



# 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)



## 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 **3/25/2019** at **12:00 p.m.** and Regular Session on **3/25/2019** at **1:30 p.m.** The Meeting will be held at **The Meadview Civic Center** located at **247 E. Meadview Blvd. Meadview, 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 12:00 p.m. | Regular Session (for the public) is scheduled to begin at 1:30 p.m. – all items for action will be held during public session, no action will take place during Executive Session. \*\*\***

### EXECUTIVE AGENDA

#### 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: Legal Counsel invoice(s) re: services dated 9/21/2018 and 9/28/2018; re: follow-up/explanation. (Kiffer)
  - b. Discussion regarding: LMRFD's Legal Counsel invoice(s) re: review of Statement #48344. (Kiffer)
  - c. Discussion regarding: Legal Counsel invoice(s) re: service dated 9/24/2018; former Chair Cass correspondence to Legal Counsel for Attorney Services; review/explanation. (Kiffer)
  - d. Discussion regarding: Annexations approved into Lake Mohave Ranchos Fire District 2018; incorrect form used. (Kiffer)
  - e. Discussion regarding: Sherwood correspondence re: annexation. (Kiffer)
  - f. Discussion regarding: Legal Counsel advice on payout to the Chief prior to 5/31/2019. (Kiffer)

- g. Discussion regarding: Social Media postings re: Board Member activity. (Cass)
- h. Discussion regarding: Executive Session Item G held 2/25/2019; review/information. (Cass)
- i. Discussion regarding: Interim Fire Chief/Fire Chief position re: announcement of open position; re: outline parameters for position. (Kiffer/Cass)
- j. Discussion regarding: Potential violation of confidentiality for Executive Session 2/25/2019. (Reh-Bower)
- k. Discussion reading: Restructure of Chief/Administration departments and job descriptions. (Reh-Bower)
- l. Discussion regarding: Personnel Matter re: Fire Chief re: Fire Chief Annual Evaluation and Self-Evaluation; reviews. (Board/Administration)
- m. Discussion regarding: Administrative Assistant referral for "Fit for Duty" Evaluation and job description. (Kiffer)

#### 4) ADJOURNMENT.

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### REGULAR AGENDA

#### 1) CALL TO ORDER.

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

#### 3) PLEDGE OF ALLIANCE.

#### 4) APPROVAL OF MINUTES.

- a. Executive Minutes 1/28/2019 (Set 1 A3/A4 Items A, B, C and Set 2 A1 Item A)
- b. Special Minutes 2/14/2019
- c. Executive Minutes 2/25/2018 (Set 1 A3/A4 Items A, D, F, H & J. Set 2 A3/A4 Items B, C & E. Set 3 A1 Items F, G, I & J).
- d. Regular Minutes 2/25/2019

#### 5) REPORTS.

- a. **February 2019 Financial Report(s).** *(The financial report(s) are to be reviewed and approved by the Board).*
- 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.)*
  - o February 2019 LMRFD Run-Report
  - o Meadview Schedule
  - o 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.)*

**7) BUSINESS.**

- a. Discussion and possible action regarding: Entire cost of Chief and Administrative Assistant line items; COBRA for Chief's position; number of annual leave and sick days Chief has remaining; monies available from other line items below budget to move to other budget line items (Kiffer/Buldra)
- b. Discussion and possible action regarding: Schedule FY 19/20 Budget Workshop; discuss with Mr. Buldra items to include in Proposed Budget. (Buldra/Administration/Kiffer)
- c. Discussion and possible action regarding: Unfunded PSPRS Liability; re: 30-year amortization schedule; posting on LMRFD Website. (Board/Buldra)
- d. Discussion and possible action regarding: Legal Counsel invoice(s) re: services dated 9/21/2018 and 9/28/2018; re: follow-up/explanation. (Kiffer)
- e. Discussion and possible action regarding: LMRFD's Legal Counsel invoice(s) re: review of Statement #48344. (Kiffer)
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- h. Discussion and possible action regarding: Sherwood correspondence re: annexation. (Kiffer)
- i. Discussion and possible action regarding: Legal Counsel advice on payout to the Chief prior to 5/31/2019. (Kiffer)
- j. Discussion and possible action regarding: Social Media postings re: Board Member activity. (Cass)
- k. Discussion and possible action regarding: Executive Session Item G held 2/25/2019; review/information. (Cass)
- l. Discussion and possible action regarding: Interim Fire Chief/Fire Chief position

