

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 **17th, January 2024 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, Heather Berge and Karen Gibas were present. Bud Bernor/Clerk of the Board was present via conference call. Paul Mackesey was absent. Quorum present.

MINUTES, FINANCIAL REPORTS PROVIDED TO THE BOARD ON JANUARY 15, 2024

APPROVAL OF MINUTES

- **From 12/20/2023 regular meeting.** Karen Gibas motioned to approve the regular meeting minutes of 12/20/23. Heather Berge 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.** Heather Berge motioned to accept the December 2023 financial reports. Karen Gibas 2nd. All in favor, motion carried.
- **Approval of November 2023 Budget vs. Actual Report.** No action because report was not available.
- **Approval of October 2023 Budget vs. Actual Report.** No action because report was not available.
- **Other updates regarding Financial Reporting.** Mona Mejia/Secretary explained that the P&L Budget vs. Actual report is being downloaded from QB online into an Excel spreadsheet to create the reports. With the transition to QB Online, the bookkeeper has to create it with the new chart of accounts. The new Chart of Accounts was presented to the Board. The Board will provide further input on the new P&L Budget vs. Actual report.

PLFD FIRE CHIEF'S REPORT

- a) **Operational Report.** Interim Fire Chief/Rick Schimkat reported 7 calls. Out of the 7, 4 were EMS, 1 for smoke and 2 for open fire. 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– Chains have been installed on all vehicles. Still in process of locating parts for Tanker #625. Regular maintenance on other equipment and vehicles.
- Training – Held 2 Saturday trainings.
- Meetings Attended – None.

PINE LAKE FIRE DISTRICT

www.pinelakefire.org

- Projects in the works – Held one Plow Day and we are continuing to train another member of the community on how to Plow in order to assist the district. The Portable Water Tank has been repaired. We continue to work on uniform project.
- Other – We were planning to have an EMS refresher class in January, we did not have enough community interest. For future projects, we will be relocating a propane tank from Station 61 to Station 62 and the carpet in the dining area of the Fire Barn will need to be replaced soon.

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.*

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.** No action required; subject covered in Section #5d.
- b) **Discussion and possible action regarding the lease of the shed at Station 61.** Discussion and review of lease draft, Ron Kutil/Chairman of the Board will now review with John Krone and have the lease signed. Motion to approve lease and Ron Kutil to complete with signatures by Karen Gibas, 2nd by Heather Berge. All in favor, motion carried.
- c) **Discussion and possible action regarding approval of invoice for \$750.00 for tree cutting submitted by Mike Britt.** Discussion and review. Motion to approve invoice for \$750.00 to Mike Britt by Heather Berge, 2nd Karen Gibas. All in favor, motion carried.
- d) **Discussion and possible action regarding approval of final invoice for \$3,126.19 for painting Station 61 & 62.** Discussion and review. Motion to approve invoice for \$3,126.19 for additional work and project expenses by Karen Gibas, 2nd by Heather Berge. All in favor, motion carried.
- e) **Discussion and possible action of Fire Chief's position. Follow-up of possible Letter of Interest from Interim Fire Chief, Rick Schimkat.** Discussion and review. Interim Fire Chief, Rick Schimkat will not be submitting a Letter of Interest at this time. No action required at this time.

BOARD MEMBER COMMENTS

- Ron Kutil/Chairman of the Board, advised the Board that he will be out-of-the country from February 12th through April 10th 2024. He will try to call into meetings.

ADJOURNMENT

A motion to adjourn was made by Karen Gibas. 2nd by Heather Berge. All in favor, motioned carried. The meeting adjourned at approximately 6:45pm.

Minutes prepared by: *Mona Mejia (this is a working draft, until Board approval)* **Posted: 1/18/2024**

CLERK OF THE BOARD _____