



LAKE MOHAVE RANCHOS

FIRE DISTRICT

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MINUTES OF REGULAR MEETING OF THE LAKE MOHAVE RANCHOS FIRE DISTRICT GOVERNING BOARD

*The Governing Board of the Lake Mohave Ranchos Fire District met in regular session on **06-25-2018** at **1:30 p.m.** The meeting was held at **The Meadview Civic Center, 247 E. Meadview Blvd, Meadview, AZ 86444.** 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.*

MINUTES

1. CALL TO ORDER.

- Director Cass called the Public Hearing to order at approximately 1:30 p.m.

2. ROLL CALL OF BOARD MEMBERS.

- Deb Cass, Eric Terrill, Mike Karash and Charlotte Kiffer were present.

3. PRESENTATION AND DISCUSSION/PUBLIC HEARING OF PROPOSED BUDGET FOR FISCAL YEAR 2018/2019. (Buldra) *(This is for the time in which the public can make comment regarding possible adoption of proposed FY 2018/2019 Budget for LMRFD.)*

- Mr. Buldra advised to have the public hearing regarding the FY 18/19 LMRFD budget, close the hearing and move to Board discussion and action.
 - Pat Kelley-Staab inquired about the property tax delinquency, \$45k+, asking if this "is money we are hoping people are going to pay." Mr. Buldra explained, that is the amount anticipated that won't be collected from tax payers for the FY.
 - Director Karash asked about back taxes collection, asking if there is a trend reporting for back taxes collection. Mr. Buldra confirmed there's collection of back taxes trend for last few years.
 - Walt Kiffer wanted to verify that if the property tax is being taken at 100% and then subtracting the property tax delinquency rate, it's reporting at 23% for a delinquency rate. Mr. Buldra stated that is incorrect, noting that it's 7.75% delinquency rate. Mr. Kiffer asked about the ambulance lease payment and what else is included in the vehicles & equipment line item expenses. Mr. Buldra stated; fuel, maintenance, fire equipment and ems equipment.
 - Ellen Reh-Bower wanted to know what was included in the Communication/IT Services line item. Mr. Buldra stated its technical support and dispatch services.

4. CLOSE OF PUBLIC HEARING.

- Director Cass closed the Public Hearing.

5. **CALL TO ORDER.**

- Director Cass called the Regular Meeting to order.

6. **ROLL CALL OF BOARD MEMBERS.**

- Deb Cass, Eric Terrill, Mike Karash and Charlotte Kiffer were present.

7. **PLEDGE OF ALLEGIANCE.**

- Recited.

8. **APPROVAL OF MINUTES.**

- a. Budget Workshop 4/30/2018
 - b. Special Session 4/30/2018
 - c. Special Session – Executive 4/30/2018
 - d. Regular Minutes 5/29/18
 - e. Executive Minutes 5/29/18
- Director Kiffer stated since she just received the changes to the Minutes that morning she hasn't had time to review the revisions and motioned to table the minutes for review and having them placed on the next regular meeting for approval. Director Cass 2nd, all members present in favor, motion carried unanimously.

9. **REPORTS.**

- a. May 2018 Financial Report(s). *(The financial report(s) are to be reviewed and approved by the Board).*
 - Revenue for the month of May was \$64,527 which was \$31,441 under budget.
 - Mohave County Revenue for May was \$35,853 which was \$35,915 under budget.
 - This variance is due to timing during the month and we are trending over budget YTD.
 - Non-Tax Revenue for the month of May was \$28,674 which was \$4,474 over budget.
 - This variance is due to timing of ambulance revenue which was \$18,903 under budget
 - Expenses for May totaled \$77,294 which was over budget by \$12,912.
 - Personnel expenses were \$15,226 over budget due timing of pay periods.
 - Year to date Revenue is \$927,150 which is \$33,141 over budget.
 - Year to date Expenses are \$779,243 which is \$45,013 under budget.
 - Director Terrill reviewed the credit card statement with inquiry to \$700 difference reflecting. Mr. Buldra explained the financials are to 5/31 and the credit card statement and payment are different as of 5/31.
 - Director Cass motioned to approve the financials for May 2018, Director Karash 2nd. All members present in favor, motion carried.
- 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 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.)*
 - May 2018 transports were 35, helicopter transports were 4, refusals were 15, public assist were 1, fire calls were 6, good intent were 7, service calls were 4, false alarms were 3. Total calls 75 and total for HWY 93 were 12.
 - Meadview Staffing for July = 27 out of 31 days.
 - Meetings attended: Run Review, Prehospital Care Committee, State Land and Stop the Bleed class.
 - Burn Ban still in effect – Stage II
 - Finalization of Firehouse Subs Grant and VFA Grant

