



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 **07-23-2018** at **1:30 p.m.** The meeting was held at **The Dolan Springs 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.*

MINUTES

1. CALL TO ORDER.

- Director Cass called the meeting to order at approximately 1:36 p.m.

2. ROLL CALL OF BOARD MEMBERS.

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

3. PLEDGE OF ALLEGIANCE.

- Recited.

4. APPROVAL OF MINUTES.

- Budget Workshop 4/30/2018
- Director Kiffer motioned to approve the Budget Workshop 4/30/18 Minutes, Director Karash 2nd. All members present in favor, motion carried.
 - Special Session 4/30/2018 - Director Kiffer motioned to approve the Special Session 4/30/18 Minutes, Director Cass 2nd. All members present in favor, motion carried.
 - Special Session – Executive 4/30/2018 - Director Terrill motioned to approve the Special Session – Executive 4/30/18 with the correction of “AFDA,” not “AFTA.” Director Karash 2nd, all members present in favor, motion carried.
 - Regular Minutes 5/29/18 - Director Kiffer motioned to approve the 5/29/18 Regular Minutes, Director Terrill 2nd. All members present in favor, motion carried.
 - Executive Minutes 5/29/18 - Director Kiffer motioned to approve the 5/29/18 Executive Minutes, Director Terrill 2nd. All members present in favor, motion carried.
 - Regular Minutes 6/25/18 - Director Terrill motioned to approve the 6/25/18 Regular Minutes with the correction in

the “reports” (pg. 2) it should reflect \$700 difference. Director Karash 2nd. All members present in favor, motion carried.

g. Executive Minutes 6/25/18

- Pending; item tabled.

5. REPORTS.

a. June 2018 Financial Report(s). *(The financial report(s) are to be reviewed and approved by the Board).*

- Revenue for the month of June was \$58,100 which was \$30,454 over budget.
- Mohave County Revenue for June was \$23,429 which was \$19,983 over budget.
- Non-Tax Revenue for the month of June was \$34,672 which was \$10,472 over budget.
- Expenses for June totaled \$85,113 which was over budget by \$20,731.
- Vehicle and equipment expenses were \$21,218 over budget due to timing.
- Year to date Revenue is \$985,250 which is \$63,595 over budget.
- Year to date Expenses are \$870,745 which is \$17,893 under budget.
 - The Board ensued in questions and discussion regarding the credit card transactions, carry-over into the new FY, net ordinary income, EMI health, payroll variance amounts and the PSPRS check that was \$73,500. Mr. Buldra explained the PSPRS check was a lump sum payment due to reporting and PSPRS upload system. Chief DeMaio explained the large credit card charges for CopperPoint and a Wildland grant received. It was discussed about the \$5000.00 spending limit the Chief has and the charges incurred. It was discussed about the points on the credit card as well and the Chief will report back on those at the next meeting. Director Terrill motioned to accept the June 2018 Financial Report, Director Cass 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.)*

- Run Report: 53 EMS (40 transports, 5 billed refusals, 5 unbilled refusals, 2 flown, 1 DOA, 1 cancel), 3 fire, 8 good intent, 3 service, 4 false alarms, and 16 alarms on HWY 93.
- Meadview July coverage is 29/31 days. Meadview August coverage is showing 28/31 days.
- Meetings attended: Run-Review, Pre-Hospital Care Committee, WACEMS, and a Wildland Committee meeting.
- DHS Ambulance Rate increases took effect. ALS/BLS increase went from \$1797.68 to \$1845.11, mileage \$14.62 to \$15.01 and standby \$449.37 to \$461.28.
- Burn restrictions are still active and under review; pending currently until further notice.
- Website update for LMRFD taking place to become a more user-friendly version.
- Bids for St. 41 roof are still being compiled.

