

PINE LAKE FIRE DISTRICT

www.pinelakefire.org

MINUTES OF REGULAR MEETING OF THE PLFD GOVERNING BOARD

The Governing Board of the Pine Lake Fire District met in regular session on **15th, November 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, Ron Kutil called the meeting to order at approximately 6:00 p.m.

PLEDGE OF ALLEGIANCE

- Pledge of Allegiance was recited.

ROLL CALL OF BOARD MEMBERS

Ron Kutil/Chairman of the Board (via conference call), Paul Mackesey, Heather Berge and Karen Gibas were all present. Bud Bernor/Clerk of the Board was absent. Quorum present.

- **Swearing in of new board member, Karen Gibas.** Oath recited by Karen Gibas as read by Paul Mackesey.

MINUTES, FINANCIAL REPORTS PROVIDED TO THE BOARD ON NOVEMBER 12, 2023

APPROVAL OF MINUTES

- **From 10/26/2023 special meeting.** Paul Mackesey motioned to approve the special meeting minutes of 10/26/23. Heather Berge 2nd. All in favor, motion carried.
- **From 10/18/2023 regular meeting.** Paul Mackesey motioned to approve the regular meeting minutes of 10/18/23. Karen Gibas 2nd. All in favor, motion carried.

PLFD FINANCIAL AND OPERATIONS REPORTS

- **Approval of November 2023 P&L Financial Reports and Treasurer's Report.** Discussion and review. Budget numbers were incorrect as shown on the P&L Budget vs. Actual. Mona Mejia updated board on QB Online transfer with Paradigm Axis Solutions, the new chart of accounts and the B&G Tax Solutions back taxes. Paul Mackesey motioned to accept the October 2023 Treasurer's Summary and the P&L Detail reports only. Heather Berge 2nd. All in favor, motion carried.

PLFD FIRE CHIEF'S REPORT

- a) **Operational Report.** Interim Fire Chief/Rick Schimkat reported three EMS calls, one assist with the park Ranger and one citizen 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— Yearly SCBA unit tested. Several volunteers were fit testing. Service for 4500 compressor completed and air sample taken.
- Training – SCBA equipment training completed.
- Meetings Attended – Met with Firewise/attended event.
- Projects in the works – Painting station 61 and 62 continues, Ron Kutil and Rick Schimkat will review paint samplers to select colors.

PINE LAKE FIRE DISTRICT

www.pinelakefire.org

Truck 610 is under review; we will order parts and determine what needs to be done to make it last another 18 months (until new equipment arrives).

We are also trying to obtain permanent signs from Game & Fish Department to remind people not to feed the elk.

- Other – None reported.

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

c) **Correspondence.**

- **AFDA 2024 Winter Conference, January 10-12 2024 at the Aquarius Resort in Laughlin, NV.**
Discussion and review to remind members of required training.
- 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 suggested chevrons on buildings while considering paint colors.

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 quotes received for obtaining new bookkeeping firm.**
Discussion and review of two quotes received. Lorrie Huseman at Paradigm Axis has continued to research the Fire District needs and what is needed for QB online, while she standardizes the Chart of Accounts. No Board action required at this time.
- b) **Discussion and possible action of changes to Chart of Accounts and QB online status.**
Discussion and review of information from bookkeeper/Paradigm Axis. No Board action required at this time.
- c) **Discussion and possible action in reference to possible correspondence to the posting of the Fire Chief's position.** No correspondence has been received to date. No Board action required at this time.
- d) **Discussion and possible action regarding scheduling interview with Rick Schimkat at the next board meeting in December 2023.** Paul Mackesey motioned to interview all applicants at the next meeting. Karen Gibas 2nd. All in favor, motion carried.
- e) **Discussion and possible action regarding correspondence from Firewise Committee and related.** Discussion and review. Board will support Firewise efforts. No Board action required at this time.
- f) **Discussion and possible action regarding any additional equipment/vehicles the board needs to be looking into purchasing.** Discussion and review. Issue to be **TABLED**.
- g) **Discussion and possible action regarding repairs that maybe be needed for existing ambulance until new EMS Vehicle is delivered (Approx. 4/2025).** Reviewed above under Projects. No Board action required.
- h) **Discussion and possible action regarding assigning funds from the Song Writers donations to the new EMS Vehicle.** Discussion and review. Paul Mackesey motioned to utilize the entire proceeds from the Song Writers donations to be assigned to the purchase of price of our new EMS vehicle. Heather Berge 2nd. All in favor, motion carried.
- i) **Discussion and possible action regarding quotes for painting both Firehouses and possible authorization to issue PO to Mohave Service & Repair. Total cost is \$15,276 which includes a**

PINE LAKE FIRE DISTRICT

www.pinelakefire.org

deposit of \$5,000 to start the job by approximately 12/5/2023. Discussion and review of quotes. Mohave Service & Repair amended quote to an even \$15,000. Paul Mackesey motioned to accept the Mohave Service & Repair quote of \$15,000 and authorize the \$5,000 deposit with balance due upon completion. Karen Gibas 2nd. All in favor, motion carried.

BOARD MEMBER COMMENTS

- Karen Gibas stated she is willing to assist the Board Secretary as needed.

ADJOURNMENT

A motion to adjourn was made by Paul Mackesey. 2nd by Karen Gibas. All in favor, motioned carried. The meeting adjourned at 7:27pm.

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

CLERK OF THE BOARD _____

DRAFT