



# 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 **11/25/2019** at **12:30 p.m.** The Meeting was held at **THE DOLAN SPRINGS COMMUNITY COUNCIL (DSCC); 15195 N. 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.*

#### REGULAR MINUTES

1) **CALL TO ORDER.**

- Chairwoman Cass called the Regular Meeting to order at approximately 12:35 p.m.

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

- Deb Cass; Chairwoman, Larry Tennant and Joe Campbell were present.

3) **PLEDGE OF ALLIANCE & MOMENT OF SILENCE.** *(To honor those who serve our Country and within Public Safety and to those we've lost).*

- Recited & Observed.

4) **APPROVAL OF MINUTES. – CONSENT AGENDA.**

- Executive Minutes (public portion) – 10/28/2019
  - Executive Minutes (confidential) – 10/28/2019 (Set 1 & 2)
  - Regular Minutes – 10/28/2019
  - Special Minutes – 11/6/2019
- Chairwoman Cass motioned to approve A-D as listed, Director Campbell 2<sup>nd</sup>. Directors Campbell, Tennant and Cass voted, "Aye." Motion carried, unanimously.

5) **REPORTS.**

- 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.)*

- Chief Bonnee explained starting next month the Chief's Report will be provided relating to the month prior, explaining that's how it should be given versus splitting between the months. Chief Bonnee advised the WACEMS Grant was awarded to LMRFD.

**b. FINANCIAL REPORT(S).**

1. Review and approval: October 2019 Financial Report(s). *(The financial report(s) are to be reviewed and approved by the Board).*  
(Buldra/Administration)
- Mr. Buldra reported the October 2019 Financial Report as follows: Revenue for the month of October was \$230,053 which was \$56,314 over budget. Mohave County Revenue for October was \$207,073 which was \$58,210 over budget. Non-Tax Revenue for the month of October was \$22,980 which was \$1,896 under budget. Ambulance revenue for the month was \$2,696 (11%) under budget. Expenses for October totaled \$83,578 which was under budget by \$15,657 (16%). Year to date revenue is \$380,334 which is \$46,390 over budget. Mohave County Revenue is \$32,768 over budget. Ambulance revenue is \$12,059 over budget. Year to date expenses is \$276,361 which is \$32,517 under budget. Total cash as of October 31, 2019 is \$661,061 which is \$149,203 more than October 31, 2018.
    - Chairwoman Cass motioned to approve the October 2019 Financials, Director Campbell 2<sup>nd</sup>. Directors Campbell, Tennant and Cass voted, "Aye." Motion carried, unanimously.
- c. AUDIT REPORT.** *(The Audit Report is to be reviewed and approved by the Board).*
1. Review and approval: Lake Mohave Ranchos Fire District Fiscal Year 2018/2019 Audit Report by BDR Richards, CPA's PLC and James Vincent Group. (Richards/Buldra)
- Mr. Richards presented and provided a review of the Fiscal Year 2018/2019 Audit Report. The Board, Mr. Buldra and Mr. Richards ensued in discussion related to PSPRS Pension Funding and overall sustainability of the District. Chairwoman Cass motioned to approve the Fiscal Year 2018/2019 Audit, Director Campbell 2<sup>nd</sup>. Directors Tennant, Campbell and Cass vote, "Aye." Motion carried, unanimously.

**6) EXECUTIVE BUSINESS.** *(Lake Mohave Ranchos Fire District Governing Board public action section on matters held in Executive Session).*

- a. Discussion and possible action regarding: Severance Pay. (Board)
- Chairwoman Cass motioned to authorize severance payment as indicated by Legal Counsel, to former Chief DeMaio and for Administration to prepare a check for the amount of \$5,275 from the payroll account for signatures. Director Campbell 2<sup>nd</sup>. Directors Campbell and Cass voted, "Aye." Director Tennant abstained. Motion carried, 2-1.

