

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 **21st, February 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

- Clerk of the Board, Bud Bernor called the meeting to order at approximately 6:00 p.m.

PLEDGE OF ALLEGIANCE

- Pledge of Allegiance was recited.

ROLL CALL OF BOARD MEMBERS

Bud Bernor, Clerk of the Board, Heather Berge and Paul Mackesey were present. Ron Kutil, Chairman of the Board and Karen Bibas were absent. Quorum present.

MINUTES, FINANCIAL REPORTS PROVIDED TO THE BOARD ON FEBRUARY 18, 2024

APPROVAL OF MINUTES

- **From 01/17/2024 regular meeting.** Heather Berge motioned to approve the regular meeting minutes of 01/17/24. Paul Mackesey 2nd. All in favor, motion carried.

PLFD FINANCIAL AND OPERATIONS REPORTS

- **Approval of January 2024 P&L Detail Report, Budget vs. Actual Report and Treasurer's Report.** Paul Mackesey motioned to accept the January 2024 financial reports. Bud Bernor 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 provided bookkeeping updates from Paradigm Axis Solutions:
 1. Bank connection issues with QuickBooks and working on resolving them.
 2. Paradigm will be correcting some of the past Budget vs. Actual Reports, because an error was found.
 3. The 2023 quarterly tax returns and W2's were completed with B&G Tax Solutions.
 4. The Engagement Letter has been sent to CPA's, therefore will be awaiting response.

PLFD FIRE CHIEF'S REPORT

- a) **Operational Report.** Interim Fire Chief/Rick Schimkat reported 6 calls. Out of the 6, 3 were EMS, and 3 were Public Assist. 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– Regular maintenance Truck 627 and on other vehicles.
- Training – Held 1 Saturday training and another was canceled due to the snow.

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- Meetings Attended – None.
- Projects in the works – Held 3 days of Snow Plowing. We continue to work on uniform project. The shed near Station #61 needs to be cleared out, with some help they can probably complete it in a couple Saturdays.
- Other – We are planning to move empty water tanks up Ridge Road. We need to locate the appropriate forms for the tank authorizations. The two on/near Crumb Road will also be projects for the Spring.

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.* **None.**

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 Fire Chief's position.** Discussion and review. **TOPIC TABLED.**

BOARD MEMBER COMMENTS

- None.

ADJOURNMENT

A motion to adjourn was made by Bud Bernor. 2nd by Heather Berge. All in favor, motioned carried. The meeting adjourned at approximately 6:27pm.

Minutes prepared by: *Mona Mejia (this is a working draft, until Board approval)* **Posted: 2/21/2024**

CLERK OF THE BOARD _____