

PINE LAKE FIRE DISTRICT

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MINUTES OF REGULAR MEETING OF THE PLFD GOVERNING BOARD

The Governing Board of the Pine Lake Fire District met in regular session on **20th, September, 2023 at 6:00 p.m.** The meeting was held at the Pine Lake Fire District's Station #62, located at 4564 S. Hualapai Mtn. Rd., Kingman, AZ 86401. 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. Board members or other participants may attend by telephonic conference. 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.

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

- Chairperson Mackesey called the meeting to order at approximately 6:00 p.m.

PLEDGE OF ALLEGIANCE

- Pledge of Allegiance was recited.

ROLL CALL OF BOARD MEMBERS

Paul Mackesey/Chairman of the Board, Bud Bernor/Clerk of the Board, Ron Kutil and Heather Berge were all present. Dave Bellini was absent. Quorum present.

MINUTES, FINANCIAL REPORTS PROVIDED TO THE BOARD ON SEPTEMBER 18, 2023

APPROVAL OF MINUTES

- Bud Bernor motioned to approve the regular meeting minutes as amended from 08/16/2023. Ron Kutil 2nd. All in favor, motioned carried.

PLFD FINANCIAL AND OPERATIONS REPORTS

- July 2023 financials reviewed and discussed. Financial Reports not approved for July 2023.
- August 2023 financial reports – Not available to review, while we are converting to QuickBooks Online. This process to be completed by next meeting. We now have a separate payroll account opened with Wells Fargo and we have been approved for a PLFD credit card. We have also obtained referrals for CPA firms that specialize in Government Auditing Standards in Arizona and are in the process of obtaining quotes. Ron Kutil motioned to approve the August Treasurer's Report. Bud Bernor 2nd. All in favor, motioned carried.

PLFD FIRE CHIEF'S REPORT

- a) **Operational Report.** Interim Fire Chief/Rick Schimkat reported four medical calls since last regular meeting and 1 fire investigation. No other incidents to report.
- b) **Fire Chief's Report.** *The governing body may not propose, discuss, deliberate or take legal action on this matter unless the specific matter is described in detail. Therefore, action taken as a result of the Chief's report will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date (A.R.S. 38-431.02. k)*
 - Interim Fire Chief/Rick Schimkat provided update on
 - Equipment– Servicing has been completed on truck 621. Tire chains ordered/received.
 - Training – None reported.
 - Meetings Attended – None reported.
 - Projects in the works – A WiFi thermostat installed/relocated at Station 62. EMS supplies have started to come in and now organized for use in supply room, therefore EMT/Heather Berge has begun putting new EMS bags together.
 - Other – Trash bins relocation project. Looking at property line separation between Station 62 and the Event Center. Building repairs reviewed.

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The Interim Fire Chief, Rick Schimkat report was accepted by the Board.

c) **Correspondence.**

- Chairperson, Mackesey reviewed a letter from board member, Dave Bellini resigning his position on the board effective September 23, 2023.
- Chairperson, Mackesey reviewed his letter of resignation resigning as Chairperson. He will continue on the board until the end of his term in November.

CALL TO THE PUBLIC — *Consideration and discussion of comments from the public. Comments are limited to five minutes per speaker, advanced permission not required. The Fire District Board is not permitted to discuss or take action on any item raised in the call to the public, unless the item is specifically noticed for discussion or legal action. However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct that staff review the matter or that the matter be placed on future agenda due to restrictions of the Open Meeting Law.*

- Board Member, Ron Kutil reviewed that Desert De Oro Foods was donating \$1712 to the Pension Fund, it was the cost of the bar expense at the July Pension Fund Dinner and Desert De Oro Foods was donating back to the PLFD Pension Fund. Ron advised that for 2024 the Pension Dinner is scheduled for July 27th. The Board thanked Mr. Kutil for the donations and organizing the event.
- Member of the community, Chuck Osterman inquired as to when the annual pension meeting could be held. Suggestion was made to meet after the next board meeting.
- Member of the community, Mike Britt reviewed results from the songwriter's event last month and brought in a donation for the PLFD of \$15,200. In addition, a wire was made today to the PLFD donating another \$22,000. In total, with several other promised donations that are expected Mr. Britt expects over \$51,000 of unrestricted donations to go to the PLFD general fund. The Board thanked Mr. Britt for the donations and organizing the event. In addition, Mr. Britt asked the board if there are any funds for tree removal due to bark beetle damage, he remembered the district working on a grant for this at one time. The board will be researching this issue.

BUSINESS. *Public wishing to speak on agenda items must complete a speaker card and present to the Board Clerk prior to the start of the meeting.*

- a) **Discussion and possible action of request for two fully enclosed Side-by-Side All Terrain Rescue Vehicles.** The committee has determined that only one fully enclosed vehicle is required at this time. They have consulted with several other districts that have recently purchased Side-by-Sides and determined that a vehicle from ASAP Off-Road Specialty Vehicles would be the best option. Bud Bernor motioned to move forward to obtain a solid quote from ASAP. Chairperson, Paul Mackesey 2nd. All in favor, motioned carried.
- b) **Discussion and possible action to revisit the Fire Chief's Job Description to include additional detail to be more descriptive.** Bud Bernor and Ron Kutil volunteered to be on a committee to address this issue. Heather Berge motioned to appoint Bud Bernor and Ron Kutil to committee to develop job description. Paul Mackesey 2nd. All in favor, motioned carried.
- c) **Discussion and possible action to revisit the Fire Chief's salary.** Discussion and review of finances and possible structural surplus.
- d) **Discussion of AFDA about joint agreement with all fire districts. Paul Mackesey to investigate further.** Discussion and review determined that there would be no advantage to a joint agreement. No action to be taken on this topic.
- e) **Discussion of letter from Mohave County Elections Department.** Ron Kutil will research and advise of updated election procedures.

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BOARD MEMBER COMMENTS

- None.

ADJOURNMENT

A motion to adjourn was made by Bud Bernor, Ron Kutil 2nd. All in favor, motioned carried. The meeting adjourned at 7:30pm.

Minutes prepared by: Mona Mejia (this is a working draft, until Board approval) Date: 09/21/2023

CLERK OF THE BOARD _____

DRAFT