- b. Discussion and possible action regarding: Contract terms/title, retro-active pay, wage increase, duties and payscale for positions regarding employment with LMRFD. (Board)
- Chairwoman Cass motioned to approve the changes as described in Executive Session and to update those changes for a Fire Chief Contract immediately, Director Campbell 2<sup>nd</sup>. Directors Tennant, Campbell and Cass voted, “Aye.” Motion carried, unanimously.
- Chairwoman Cass motioned to approve the retro-pay for Chief Bonnee as described in Executive Session to go back to when he was hired, 6/1/2019. Director Tennant 2<sup>nd</sup>. Directors Tennant, Campbell and Cass voted, “Aye.” Motion carried, unanimously.
- Chairwoman Cass motioned to allocate to the Administration wages up to \$16k and for the Chief to process the wage increase as discussed in Executive Session and to be effective immediately, once completed, that the Wage Scale is approved and frozen. Director Tennant 2<sup>nd</sup>. Directors Tennant, Campbell and Cass voted, “Aye.” Motion carried, unanimously.

## 7) REGULAR BUSINESS.

- a. Discussion and possible action regarding: Current LMRFD Vacation Suppression Policy and proposed updated/revised LMRFD Vacation Suppression Policy (Article 64) and current LMRFD Vacation Administration Policy and proposed updated/revised LMRFD Vacation Administration Policy (Article 63) and Article 62 re: Personal Time Off Policy formerly ‘drafted’ as Flex Time Policy. (Administration/Cass)
  - Chairwoman Cass briefly explained the policies. Chairwoman Cass motioned to approve Articles 62, 63 and 64 and to be effective immediately. Director Tennant 2<sup>nd</sup>. Directors Tennant, Campbell and Cass voted, “Aye.” Motion carried, unanimously.
- b. Discussion and possible action regarding: Clarification of statement made from 9/23/2019 Regular Board Meeting re: claim. (Tennant)
  - Director Tennant withdrew the item, no objections.
- c. Discussion and possible action regarding: Quotes re: Auditor for Lake Mohave Ranchos Fire District for Fiscal Years 19/20, 20/21 & 21/22 re: review and possible approval for services. (Administration/Buldra/Tennant)
  - Mr. Buldra reviewed the quotes that Karen had received back from reaching out to different Auditors. He explained these are for Audit Services to be provided to LMRFD for a three-year term. He reviewed each quote as follows: BDR, Richards; \$9,250 (1<sup>st</sup> year), \$9,500 (2<sup>nd</sup> year) and \$9,700 (3<sup>rd</sup> year) also noting that is all-inclusive. Fester & Chapman; \$11,500 (1<sup>st</sup> year), \$11,800 (2<sup>nd</sup> year) and \$12,100 (3<sup>rd</sup> year) also noting additional fees involved (travel) not included in original field work. Walker & Armstrong; \$14,000 (1<sup>st</sup> year), \$14,500 (2<sup>nd</sup> year) and \$15,000 (3<sup>rd</sup> year) also noting additional fees involved (travel) not included in original field work. Mr. Buldra explained his firm has worked with BDR, Richards and Walker &

Armstrong for other clients. Mr. Buldra reiterated the original recommendation by Ms. Jackson and himself for the approval of BDR, Richards citing the quality of work and price. Director Tennant motioned to approve BDR, Richards for the prices quoted for LMRFD Audit Services, Chairwoman Cass 2<sup>nd</sup>. Directors Tennant, Campbell and Cass voted, "Aye." Motion carried, unanimously.

