



# LAKE MOHAVE RANCHOS

## FIRE DISTRICT

16126 Pierce Ferry Road | P.O. Box 611  
Dolan Springs, AZ 86441  
Phone: (928) 767-3300 | Fax: (928) 767-3301  
Website: [www.lmrfd.org](http://www.lmrfd.org)



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## AGENDA AND NOTICE OF EXECUTIVE AND REGULAR MEETING OF THE LAKE MOHAVE RANCHOS FIRE DISTRICT GOVERNING BOARD

*The Governing Board of the Lake Mohave Ranchos Fire District will meet in executive session on **1/28/2019** at **1:00 p.m.** and regular session on **1/28/2019** at **2:00 p.m.** The meeting will be held at **The Chamber of Commerce 16154 Pierce Ferry Rd Dolan Springs, AZ.** 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. 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.*

**\*\*\*NOTE: Executive session will begin at 1:00 p.m. | Regular Session (for the public) will begin at 2:00 p.m. – all items for action will be held during public session, no action will take place during Executive Session. \*\*\***

### EXECUTIVE SESSION

#### 1) CALL TO ORDER.

#### 2) ROLL CALL OF BOARD MEMBERS.

#### 3) EXECUTIVE SESSION.

1. *Board of Directors may vote to go into Executive Session for legal advice pursuant to A.R.S. §38-431.03(A)(3), for possible direction to legal counsel pursuant to A.R.S. §38-431.03(A)(4) and for personnel matters pursuant to A.R.S. §38-431.03 (A)(1) for the following matters:*
  - a. Discussion regarding: Personnel Matter; re: Fire Chief Annual Evaluation and Self-Evaluation. (Board/Administration)
  - b. Discussion regarding: Legal Counsel review of current Administrative Assistant position; current legal research; Specialists to review. (Kiffer)
  - c. Discussion regarding: Legal advice for LMRFD Disciplinary Appeals Policy; draft. (Cass/Terrill)

#### 4) ADJOURNMENT.

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### REGULAR SESSION

**1) CALL TO ORDER.**

**2) ROLL CALL OF BOARD MEMBERS.**

**3) PLEDGE OF ALLIANCE.**

**4) APPROVAL OF MINUTES.**

- a. Executive Session 11/26/2018 (Set 1-A3/A4-Items A, B, C, D, E and F, Set 2-A1-Item F, Set 3-A1 Items G, H and I)
- b. Regular Session 12/27/2018
- c. Executive Session 12/27/2018 (Set 1 A3/A4 – Items A, B, C, D, E, F and H and Set 2 A1 Item F)

**5) REPORTS.**

- a. **December 2018 Financial Report(s).** *(The financial report(s) are to be reviewed and approved by the Board).*
- b. Discussion and possible action regarding: Review and acceptance of FY 17/18 LMRFD Audit Report from Brian Richards. (Richards)
- c. **Fire Chief's Report.** *(The governing body may not propose, discuss, deliberate or take legal action on this matter unless the specific matter is properly noticed for legal action. 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 discussion at a later date. (A.R.S. 38-431.02.K.)*
  - *December 2018 LMRFD Run-Report*
  - *Meadview Schedule: December 2018 actual coverage; February 2019 tentative coverage.*
  - *Meetings/Conferences/Trainings*
  - *District Properties*
  - *District vehicles/apparatus*
  - *Projects in the works*
  - *Other*

**6) CALL TO THE PUBLIC & CORRESPONDENCE.** *(Consideration and discussion of comments and complaints from the public. Those wishing to address the Lake Mohave Ranchos Fire District Board need not request permission in advance. The Fire District Board is not permitted to discuss or take action on any item(s) that are not on the Agenda that are raised in the call to the public. 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 a future agenda. The Fire District Board cannot discuss or take legal action on any issue raised during the Call to the Public due to restriction of the Opening Meeting Law.)*

- Mr. Sherwood; email received on 1/15/2019. (Administration)

