

# 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, May 2025 at 6:00 p.m.** The meeting was held at 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, Karen Gibas, Heather Berge and Chuck Osterman were present. Bud Bernor/Clerk of the Board was absent. Quorum present.

## **MINUTES, FINANCIAL REPORTS PROVIDED TO THE BOARD ON MAY 12, 2025**

### **APPROVAL OF MINUTES**

- **From 04/16/2025 regular meeting.** Chuck Osterman motioned to approve the regular meeting minutes of 04/16/25. Karen Gibas 2<sup>nd</sup> the motion. All in favor, motion carried.
- **From 04/21/2025 special meeting.** Chuck Osterman motioned to approve the special meeting minutes of 04/21/25. Karen Gibas 2<sup>nd</sup> the motion. All in favor, motion carried.

### **PLFD FINANCIAL AND OPERATIONS REPORTS**

- **Approval of April 2025 P&L Detail Report, Budget vs. Actual Report, Treasurer's Report and PR Statement.** Karen Gibas motioned to approve the financial reports for April 2025. Heather Berge 2<sup>nd</sup> the motion. All in favor, motion carried.
- **Other updates regarding Financial Reporting.**
  - **Letter from IRS, reference form 945 Tax Year 2024. Belongs to Pension Plan.** Discussion and review, no action at time.
  - **Letter from SSA, reference Tax Year 2023. SS wages show different than the Medicare wages reported.** Discussion and review, no action at time.

### **PLFD FIRE CHIEF'S REPORT**

- a) **Operational Report.** Interim Fire Chief/Rick Schimkat reported three (3) EMS calls (1 in community and the other in the park). Two (2) citizen assist calls.
- 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 13 SBCA packs and 26 SBCA bottles from Desert Hills Fire. Continue to repair/maintain trucks.
- **Training** – Conducted training with the new SBCA's. Held training on two Saturday's.
- **Meetings Attended** – Attended the Firewise Assessor Training class and attended the DFFM meeting with Firewise.

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- Projects in the works – Cleaning and organizing Station #61 and #62. We have been working with the Hot Shot teams, helping to accommodate their needs while they are in our community. We would like to work on the clearing the brush and improving the steps between Station #62 and the event center – Ron Kutil advised that the owners of event center have authorized a wall to be built, then we can begin work on the steps alongside of Station #62. He will also contact the owners of the lodge/event center about possible joining Firewise.
- Other
  - Review determination of cause of April 2<sup>nd</sup> house fire. Discussion and review.
  - We will start Stage #2 Fire Status for the whole county on 05/23/25.
  - Paul Synder joined the Fire Department.
  - We have determined that we need to look into a refurbished Life Pack #15. Heather Berge will seek an updated quote.

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

- c) **Correspondence.** Discussion and possible action of City of Kingman's request for renewal of Intergovernmental Agreement between Kingman and PLFD for Dispatch Services. A new agreement is required every 2 years, this agreement is effective 07/01/2025. Information sent to Board on 05.05.2025. Agreement signed by Board.

## **FIREWISE UPDATE.**

- Pinon Pines will be having a public meeting with DFM this Saturday May24th to talk about Firewise, area conditions, wild lands, projects in the works and do a general community outreach.
- DFM had meeting on 04/23/25, they reviewed mitigation plan for grant work to be done. Locals also came out to ask questions about the project. Also planning community outreach.
- We had another Assessors Training Class on 05/10/2025.
- DFM came out again on 05/20/25, to review status and do additional planning.
- Firewise is going to try to setup another Assessors Training Class, depending on the community interest.

**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 it to the Board Clerk prior to the start of the meeting.*

- a) **Discussion and possible action of new Fire Chief, Rick Schimkat position expectations, job description and review process.** Discussion and review, tabled until September 2025.
- b) **Discussion and possible action of goals for 2025 and the five (5) year plan provided by Rick Schimkat.** Discussion and review, tabled until September 2025.
- c) **Discussion and possible action of 2025 Budget.** Discussion and review. A budget was drafted by the board. Chuck Osterman motioned to approve the 2026 budget draft. Karen Gibas 2<sup>nd</sup> the motion. All in favor, motion carried.
- d) **Discussion and possible action of ambulance that is on order.** Discussion and review. Ron Kutil reviewed status; order is on track for delivery in September 2025. No action required at this time.

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## **BOARD MEMBER COMMENTS**

- None.

## **ADJOURNMENT**

A motion to adjourn was made by Karen Gibas. 2<sup>nd</sup> by Chuck Osterman. All in favor, motioned carried. Meeting adjourned at approximately 8:32pm.

*Minutes prepared by: Mona Mejia Posted: 05/23/2025*

**CLERK OF THE BOARD** \_\_\_\_\_

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