

PINE LAKE FIRE DISTRICT

www.pinelakefire.org

MINUTES OF A REGULAR MEETING OF THE PLFD GOVERNING BOARD ON 06/21/2023

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 June 21, 2023**, at Fire Station #62 located at 6582 Flag Mine Road, Kingman, AZ.

PLEDGE OF ALLEGIANCE

- Pledge of Allegiance

ROLL CALL OF BOARD MEMBERS

Paul Mackesey/Chairman of the Board, Bud Bernor/Clerk of the Board, Dave Bellini and Ron Kutil present.

Heather Berge absent. Quorum present.

MINUTES, FINANCIAL REPORTS PROVIDED TO THE BOARD ON June 15, 2023

APPROVAL OF MINUTES

- Motion to approve minutes as amended from May 17, 2023, meeting made by Ron Kutil, 2nd by Dave Bellini. The board approved unanimously.

PLFD FINANCIAL AND OPERATIONS REPORTS

- Financials reviewed and discussed. Motion to approve April 2023 Financial Report was made by Paul Mackesey, 2nd by Dave Bellini. The board approved unanimously.

PLFD FIRE CHIEF'S REPORT

- There were four medical calls and one fire call since the last meeting, the fire call was cancelled prior to arrival. No other incidents to report.
- The BLM is moving forward with the county and putting Heli-Well up near brown tank. Fire season is in effect. Resources are locally available

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 2023/2024 budget** – Review and discussion was held, Fire Chief/Chris Shaffer distributed revised budget proposal. Dave Bellini motioned to approve proposed 2023/2024 budget, 2nd from Ron Kutil. The board approved unanimously.
- 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.** Bud Bernor motioned to **TABLE** this issue, 2nd by Dave Bellini. The board approved unanimously.
- Discussion and possible action on selecting a new Bookkeeping firm.** Review and discussion held of various quotes for bookkeeper services. Ron Kutil motioned to hire Clover Accounting Services for cost not to exceed approximately \$4480/year, 2nd by Bud Bernor. The board approved unanimously.

PINE LAKE FIRE DISTRICT

www.pinelakefire.org

- d. **Discussion and possible action to revisit the Fire Chief's Job Description to include additional detail to be more descriptive.** Review and discussion. Ron Kutil provided a hard copy of the PLFD SOP's for all to review. Bud Bernor motioned to **TABLE** this issue and 2nd by Ron Kutil. The board approved unanimously.
- e. **Discussion and possible action to obtain a PLFD Credit Card.** Review and discussion of both credit card and debit card information received from Mohave County Treasures office, including their requirement of a Board Resolution. Ron Kutil motioned to have Secretary/Mona Mejia move forward with Resolution to obtain a District credit card with restrictions to include a \$1,200 purchase limit, no cash withdrawals and users limited to Fire Chief, Board Secretary and Board Chairman, 2nd by Bud Bernor. The board approved unanimously.
- f. **Discussion and possible action in reference to EMS Standard Operating Procedure.** Review and discussion of current practice of requiring EMS personnel to go to the fire department to collect equipment prior to going on calls. Board determined SOP's do not provide specific information regarding EMS practices. Ron Kutil motioned to **TABLE** this issue to allow further research. 2nd by Bud Bernor. The board approved unanimously.
- g. **Discussion and possible action in reference to EMS expenditure approval.** Review and discussion. Supplies have been evaluated, inventoried and cost assessed by EMT/John Moore. The Board asked John Moore to reevaluate his analysis based on today's discussion and send it out again to members of the Board to review. Ron Kutil motioned to **TABLE** this topic to allow further research ,2nd by Bud Bernor. The board approved unanimously.
- h. **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. 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. Operations will begin servicing vehicles immediately. Paul Mackesey motioned to **TABLE** this topic, 2nd by Ron Kutil. The board approved unanimously.

NEW BUSINESS

- a. **Discussion and possible action to change payroll to pay twice monthly on 1st and 15th.** No board action required. Payroll will be paid in compliance with Arizona laws.
- b. **Discussion and possible action to create a separate account for payroll.** Per Mohave County Treasurers office, in order to pay taxes electronically, we must open a separate account for payroll. Bud Bernor motioned for Board Secretary/Mona Mejia to create a separate payroll account, 2nd by Ron Kutil. The board approved unanimously.

CORRESPONDENCE

- None.

BOARD MEMBER COMMENTS

- Ron Kutil requested the PLFD to assist in sending out a flyer to the community for upcoming Fund Raiser. Fire Chief/Chris Shaffer said he has a roster, that may not be updated, but will assist in sending out the flyer.

ADJOURNMENT

A motion to adjourn was made by Dave Bellini, 2nd by Bud Bernor and carried unanimously by the Board. The meeting adjourned at 8:30pm.

CLERK OF THE BOARD _____