## 7) BUSINESS.

- a. Discussion and possible action regarding: Personnel Matter; re: Fire Chief Annual Evaluation and Self-Evaluation. (Board/Administration)
- b. Discussion and possible action regarding: Legal Counsel review of current Administrative Assistant position; current legal research; Specialists to review. (Kiffer)
- c. Discussion and possible action regarding: LMRFD Disciplinary Appeals Policy; draft for possible approval. (Cass)
- d. Discussion and possible action regarding: LMRFD Grievance Policy; draft for possible approval. (Cass)
- e. Discussion and possible action regarding: LMRFD Sexual Harassment/Harassment Policy; draft for possible approval. (Cass)
- f. Discussion and possible action regarding: LMRFD Personnel Evaluation Policy; draft for possible approval. (Terrill)
- g. Discussion and possible action regarding: Payroll discrepancy matter re: update. (Terrill)
- h. Discussion and possible action regarding: Attorney contact; review of current procedure. (Terrill)
- i. Discussion re: Nomination of Board Chair and Clerk not listed as items for possible action on Special Agenda. (Kiffer)
- j. Discussion and possible action regarding: Review and notice of Gabriel & Ashworth invoices and payments. (Kiffer)
- k. Discussion and possible action regarding: Adjusted invoice for annexation payment/ credit for invoice. (Kiffer)
- l. Discussion and possible action regarding: Review of email dated 3/26/2018 from Director Terrill and current proposed ADA accommodations for Director Terrill. (Cass/Kiffer)
- m. Discussion and possible action regarding: Review of Ambulance Revenue increase; Ambulance Receivables; Tax Receivables; LMRFD District Personnel vehicle cost breakdown (fuel/repairs & maintenance); LMRFD apparatus cost breakdown (fuel/repairs & maintenance). (Kiffer)
- n. Discussion and possible action regarding: LMRFD current Board By-Laws review; possible adoption of draft revised LMRFD By-Laws and Rules of Procedures; Grandfather in clause. (Cass/Kiffer)
- o. Discussion and possible action regarding: A.R.S. 48-805 Section B, Item E; additional charge associated. (Reh-Bower)
- p. Discussion and possible action regarding: LMRFD Board of Directors access to financial documents; additional documents and fee for preparation from Mr. Buldra. (Reh-Bower)
- q. Discussion and possible action regarding: Review of LMRFD payroll procedures. (Reh-Bower)
- r. Discussion and possible action regarding: Secure payroll and receivables functions for LMRFD. (Reh-Bower)

- s. Discussion and possible action regarding: Clerk of LMRFD to perform email/media release of (Agenda's, Minutes & Public Notices) from public contact list. (Reh-Bower)
- t. Discussion and possible action regarding: Siren Act 2018; research/information. (Reh-Bower)
- u. Discussion and possible action regarding: Resolution 2019-001; Annexation into LMRFD; Baxter property. (Administration)
- v. Discussion and possible action regarding: Approval for Fire Chief to sign a document from Title Company to release any information regarding LMRFD District owned property/properties to the Fire Chief for further information/research. (Administration)
- w. Discussion and possible action regarding: Subscription to NTN Database (for LMRFD Suppression Personnel). (Administration)
- x. Discussion and possible action regarding: Special Meeting date/time and location for Board & Staff to review AFDA Winter Conference 2019. (Kiffer)

**8) CONSIDERATION OF FUTURE AGENDA ITEMS.**

- All tabled items will automatically move to following month's Regular Meeting, unless noted otherwise and/or pending more information.

**9) NEXT REGULAR BOARD MEETING DATE & LOCATION.**

- February 25, 2019 at the Meadview Civic Center, Meadview, AZ

**10) ADJOURNMENT.**

AGENDA prepared by: Karen Jackson

Date: 1/17/2019

AGENDA signed/posted by: *Karen Jackson*

Date/Time: 1/25/2019 9:46 a.m.

*Pursuant to the Americans with Disabilities Act (ADA), the Lake Mohave Ranchos Fire District endeavors to ensure accessibility of all its programs, facilities and services to all persons with disabilities. If any disabled person needs any type of accommodation, please notify the Lake Mohave Ranchos Fire District at: (928) 767-3300, prior to the scheduled meeting time.*

***LMRFD Official Posting Locations:***

*Administration / St. 41 (16126 Pierce Ferry Rd Dolan Springs, AZ)*

*St. 43 (30250 Stillwater Meadview, AZ)*

*Dolan Springs Chamber of Commerce (16154 Pierce Ferry Rd Dolan Springs, AZ)*

*LMRFD Website ([www.lmrfd.org](http://www.lmrfd.org))*