

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, December 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 6:08 p.m.

PLEDGE OF ALLEGIANCE

- Pledge of Allegiance was recited.

ROLL CALL OF BOARD MEMBERS

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

MINUTES, FINANCIAL REPORTS PROVIDED TO THE BOARD ON DECEMBER 17, 2023

APPROVAL OF MINUTES

- **From 11/15/2023 regular meeting.** Paul Mackesey motioned to approve the regular meeting minutes of 11/15/23. Bud Bernor 2nd. All in favor, motion carried.

PLFD FINANCIAL AND OPERATIONS REPORTS

- **Approval of November 2023 P&L Detail Report, Budget vs. Actual Report and Treasurer's Report.** Mona Mejia/Secretary explained that Paradigm Axis Solutions has moved PLFD from QB Desktop into the On-line version, however she is still working on fine tuning the Chart of Accounts and the budget, therefore no Budget vs. Actual Report is available this month. Paul Mackesey motioned to accept the November 2023 Treasurer's Report and the P&L Detail reports only. Heather Berge 2nd. All in favor, motion carried.
- **Approval of October 2023 Budget vs. Actual Report.** No action because report was not available.
- **Review of Credit Card Statements for October and November 2023.** Credit card statements were reviewed and discussed. No action to be taken.
- **Other updates regarding Financial Reporting.** None.

PLFD FIRE CHIEF'S REPORT

- a) **Operational Report.** Interim Fire Chief/Rick Schimkat reported 5 EMS calls. District responded to 3 of them and the other two, no one was available to respond. We also had 2 Public Assist calls. 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– We received the SCBA unit test results back as a Pass, however we are still awaiting the quote for replacing the tanks. Radiator was replaced in #623. Maintenance on other equipment and vehicles.
- Training – held 3 Saturday trainings.

PINE LAKE FIRE DISTRICT

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- Meetings Attended – Hosted a community Thanksgiving dinner and collaborated with the HOA on a Christmas dinner party at the Station 62.
- Projects in the works – Painting of stations 61 and 62 almost completed. In addition, we are adding LED lights. Major cleaning and organization projects continue at both stations. Also working on the thermostat at Station 62.
- Other – We are planning to have an EMS refresher class before 1/6/24. While John Moore is here, we are working on EMS supplies/bags. Working on Uniforms samples.

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.** Reminder to board of conference details and possible need for member training.
- **Email from Mohave County** - Ron Kutil/Chairman of the Board reviewed correspondence from Mohave County in reference to a \$50,000.00 Grant. Ron Kutil stated that he will research it more. No Action required at this time.

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.*

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 changes to Chart of Accounts and QB online status.** Discussion and review of information from bookkeeper/Paradigm Axis. Issue to be **TABLED**.
- b) **Discussion and possible action regarding any additional equipment/vehicles the board needs to be looking into purchasing.** Discussion and review. No action required.
- c) **Discussion and possible action regarding correspondence from Mohave County \$50,000.00 Grant.** Discussion and review above in correspondence section, no board action required.
- d) **Discussion and possible action regarding the shed on the far-right side of Station 61 as requested by property owner, John Krone.** Discussion and review. Ron Kutil/Chairman of the Board will review with owner and come up with a mutual agreement, property owner wants to utilize the shed and make improvements. Possibly rent it to him at nominal fee. **Issue to be TABLED.**
- e) **Discussion and possible action regarding Ameriprise Financial check in the amount of \$1,000.00 (Description refers to “Normal Ret Plan Distrib from Marlene Evans”) and what account it should be credited to.** Research found that it is a donation from the estate of Mrs. Evans to the Pine Lake Fire District, she and her husband were former residents. Discussion and review. General Pine Lake Fire District fund to be credited. No additional actions required.
- f) **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.
- g) **Discussion and possible action regarding interviews with all applicants.** Board requested a Letter of Interest from Interim Fire Chief, Rick Schimkat after he expressed interest in the position. Issue to be **TABLED.**

PINE LAKE FIRE DISTRICT

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BOARD MEMBER COMMENTS

- Board member, Paul Mackesey expressed concern about PLFD compliance with Fire Codes and that we keep the PLFD SAM account up-to-date.

ADJOURNMENT

A motion to adjourn was made by Paul Mackesey. 2nd by Heather Berge. All in favor, motioned carried. The meeting adjourned at approximately 7:10pm.

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

CLERK OF THE BOARD _____

DRAFT