



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



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

*The Governing Board of the Lake Mohave Ranchos Fire District met in Regular Session and Executive Session on **12/30/2019** at **12:30 p.m.** The Meeting was 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.*

MINUTES

1) CALL TO ORDER.

- Chairwoman Cass called the Meeting to order at approximately 12:31 p.m.

2) ROLL CALL OF BOARD MEMBERS.

- Joe Campbell, Deb Cass; Chairwoman and Larry Tennant 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 & Acknowledged.

4) APPROVAL OF MINUTES. – CONSENT AGENDA.

- Executive Minutes (public portion) – 11/25/2019
 - Executive Minutes (Confidential) – 11/25/2019 (Set 1, 2, 3 and 4)
 - Regular Minutes – 11/25/2019
- Director Cass motioned to approve by consent items A-C, Director Campbell 2nd. Directors Campbell, Tennant and Cass voted, "Aye." Motion carried, unanimously.

5) REGULAR BUSINESS (PART I).

- Discussion and possible action regarding: Administer Oath of Office and Certificate of Compliance to the Appointed Board Members re: Steve Berg and Mike Karash. (Cass)
- Director Cass administered the Oath of Office to Steve Berg and Mike Karash, they

each recited it aloud and the Oath's of Office were Notarized. No action.

Note: Director Cass noted Director Karash and Director Berg's attendance for the Meeting as present.

- b. Discussion and possible action regarding: Nomination for LMRFD Board Clerk open position. (Cass)
 - Director Cass nominated Director Berg for Board Clerk, Director Campbell 2nd. Director Tennant nominated Director Karash, Director Karash declined the nomination. Director Cass motioned to approve the nomination of Director Berg for Board Clerk, Director Campbell 2nd. Directors Campbell, Karash, Berg and Cass voted, "Aye." Director Tennant abstained. Motion carried, 4-1.

6) EXECUTIVE BUSINESS.

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: Chiefs performance and possible modification or termination of Interim Chief Contract. (Cass)
 - b. Discussion regarding: Personnel Matter re: Fire Chief Contract re: review of proposed changes from 11/25/2019 meeting and/or possible modification(s). (Cass)
- Director Berg motioned to enter Executive Session, Director Cass 2nd. Directors Tennant and Karash abstained. Directors Berg, Campbell and Cass voted, "Aye." Motion carried 3-2.
 - Executive Session began at approximately 12:44 p.m.
 - Executive Session ended at approximately 1:53 p.m.
 - Director Cass called a 5 min recess at approximately 1:53 p.m., public meeting reconvened at approximately 1:58 p.m.

7) CALL to the PUBLIC. *(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).*

- NONE.

8) REPORTS.

a. **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: AMR TRANSPORTS – 0, CHIEF CALL OUTS -5, TRANSPORTS- 51, REFUSALS- 5, FIRE CALLS- 9, HWY 93- 10
- MEETINGS, CONFERENCES, TRAININGS, EVENTS:
 - ATTENDED AND SPOKE AT THE COM MEETING IN MEADVIEW
 - 11-11 VETERANS PARADE IN MEADVIEW
 - 11-9 FIRST AID CPR FOR DOLAN
 - 11-12 RUN REVIEW
 - 11-21 MCFOA
- DISTRICT PROPERTIES:
 - TRAILER WAS TOO EXPENSIVE TO MOVE SO IT WILL BECOME A LIVE BURN TRAINING FIRE UPON BOARD APPROVAL.
- DISTRICT VEHICLES:
 - B-416 STILL OUT OF SERVICE DUE TO PUMP AND MOTOR ISSUES
 - U-419 IS IN SERVICE AND BEING USED WORKING OUT GREAT FOR THE VOLUNTEERS
- PROJECTS IN THE WORKS:
 - ALL PAPERWORK TURNED IN FOR THE REIMBURSEMENT FOR THE 100 CLUB GRANT THEY WILL BE HAND DELIVERING THE CHECK AND DO PICTURES
 - I WENT TO FEDERAL SURPLUS YARD IN PHOENIX AND WE ARE GETTING A NEW SKID UNIT FOR B-426 AND A COMPLETE TYPE 6 BRUSH TRUCK FROM THE STATE
 - NEW TURNOUTS ARE IN SERVICE - 4 SETS
 - RADIOS FROM THE WACEMS GRANT HAVE BEEN ORDERED
 - GRANT WRITER THAT WAS HIRED IS WRITING OUR GRANT FOR THE NEW SCBA'S THE GRANT WILL OPEN EARLY JANUARY

b. FINANCIAL REPORT(S).

