 757-3570 to make request as early as possible.

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Agenda posted by: _____ Date & Time: _____