6. REGULAR BUSINESS.

a. Discussion and possible action regarding: Review of Annexation process for LMRFD; Special Speaker – Jean Bishop; Board of Supervisors District IV re: annexations. (Kiffer)

- Jean Bishop provided handouts to the LMRFD BOD and advised the BOS is limited

in what they can and cannot do. Ms. Bishop reviewed meetings she's attended. She reviewed what is going on with the BOS Board as well. She spoke about removing herself from social media. Ms. Bishop suggested to the LMRFD BOD that they write a letter to the AZ Transportation Commissioner regarding HWY 93 and what the communities needs are as a FD. Ms. Bishop reviewed that the BOS are limited on how to aide in annexations and that they can't "force" people to annex into the LMRFD. Ms. Bishop thanked the community and the LMRFD BOD for the invitation to speak.

- b. Discussion and possible action regarding: Denounce Theodora Kloeppen from June 25, 2018 Board Meeting as Interim/Temporary Board Member for LMRFD; discussion and possible action regarding: review of requirements to be a Fire District Board Member for LMRFD. (Cass)
 - Director Cass noted she reviewed with the County Assessor's Office and the Treasurer's Office the lengthy process when a citizen is annexed in. Director Cass noted it can take up to 6 months to report from the Records Office to those other departments. She noted it must show on your tax roll that you are in the FD before you are eligible to be a Board Member for LMRFD. Director Kiffer , "if anyone had checked on this date to see if Ms. Koeppen was on the rolls yet, and Chair Cass said no, she was just using the timeline given to her by the County." Note for clarification: Ms. Koeppen (there was a misspelling of the name)
- c. Discussion and possible action regarding: Announce notice of vacancy for Interim/Temporary LMRFD Board Member open position; interview possible interested candidates and vote for Interim/Temporary LMRFD Board Member scheduled for August 27, 2018 Regular Meeting. (Cass)
 - Director Cass noted the meeting will be in Meadview if anyone is interested and suggested interested parties do a bio. Director Kiffer noted there were two interested from last month to be appointed, Ms. Kloeppen and Ms. Bower. Director Kiffer noted that Ms. Kloeppen is ineligible due to the timing of the process and wanted to know if this was going to be discussed today. Director Cass stated, "we are putting it back out there, so if there's more people that are interested, because I know there's at least 1-2 more people interested." Director Cass also stated, "I have feelers out there asking people if they are interested." Director Kiffer asked "Where were those people at last month's meeting in Meadview?" Director Kiffer noted that Ms. Bower had stated if that other person wasn't eligible she would do it. Director Kiffer wanted to know why the Board is seeking other people. Director Cass asked the public if there was anyone else interested and Ms. Aitken and Ms. Bower showed interest. Director Cass advised to the public regarding the open vacancy, and that the matter would be discussed in August in Meadview at the Regular Meeting. No action.
- d. Discussion and possible action regarding: Information regarding boundaries of LMRFD. (Administration)
 - Director Cass noted she is in the process of getting updated maps for the FD.

- e. Discussion and possible action regarding: A.R.S. 48-803 #C. (Kiffer)
 - Director Kiffer read aloud A.R.S. 48-803 #C. and suggested this be reviewed by the Attorney, Director Cass noted she would send that off to Mr. Whittington. No action.
- f. Discussion and possible action regarding: LMRFD Board Bylaws Rule 6. (Kiffer)
 - Director Kiffer reviewed Rule 6 and read it aloud. She noted examples at the last meeting when the Rule was violated. It was reviewed for motions and discussions to make note for LMRFD BOD to follow. No action.
- g. Discussion and possible action regarding: Receiving quotes/bids for possible alarm/surveillance system for LMRFD properties. (Terrill)
 - Director Terrill noted this was due to the incident that occurred at St. 41/Admin with a citizen damaging a vehicle and stealing fuel, he suggested in the best interest of the FD to have surveillance. The Board ensued in discussion and agreed that any obtained bids for surveillance should be for all 3 stations. Director Terrill motioned to that the Chairwoman direct the Chief to receive bids. Director Karash 2nd. All members present in favor, motion carried. Director Cass directed Chief DeMaio to receive at least 3 bids for surveillance.

