

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 **18th, October 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

- 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, Ron Kutil and Heather Berge were all present. Bud Bernor/Clerk of the Board was present via conference call. Quorum present.

MINUTES, FINANCIAL REPORTS PROVIDED TO THE BOARD ON OCTOBER 16, 2023

APPROVAL OF MINUTES

- Ron Kutil motioned to approve the regular meeting minutes as amended from 09/20/2023. Heather Berge 2nd. All in favor, motion carried.

PLFD FINANCIAL AND OPERATIONS REPORTS

- Ron Kutil motioned to accept the July 2023 financials including the treasurers report. Heather Berge 2nd. All in favor, motion carried.
- Heather Berge motioned to accept the August 2023 P&L reports. Ron Kutil 2nd. All in favor, motion carried.
- Ron Kutil motioned to approve the September 2023 financial reports. Heather Berge 2nd. All in favor, motion carried.

PLFD FIRE CHIEF'S REPORT

- a) **Operational Report.** Interim Fire Chief/Rick Schimkat reported two EMS calls since last regular meeting and one Welfare check. 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 the following:

- Equipment– (1) Serviced the Brush Truck #626, however parts for the pump are still being sourced. Yearly SCBA testing for equipment is scheduled. We are also trying to schedule training for the SCBA equipment. (2) Heather Berge has filled the new EMS bags with the necessary supplies that we have in stock, however there is still a few items we are waiting for before it can be completed. We will be following up on outstanding supplies and complete the bags.
- Training – Three volunteers and the Fire Chief toured the park with the Hualapai Mountain Park Superintendent/Gino Mejia. They reviewed trails and roads in order to ensure they know the lay of the land.
- Meetings Attended – None reported.

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- Projects in the works – Ron Kutil talked to the resort; they are looking at putting up a 4’ wall to separate the resort property from the PLFD property. We will also be working on improvement of the steps alongside the building.
- Other – None reported.

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

c) **Correspondence.**

- None

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.*

- Paul Snyder representing the Hualapai Firewise group, requested the PLFD’s assistance for a public outreach to communicate the efforts of the Firewise group to our community. They would like to maintain their certificate for this year and therefore would like to set up a table near station 61 to get the word out. Arizona Fire Management has also agreed to assist in a community outreach. Firewise group would like to work closer with PLFD as not to duplicate efforts. The board advised Mr. Snyder that he could just work directly with the Fire Chief.

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 election of the new Board Chairman.** Discussion and review of Ron Kutil taking over as the new Board Chairman. Ron Kutil stated that he can take the position on an interim basis, due to his future personal plans to only live in the community 4-5 months out of the year. Paul Mackesey/Chairman of the Board motioned to make Ron Kutil the new interim Board Chairman. 2nd from Heather Berge. All in favor, motion carried.
- b) **Discussion and election of new Board Member.** Discussion and review of Karen Gibas’ interest in joining the board. Heather Berge motioned to elect Karen Gibas as a new board member. 2nd from Paul Mackesey. All in favor, motion carried.
- c) **Discussion and possible action on whether to hire a new secretary to the board.** Discussion and review of the fact that although the secretary is complying with the position’s duties, she may be doing them at times from her 2nd home in CA. Board will take no action.
- d) **Discussion and possible action on quotes received for obtaining new CPA firm.** Discussion and review of the three quotes submitted to the board on CPA firms experienced in AZ Fire Districts. Paul Mackesey motioned to hire Hinton Burdick CPAs & Advisors as the new CPA to PLFD. 2nd from Heather Berge. All in favor, motion carried.
- e) **Discussion and possible action of quotes received for obtaining new bookkeeping firm.** Discussion and review status of work done with B&G Accounting including the work they did that needs to be corrected. The work that Clover Accounting started, but did not complete. The assistance that Lorrie Huseman at Paradigm Axis has been providing to move us from QB Desktop to QB Online. We will be obtaining 3 quotes from bookkeeping firms that are experienced in AZ Fire Districts. The board will not be taking any action on bookkeeping firms at this time.
- f) **Discussion and possible action of request for two fully enclosed Side-by-Side All Terrain Rescue Vehicles.** Discussion and review of information from ASAP, product is 12-14 months out, possibly Oct-Dec 2024. We would leave tracks on the Side-by-Side and only use it for EMS. Paul

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Mackesey motioned to issue a PO for the ASAP vehicle for approximately \$74,395. 2nd from Heather Berge. All in favor, motion carried.

- g) **Discussion and possible action to revisit the Fire Chief's Job Description to include additional detail to be more descriptive.** Discussion and review of job description and the job posting as presented by committee. Paul Mackesey motioned to accept the job posting as presented by Ron Kutil and Bud Bernor. 2nd from Heather Berge. All in favor, motion carried. Paul Mackesey also motioned to accept the job description as presented by Ron Kutil and Bud Bernor. 2nd by Heather Berge. All in favor, motion carried.
- h) **Discussion and possible action to revisit the Fire Chief's salary.** Discussion and review of finances and possible structural surplus. Ron Kutil suggested reviewing the topic in executive session, however Paul Mackesey suggested we review statute requirements. Paul Mackesey will research and send information to Ron Kutil. Topic **TABLED** until next meeting.
- i) **Discussion of letter from Mohave County Elections Department.** Discussion and review of research provided by Ron Kutil on updated election procedures. No action to be taken.

BOARD MEMBER COMMENTS

- Ron Kutil received another quote at \$16,276 for painting the Fire House/Community Center. The quote Bud Bernor received was at \$15,000, therefore Ron will contact the contractor again to ensure he is still interested and enable him to compare quotes. To move forward we will need a special meeting to approve expense.

ADJOURNMENT

A motion to adjourn was made by Ron Kutil. 2nd by Heather Berge. All in favor, motioned carried. The meeting adjourned at 7:31pm.

Minutes prepared by: Mona Mejia (this is a working draft, until Board approval)

Posted: 10/20/2023

CLERK OF THE BOARD _____