- B-436 in service, adding more equipment as needed

10. REGULAR BUSINESS.

- a. Discussion and possible action regarding: Possible adoption of final Fiscal Year 2018/2019 Budget. (Cass)
- The Board reviewed the proposed budget, that's been discussed and posted previously. Director Karash motioned to adopt the FY 2018/2019 budget for LMRFD, Director Terrill 2nd. All members present in favor, motion carried.
- b. Discussion and possible action regarding: Report(s) provided to LMRFD Board of Directors for fire/ems calls; Highway 93; various locations; material on spreadsheet starting January 2018 to current and continued monthly; possible action regarding: Copy of Chief's Report to LMRFD Board of Directors each month for regular meeting. (Kiffer)
- Director Kiffer wanted a spreadsheet for a month to month review. Chief DeMaio wanted to clarify what report is being requested, if it is only Highway 93. Director Kiffer suggested all numbers for calls. Chief DeMaio confirmed he could do a report, but the system isn't reporting just Highway 93, he stated he must do a hand count for those and report them. No Action. Walt Kiffer stated that he would do a spreadsheet for the Chief, who has never done one, if the Chief gives Mr. Kiffer the numbers.
- c. Discussion and possible action regarding: Annual renewal and acceptance of CopperPoint (Worker's Compensation) services for LMRFD. (Administration)
- Chief DeMaio stated this is a housekeeping item to renew annually and it's budgeted in the new FY 18/19 budget. Director Terrill wanted to know if the kinks were worked out with Copperpoint. Chief DeMaio expressed he isn't happy with them, noting we are on level ground with them, "but we did come across a bill from them where they showed we owed them money, adding we combed through and researched that there was a check sent to Copperpoint that got lost in the mail, which we didn't know and once the research was concluded we found out why the invoice was sent." Chief DeMaio noted we promptly paid them that money, noting he isn't personally happy with Copperpoint and that he's reached out to another company (7710 Insurance) for a quote and there's a slight cost difference in savings, noting in the future we can look at them. Director Kiffer wanted to know if this company provided the same services as Copperpoint. Chief DeMaio stated, they provide the same services. Director Kiffer asked if they could move away from Copperpoint before FY end. Mr. Buldra stated you have to stay with them for the FY renewal based on their Contract. Director Kiffer motioned to accept the Copperpoint services Contract, Director Cass 2nd. All members present in favor, motion carried unanimously.
- d. Discussion and possible action regarding: Annual renewal and acceptance of EMI health insurance for qualified LMRFD District employees. (Administration)
- Chief DeMaio stated this is a housekeeping item, noting this is the same medical insurance we've had for past few years. Chief DeMaio stated we did reach out for

comparable costs and there wasn't anything better. Director Kiffer motioned to accept the EMI renewal Contract, Director Terrill 2nd. All members present in favor, motion carried unanimously.

- e. Discussion and possible action regarding: Repair order for A-1186 (Ambulance); engine repair through B&B Auto; estimated amount \$5941.55; additional quotes for review; approval of vendor to perform repair. (Administration)
- Chief DeMaio stated other quotes have been received, other vendors go off of the information received to provide a quote as best as they can without having the actual vehicle to look over. Chief DeMaio stated he had a concern with the comments made at the last meeting regarding the B&B quote, specifically the being double charged, and he noted he felt the comment carried over and was insinuated towards him and that he would be party to such business or lacks the intelligence for vehicle repairs. Director Terrill noted he didn't mean for the Chief to take those comments that way, or his ability to make decisions. Director Terrill stated his concern was a charge that was double charged and wanted more information. Director Terrill stated he isn't a fan of one vendor being a sole vendor for the Fleet, noting Anderson Ford's quote would save the District \$500 and noted that we should always get at least 3 quotes. Chief DeMaio stated that Anderson Ford has lost AMR Fleet and believes they lowballed the bid on purpose. Director Terrill stated, "\$500 is \$500. Director Karash stated on the 2nd page of the Anderson quote it indicates they may need additional parts, and that he didn't agree with Director Terrill's comment of \$500 is \$500. Director Kiffer stated they are the lowest bid and we should give them a chance although there is a caveat on the other page. The Board and the Chief ensued in discussion regarding Ford working on a Ford Ambulance with add-on's and technicians available and work to be performed. Director Terrill stated this is not an emergency repair. Chief DeMaio stated, it is now, and we have a DHS inspection which will put that vehicle out of service, other vehicles that need tires/repairs. Director Kiffer motioned to accept the quote provided by Anderson Ford, Director Terrill 2nd. Director Karash abstained. Director Kiffer, Terrill and Cass carried the voted, motion passed.
- f. Discussion and possible action regarding: Open LMRFD Board Vacancy; interview of candidates; possible acceptance and approval of new LMRFD interim/temporary Board Member through end of term (November 2018); elected position is open for re-election; OML training overview; Oath of Office. (Cass)
- The Board ensued in discussion regarding qualifications to be a board member. Director Cass noted a person must live in the District for 6 months and pay property tax on that property to qualify. Director Cass noted it is just a temporary position. It was discussed that a Candidate show an ongoing interest in LMRFD, besides showing up for the Board Meeting to accept a Candidate to sit on the Board. Director Cass noted she would like to see another Meadview candidate. Theodora Koeppen noted her interest in being a temporary board member for LMRFD. She inquired about if she qualified with just being annexed into the District. Director Kiffer motioned to accept Ms. Koeppen, Director Cass stated we need to check her qualifications first. Mr.