7. **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.)*

- Ms. Bower – requested items for consideration on the August Agenda:
 - Clerk of the Board to do the Agendas/Minutes and the Clerk of the Board establish an email list of citizens who'd like to have the Agenda/Minutes emailed.
- Ms. Staab – noted that there are properties in question of annexation from 2000/2001; noting when the GMFD merged the records were brought to Administration. She stated she can't find anyone alive from that time when this occurred and wanted to know what she could do to obtain public information regarding the matter. She inquired about the public records request form for possibly obtaining this information.
- Mr. Kiffer – noted he offered to put the Chief's report in an excel sheet with the run report information at last month's meeting and noted he had done so. Mr. Kiffer also questioned how an uncleared check for CopperPoint wasn't noticed. He noted he would put July's report together for trend reporting also.

➤ Director Karash motioned to enter Executive Session, Director Terrill 2nd. All members

present in favor, motion carried.

➤ Director Cass adjourned the public portion at approximately 2:42 p.m. and recessed.

8. **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 and possible action regarding: Update on Personnel Matter re: Karen Jackson, re: legal counsel opinion. (Kiffer)

b. Discussion regarding: Update regarding payroll matter. (Cass)

c. Discussion regarding: Personnel Matter: LMRFD Fire Chief DeMaio; re: LMRFD payroll matter incident; duties/responsibilities; possible disciplinary action. (Kiffer)

d. Discussion regarding: Personnel Matter: LMRFD Fire Chief DeMaio; re: performance re: minutes, P&L, and reviews of LMRFD Staff. (Terrill)

e. Discussion regarding: Personnel Matter: LMRFD Interim Fire Chief Contract and/or Fire Chief Contract; with changes from Board and Fire Chief. (Board/Administration)

2. *Board of Directors may vote to go into Executive Session pursuant to 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:*

f. Discussion regarding: Invoices from January 31, 2018-current from LMRFD legal counsel and additional document for annexation charge. (Kiffer)

➤ Director Kiffer motioned to exit Executive Session, Director Terrill 2nd. All members present in favor, motion carried.

➤ Public Session reconvened at approximately 4:14 p.m.

➤ Director Cass motioned to begin Item 9, Director Karash 2nd. All members present in favor, motion carried.

9. **EXECUTIVE BUSINESS.**

a. Discussion and possible action regarding: Update on Personnel Matter re: Karen Jackson re: legal counsel opinion. (Kiffer)

- Pending/tabled; no action.

b. Discussion and possible action regarding: Update regarding payroll matter. (Cass)

- Pending; No action.

c. Discussion and possible action regarding: Personnel Matter; Fire Chief DeMaio re: LMRFD payroll matter incident; duties/responsibilities; possible disciplinary action. (Kiffer)

- Director Terrill requested the Chair combine Item's C & D. Director Cass noted those items will be combined. The BOD agreed in consensus.
- Director Terrill motioned to have a written reprimand placed in Chief DeMaio's

personnel file, regarding the items listed (Item's C & D), and for standards not being met. Director Kiffer 2nd, all members present in favor, motion carried.

- d. Discussion and possible action regarding: Personnel Matter: LMRFD Fire Chief DeMaio; re: performance re: minutes, P&L, and reviews of LMRFD Staff. (Terrill)
 - See Item C for motion (Items combined).
- e. Discussion and possible action regarding: LMRFD Interim Fire Chief Contract and/or Fire Chief Contract; with changes from Board and Fire Chief. (Board)
 - Pending/tabled; No action.
- f. Discussion and possible action regarding: Invoices from January 2018-current from LMRFD legal counsel and additional document for annexation charge. (Kiffer)
 - Director Kiffer motioned that this matter be continued to August, Director Terrill 2nd. All members present in favor, motion carried.

10. 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.
 - Board Chair receive information regarding Attorney Charlotte Wells
 - P & L and Agenda be available at the meetings for the citizens (copies).
 - Letter of Reprimand

11. NEXT REGULAR BOARD MEETING DATE & LOCATION.

- August 27, 2018 at the Meadview Civic Center, Meadview, AZ

12. ADJOURNMENT.

- Director Terrill motioned to adjourn the meeting, Director Cass 2nd. All members present in favor, motion carried.
- Director Cass adjourned the meeting at approximately 4:22 p.m.

MINUTES prepared by: Karen Jackson
(This is a working draft, until Board approval)

Date: 07/26/2018