- d. Discussion and possible action regarding: Quotes and/or Contract/Agreement re: Financial Services/Directors for Lake Mohave Ranchos Fire District re: review and possible approval for services. (Administration/Buldra/Cass/Tennant)
  - Chairwoman Cass advised Mr. Buldra has submitted an updated Contract/Agreement for continued services. Director Tennant questioned the fees as proposed. Mr. Buldra reviewed his services also noting that his firm has not increased their pricing to the District, since starting in 2013. Ms. Jackson reiterated what the Auditor stated relating to internal controls and separation of duties, explaining that is what she and Mr. Buldra are; stating "it's a package, in a way." Mr. Buldra reviewed his monthly fee for financial reporting which is \$1,500.00. Mr. Buldra explained some items (ARCR's, etc.) are performed on an annual basis. Director Cass brought up approving through January 31, 2020 and Ms. Jackson noted for consideration that Mr. Buldra is budgeted until June 2020. Chairwoman Cass motioned to approve the Contract/Agreement with JVG for continued financial services through to June 30, 2020 and to reevaluate the terms. Director Campbell 2<sup>nd</sup>. Directors Campbell and Cass voted, "Aye." Director Tennant voted, "Nay." Motion carried 2-1.
- e. Discussion and possible action regarding: Lake Mohave Ranchos Fire District Board Meeting Minutes, material, Website and Facebook Page. (Cass)
  - Chairwoman Cass withdrew the item, no objections.
- f. Discussion and possible action regarding: Resolution 2019-004 re: Lake Mohave Ranchos Fire District Governing Board By-Laws re: affirming adoption, approval as described/outlined. (Administration)
  - Chairwoman Cass motioned to table item F, Director Campbell 2<sup>nd</sup>. Directors Campbell, Tennant and Cass voted, "Aye." Motion carried, unanimously.
- g. Discussion and possible action regarding: VFIS Policy coverage related to issuance of Bond and vote on 10/28/2019 re: possible change. (Administration)
  - Ms. Jackson informed the Board that coverage exists on the current policy relating to a bond, explaining what VFIS indicated to her is that it's the same type of coverage, just not called a bond and that the Board had already included/enacted that on the policy. Update/Information only. No Action.
- h. Discussion and possible action regarding: Nominations of candidates/applicants for appointment of vacated Lake Mohave Ranchos Fire District Governing Board seats; Open Meeting Law Compliance confirmation and administer Oath of Office to newly appointed Members. (Cass)
  - Chairwoman Cass noted the Oath of Office would not take place at this meeting,

advising the A.R.S. changed and is pending receipt of the revised Oath, noting candidates could be voted in today, they just wouldn't participate until next month. Chairwoman Cass noted that two candidates applied for the two open seats; Mike Karash and Steve Berg (in attendance). Chairwoman Cass noted that both candidates have served on the LMRFD Board before and thanked them for applying. Chairwoman Cass motioned to approve and appoint Steve Berg to serve for one of the open seats with the term ending 2020 and motioned to approve and appoint Mike Karash to serve for the other open seat with term ending 2022. Director Campbell 2<sup>nd</sup>. Directors Campbell, Tennant and Cass voted, "Aye." Motion carried, unanimously.

- i. Discussion and possible action regarding: Nomination for Lake Mohave Ranchos Fire District Governing Board Clerk position. (Cass)
  - Item tabled.
- j. Discussion and possible action regarding: Lake Mohave Ranchos Fire District Executive and Regular Monthly Meeting times. (Cass)
  - Discussion ensued regarding monthly meetings day/time and consideration of moving the monthly meetings to the 4<sup>th</sup> Friday of the month and possible location change. Chairwoman Cass motioned to table this item until next month, Director Campbell 2<sup>nd</sup>. Directors Campbell, Tennant and Cass voted, "Aye." Motion carried, unanimously.
- k. Discussion and possible action regarding: AFDA (Arizona Fire District Association) Annual Winter Conference 2020 re: Statutory Training, additional courses/training, reservations (Conference & Lodging). (Administration)
  - Ms. Jackson requested a motion from the Board to approve scheduling for those that are required to attend, and she would speak with each person regarding lodging as well, if needed. Chairwoman Cass motioned to approve the Conference expenses and expenses of lodging if need be, for any of the Board Members that need to attend and the Chief for the AFDA Conference. Director Campbell 2<sup>nd</sup>. Directors Campbell, Tennant and Cass voted, "Aye." Motion carried, unanimously.

#### 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.
  - None.

#### 9) **NEXT REGULAR BOARD MEETING DATE & LOCATION.** (Subject to change, notice/announcement will be posted via District Website, if any changes occur).

- December 30, 2019 – Meadview, AZ at 12:30 p.m.

#### 10) **ADJOURNMENT.**

- Chairwoman Cass motioned to adjourn the meeting at 1:33 p.m., Director

Campbell 2<sup>nd</sup>. Directors Campbell, Tennant and Cass voted, “Aye.” Motion carried, unanimously.

- Chairwoman Cass adjourned at approximately 1:33 p.m.

REGULAR MINUTES prepared by: Karen Jackson      Date: 11/29, 12/2, 12/4, 12/5 & 12/19 2019  
***Board Approved: 12/30/2019***