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 **MARCH 18th, 2026, 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

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

PLEDGE OF ALLEGIANCE

- Pledge of Allegiance was recited.

ROLL CALL OF BOARD MEMBERS

All current members of the Board present: Ron Kutil/Chairman of the Board, Heather Berge, Karen Gibas and Chuck Osterman. Quorum present.

MINUTES, FINANCIAL REPORTS PROVIDED TO THE BOARD ON MARCH 14, 2026

APPROVAL OF MINUTES

- **From 02/18/2026 regular meeting.** Karen Gibas motioned to approve the regular meeting minutes of 02/18/26. Chuck Osterman 2nd the motion. All in favor, motion carried.

PLFD FINANCIAL AND OPERATIONS REPORTS

- **Approval of February 2026 P&L Detail Report, Budget vs. Actual Report, Reconciliation Report, PR bank statement, National Bank of AZ credit card statement, and Mohave County's Fund Balance and Warrant reports.** Chuck Osterman motioned to approve the financial reports for February 2026. Heather Berge 2nd the motion. All in favor, motion carried.
- **Other updates regarding Financial Reporting.**
  - **Cooperative Agreement/AZ Dept. of Foresty & Fire - Invoiced Wildland Crews for four days lodging in February.** M. Mejia, Secretary/Treasurer reviewed agreement with DFFM.
  - **Sent management letter to CPA firm (Squire & Company) to authorize financial review of YE June 2025.**
  (Note: CPA Financial Review cost was $4000 in 2023, $4200 in 2024 and now $4450 for the 2025 review) Financial Review and district compliance completed as of February 24, 2026 – finding materials to be in compliance. M. Mejia reviewed the annual review process and cost.
  - **CPA/J. Frank to present final financial review to all board members via a conference call.** Presentation completed & copies of Annual Review & presentation provided to board members.

PLFD FIRE CHIEF'S REPORT

a) **Operational Report.** Fire Chief/Rick Schimkat reported three (3) EMS calls ad four (4) 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)*

Fire Chief/Rick Schimkat provided update on the following:

- Equipment– Water Tanker #625 in shop with major repairs.

- Training – Held firefighter training on two (2) Saturdays. Attended Part #1 of Executive Chief training course (Part #2 will be held later this year and enrolled into online courses required as part of Executive Chief training).
- Meetings Attended – Attended one (1) online DFFM meeting.
- Projects in the works –
  - Decals on trucks – Residents in our community owns Printing Plus, they have donated their services for artwork/lettering for our vehicles. We will be working with them on this project.
  - Hualapai Park is in full fire ban now with signs posted.
  - BLM has reopened the burn pile; however, they discovered dumping of unauthorized materials and may look at adding additional restrictions. Burn pile is intended for Pine Lake & park residents only, therefore we will look into additional signage.
- Other
  - Wildland crews will return beginning March 23 and will be lodging at Station 62.
  - Working with ATT on connectivity issues to do testing and possibly add a booster.
  - Looking into additional Water Tender which maybe available through FEMA under a Grant (re: AZ Fire Apparatus/William Hutchins)
  - For liability reasons, we will obtain quotes to improve the pathway located between Station #62 and the Event Center. Since a major part of the property does not belong to PLFD, we will pursue a coordinated effort with the Resort for this project.

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

c) **Correspondence.**

- Mohave County Parks Department requested completion of a Vendor Maintenance Request Form for Warrant Agreement with Hualapai Mountain Park. Forms were completed and returned to Mohave Co. Copy of forms provided to board.

- AZ requested completion of a Federal Surplus Property Program Eligibility Application in order to request surplus materials for the district. Forms were completed and returned to Surplus Property Management Office. Copy of forms provided to board.

- 2026 Fire District Levy Limit Worksheets, Levy Limit Values and Mohave County Assessor Notice of Value for 2026/2027 valuation received. Copy of forms provided to board.

FIREWISE UPDATE.

- Paul Synder announced the next Wildfire Threat Assessor Training will be planned for April 2026. Firewise is working with PLFD to attend DFFM planning meetings.

  The BLM, which manages the burn pile has advised that if trash & construction or other carcinogen producing materials continue to be found at the burn pile, it will result in more restrictions or facility closure.

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.*

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a) **Discussion and possible action of goals for 2026 and the five (5) year plan provided by Rick Schimkat.** Discussion and review. Board requested the Chief to prepare a plan that concentrates on Capital Planning, looking at what needs to be done over the next five (5) years, adding/subtracting equipment, facilities and vehicles. Other projects & accomplishments to be left to performance review documentation. Chief to prepare plan for next board meeting. Issue tabled.

b) **Discussion and possible action regarding new ADA statutory accessibility compliance for all web content for district's, compliance deadline is April 26, 2027.** Discussion and review. Issue requires more research. Issue tabled

c) **Discussion and possible action regarding the 2026 Mohave County Elections**. Issue tabled.

d) **Discussion and possible action of 2027 Budget (Must be completed by May 15th, then posted for 21 days, then final vote in June meeting).** Discussion and review. Planning materials and information provided to Board and Chief. Chief will review and present a draft at next meeting. Issue tabled.

BOARD MEMBER COMMENTS

- None.

ADJOURNMENT

A motion to adjourn was made by Karen Gibas. 2nd by Chuck Osterman. All in favor, motioned carried. Meeting adjourned at approximately 7:58pm.

Minutes prepared by: Mona Mejia ***Posted: 03/19/2026***

CLERK OF THE BOARD _____

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