- re: announcement of open position; re: outline parameters for position.  
(Kiffer/Cass)
- m. Discussion and possible action regarding: Legal advice re: Potential violation of confidentiality for Executive Session 2/25/2019. (Reh-Bower)
  - n. Discussion and possible action regarding: Restructure of Chief/Administration departments and job descriptions. (Reh-Bower)
  - o. Discussion and possible action regarding: Personnel Matter re: Fire Chief re: Fire Chief Annual Evaluation and Self-Evaluation; reviews.  
(Board/Administration)
  - p. Discussion and possible action regarding: Administrative Assistant referral for "Fit for Duty" Evaluation and job description. (Kiffer)
  - q. Discussion and possible action regarding: LMRFD Board of Directors acceptance of Chief's 3/1/2019 Email of Resignation to Retire. (Terrill/Board)
  - r. Discussion and possible action regarding: Payroll discrepancy matter re: update.  
(Terrill)
  - s. Discussion and possible action regarding: LMRFD Board Meeting schedules of Meetings re: day/time, extensive length of Meetings, extensive Agenda and voluminous Packet. (Terrill/Cass/Administration)
  - t. Discussion and possible action regarding: Private Investigator for EEOC matter; re: error; EEOC investigation. (Reh-Bower)
  - u. Discussion and possible action regarding: Mechanical status of LMRFD Brush Truck. (Reh-Bower)
  - v. Discussion and possible action regarding: Vehicle clause in Chief's Contract. (Reh-Bower)
  - w. Discussion and possible action regarding: Review of clerical duties performed by the Chief. (Reh-Bower)
  - x. Discussion and possible action regarding: Review LMRFD Records Destruction Schedules for 2017 & 2018; Records Management Compliance. (Reh-Bower)
  - y. Discussion and possible action regarding: Status of video system for recording Board Meetings; posting of audio recordings of Board Meetings on LMRFD Website. (Reh-Bower)
  - z. Discussion and possible action regarding: Board Chair communication and correspondence with Board Members & Staff. (Cass)
  - aa. Discussion and possible action regarding: VFIS covering cost of Private Investigator for EEOC matter. (Kiffer)
  - bb. Discussion and possible action regarding: Review of Gabriel & Ashworth invoice(s) and payment(s). (Kiffer)
  - cc. Discussion and possible action regarding: Contract for Services information re: KFD, BHCFD, GVFD and John Flynn; information received. (Kiffer)
  - dd. Discussion and possible action regarding: Christine Baker's Request for information; LMRFD Policy for responding to requests for LMRFD information.  
(Kiffer)
  - ee. Discussion and possible action regarding: Resolution 2019-001; Annexation into

- LMRFD; Baxter property. (Administration)
- ff. Discussion and possible action regarding: LMRFD Station 42 status.  
(Administration)
- gg. Discussion and possible action regarding: Chicago Title Company re: Limited  
Title Search for LMRFD Station 41. (Administration)

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

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

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

- Tentatively: April 22, 2019 at the Chamber of Commerce in Dolan Springs, AZ at 1:30 p.m. for Regular Meeting.

**10)ADJOURNMENT.**

AGENDA prepared by: Karen Jackson

Date: 3/15/2019

SIGNED/POSTED BY: *Karen Jackson*

Date/Time: 3/22/2019 1:19 p.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))*