Whittington reviewed the qualifications to be a board member. Mr. Whittington stated to be qualified you need to be a resident and registered voter. Director Kiffer motioned to accept Ms. Koeppen to the vacancy on the board, Director Terrill 2nd. Director's Kiffer, Terrill and Karash motioned "aye," Director Cass abstained. Motion carried.

11. 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.*)

- Pat Kelley-Staab – She suggested the Board figure out the boundaries of the District.
- Ellen Reh-Bower – She reviewed the minutes for May 2018 regarding a fee (\$1000) Mr. Whittington indicated for when filing small claims. She stated "he must know, we don't use an Attorney to file a small claim." Ms. Bower reviewed the portion of those minutes again, with the portion of Board Members having access to Quickbooks and disagreed with Mr. Buldra & Mr. Whittington's advice. She stated a "look only" category could be established. She reviewed the billing and what home owner's insurance is for and should pay for. Noting that if the home owner refuses to pay, a lien can be placed or a small claim. Ms. Bower also noted the financials reported in April showed over budget for expenses, noting that the amount didn't line up. Director Kiffer noted that is a correction that is for that set of minutes, "under not over, that will be made in the Minutes." Ms. Bower also noted the personnel expenses reimbursement and Chief DeMaio explained that was the Hall/Parker settlement.
- Walt Kiffer – He stated there's confusion regarding the AFDA and ARS pertaining to board member requirements. He noted that Mr. Whittington is one of the authors for the AFDA handbook.
- Director Kiffer motioned to enter Executive Session, Director Terrill 2nd. All members present in favor, motion carried.
- Director Cass called a recess at 3:12 p.m. prior to Executive Session starting.
- Director Cass called Executive Session to order at approximately 3:22 p.m.

12. EXECUTIVE SESSION – CONSENT AGENDA (*The following items listed below are placed on a Consent Agenda*).

1. *Board of Directors may vote to go into Executive Session pursuant to A.R.S. §38-431.03(A)(1) for personnel matter, A.R.S. §38-431.03 (A)(3) for legal advice and pursuant to A.R.S. §38-431.03 (A)(4) to give direction to legal counsel re:*
 - a. Discussion regarding: Personnel Matter re: Chief DeMaio and Karen Jackson re: Administrative Staff Office Policy; Hours of Operation. (Kiffer)

- b. Discussion and possible action regarding: Alternative staffing contract services; back-up services for emergency(s) for Chief and Administrative Assistant; coverage of duties outlined for Contract services compared to duties each current position fulfills; cost of services to LMRFD vs. employee current cost. (Kiffer)
 - c. Discussion regarding: Update regarding payroll matter. (Cass)
 - d. Discussion regarding: Personnel Matter: LMRFD Interim Fire Chief Contract and/or Fire Chief Contract; with changes from Board and Fire Chief. (Board/Administration)
- Director Kiffer requested that Mr. Whittington's Office transcribe the Executive Meeting Minutes, and Chairperson Cass agreed.

13. EXECUTIVE BUSINESS.

- a. Discussion and possible action regarding: Personnel Matter re: Chief DeMaio and Karen Jackson re: Administrative Staff Office Policy; Hours of Operation. (Kiffer)
 - Director Kiffer motioned to refer to the Personnel Matter to LMRFD Board Attorney, Mr. Whittington for legal opinion, and the motion was seconded by Director Terrill. Directors Kiffer and Terrill voted "Aye." Director Cass and Karash abstained. Motion carried.
- b. Discussion and possible action regarding: Alternative staffing contract services; back-up services for emergency(s) for Chief and Administrative Assistant; coverage of duties outlined for Contract services compared to duties each current position fulfills; cost of services to LMRFD vs. employee current cost. (Kiffer)
 - No action.
- c. Discussion and possible action regarding: Update regarding payroll matter. (Cass)
 - Tabled for pending update; Director Cass indicated she would email the Board when she has dropped of the packet to the Mohave County D.A.'s Office.
- d. Discussion and possible action regarding: LMRFD Interim Fire Chief Contract and/or Fire Chief Contract; with changes from Board and Fire Chief. (Board)
 - Tabled due to a communication error.

14. 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.
 - Application form & information for LMRFD Board vacancies / elected positions.
 - Boundary areas for LMRFD
 - A.R.S. 48-803 – pg. 1 #C (reimbursements for LMRFD Board Members - fuel)
- Director Cass confirmed to Director Kiffer that she and the Chief have received correspondence from Christine Baker, and Director Cass will respond to Ms. Baker.

15. NEXT REGULAR BOARD MEETING DATE & LOCATION.

- July 23, 2018 at the Chamber of Commerce in Dolan Springs, AZ

16. ADJOURNMENT.

- Director Kiffer motioned to adjourn the meeting, Director Terrill 2nd. All members present in favor, motion carried.
- Director Cass adjourned the meeting at approximately 4:20 p.m.

MINUTES prepared by: Karen Jackson

Date: 06/29/2018

Board Approved: 07/23/2018