

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 **17th, April 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

- Chairman of the Board, Ron Kutil called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE

- Pledge of Allegiance was recited.

ROLL CALL OF BOARD MEMBERS

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

MINUTES, FINANCIAL REPORTS PROVIDED TO THE BOARD ON APRIL 13, 2024

APPROVAL OF MINUTES

- **From 03/20/2024 regular meeting.** Karen Gibas motioned to approve the regular meeting minutes of 03/20/24. Bud Bernor 2nd. All in favor, motion carried.

PLFD FINANCIAL AND OPERATIONS REPORTS

- **Approval of March 2024 P&L Detail Report, Budget vs. Actual Report and Treasurer's Report.** Paul Mackesey motioned to accept the March 2024 financial reports. Heather Berge 2nd. All in favor, motion carried.
- **Approval of November 2023 Budget vs. Actual Report.** Karen Gibas motioned to accept the November 2023 financial reports. Paul Mackesey 2nd. All in favor, motion carried.
- **Approval of October 2023 Budget vs. Actual Report.** Heather Berge motioned to accept the October 2023 financial reports. Karen Gibas 2nd. All in favor, motion carried.
- **Other updates regarding Financial Reporting.** Mona Mejia/Secretary provided bookkeeping updates:
 1. Paradigm Bookkeeping created the newly formatted P/L Budget vs. Actual Reports for July thru March.
 2. New accounts have been created to show more detail in financials.

PLFD FIRE CHIEF'S REPORT

- a) **Operational Report.** Interim Fire Chief/Rick Schimkat reported three EMS calls since last meeting, plus 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– Regular maintenance and new tires on Fire Truck # 621.
- Training – Held training on two Saturday's.
- Meetings Attended – None.

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- Projects in the works – Artwork has been approved for uniform project. We will begin to look at flooring options for Station #62 and obtain quotes.
- Other – We supported the 2024 National Moto Trials at Hualapai Mountain Park Event with Search and Rescue with our Truck # 610. We are also looking into an Early Fire Detection System that uses sensors to detect smoke in the early stages.

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, Firewise representative and community member advised Board that the AZ Department of Forestry & Fire Management and NFPA may be having Fire Preparedness events on May 4th 2024, he hoped to help coordinate a Public Outreach here in the community on the same day which concentrates on escape route planning. Mr. Snyder also inquired about fuel spill fires and burn pile protocol. Mr. Snyder also advised that the Firewise group would like to do community threat assessments for the homeowners.

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.
- b) **Discussion and possible action on preliminary 24'-25' Budget planning and formation for a Budget Committee.** After discussion and review Board decided a Budget Committee was not necessary. NO ACTION REQUIRED.
- c) **Discussion and possible action on annual W/C renewal with Securis Insurance. Our budgeted payroll for the 24'-25' Budget year is requested by 04/26/24 (broken out by Firefighters, Volunteers and Admin, Male/Female).**
New 24'-25' rates for budgeting are Class Codes 7710/\$7.84, 8411/\$1.23 and 8810/\$0.10
Discussion and review of required information for renewal. NO ACTION REQUIRED.
- d) **Discussion and possible action of (NFIRS) National Fire Incident Reporting System participation.** Discussion and review of NFIRS reporting system and benefits of participation. Bud Bernor, Rick Schimkat and Chuck Osterman/community member will train and begin participation. Ron Kutil will also assist as needed. NO VOTE REQUIRED.
- e) **Discussion and possible action on Mohave County Elections information for 2024.** Discussion and review of literature, in addition Ron Kutil/Chairman of the Board will go to Mohave County to obtain specifics for PLFD. NO VOTE REQUIRED.
- f) **Discussion and possible action on 2025 Notice of Value from Tax Assessor information.** Discussion and review of assessments. NO ACTION REQUIRED.
- g) **Discussion and possible action on Mohave County FDA Tax Rate information for 2025.** Discussion and review, in addition Ron Kutil/Chairman of the Board will go to Mohave County to obtain specifics for PLFD. NO VOTE REQUIRED.
- h) **Discussion and possible action Securis W/C Participation Agreement.** Discussion and review. Bud Bernor motioned for Ron Kutil/Chairmen of the Board to sign Securis W/C Participation Agreement. Paul Mackesey 2nd. All in favor, motion carried.

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- i) **Discussion on ATV Ambulance update, including delivery date, cost-to-date, balance due.**
Discussion and review. Unit is still on schedule for August 2025, we can expect to pay deposit about April 2025. When further updates are available, Ron Kutil/Chairmen of the Board will notify Board. NO ACTION REQUIRED.

BOARD MEMBER COMMENTS

- None.

ADJOURNMENT

A motion to adjourn was made by Paul Mackesey. 2nd by Karen Gibas. All in favor, motioned carried. The meeting adjourned at approximately 7:47pm.

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

CLERK OF THE BOARD _____

DRAFT