1. Review and approval: November 2019 Financial Report(s). *(The financial report(s) are to be reviewed and approved by the Board).*
(Buldra/Administration)

Mr. Rodriguez reported the November 2019 Financial Report(s) in the absence of Mr. Buldra as follows:

- Revenue for the month of November was \$109,238 which was \$11,113 under budget.
- Mohave County Revenue for November was \$82,915 which was \$12,560 under budget.
- Non-Tax Revenue for the month of November was \$26,323 which was \$1,447 over budget.
- Ambulance revenue for the month was \$5,478 (22%) under budget.
- Expenses for November totaled \$81,298 which was over budget by \$16,843 (26%).

- Year to date revenue is \$489,572 which is \$35,277 over budget.
- Mohave County Revenue is \$20,208 over budget.
- Ambulance revenue is \$6,581 over budget.
- Year to date expenses is \$358,121 which is \$15,212 under budget.
- Total cash as of November 30, 2019 is \$691,558 which is \$80,618 more than November 30, 2018.
 - Director Tennant inquired about vehicle maintenance compared to last FY. Mr. Rodriguez explained in total last FY that line item was over approximately \$6,000 whereas it's over budget YTD at \$10,000. Director Tennant expressed his desire to continue to have the repairs and maintenance being performed regularly, noting it wasn't being done prior.
 - Director Cass motioned to approve the November 2019 Financials, Director Karash 2nd. Directors Karash, Tennant, Campbell, Berg and Cass voted, "Aye." Motion carried, unanimously.

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

- a. Discussion and possible action regarding: possible modification or termination of Interim Chief Contract. (Cass)
- No action.
- b. Discussion and possible action regarding: review of proposed changes and/or modification to Fire Chief Contract re: possible approval for finalization to create Fire Chief Contract. (Cass)
- Director Cass motioned to table this item until the January Board Meeting, Director Campbell 2nd. Directors Campbell, Berg, Karash, Tennant and Cass voted, "Aye." Motion carried, unanimously.

10) REGULAR BUSINESS (PART II).

- a. Discussion and possible action regarding: Lake Mohave Ranchos Fire District Executive and Regular Monthly Meeting time(s) clarification, possible change of day for the month and possible location changes. (Cass/Administration)
- Discussion regarding moving the monthly Meeting to the 4th Friday of the month and location change in Dolan Springs from the DSCC to the Chamber of Commerce and using the Classroom at the MCA in Meadview ensued. Administration stated the Chamber of Commerce and the MCA (Classroom) were available on the 4th Friday, alternating for each month at 12:30 p.m. Director Cass motioned to change the meeting to the 4th Friday of each month with location change from DSCC to Chamber of Commerce in Dolan Springs, and use the Classroom at the MCA in Meadview, effective January 2020, Director Campbell 2nd. Directors Campbell, Berg, Karash, Tennant and Cass voted, "Aye." Motion carried, unanimously.
- b. Discussion and possible action regarding: Review and approval for annual coverage

through VFIS for LMRFD. (Administration)

- Administration explained the annual renewal of VFIS Policy, noting the current annual premium was \$22,817 and the increase annually would be \$2,182 bringing the total annual premium to approximately \$24,999 paid in installment payments quarterly. Explanation for increase as provided by Administration was changes of exposure, call volume, add-on Utility Vehicle, garage add-on that was not on prior package, increase value to ambulance and brush truck and add-on the Command Vehicle. Director Cass motioned to approve the renewal with VFIS, Director Campbell 2nd. Directors Campbell, Berg, Karash, Tennant and Cass voted, “Aye.” Motion carried, unanimously.
- c. Discussion and possible action regarding: District Policy re: Articles approved by the Board for Personnel re: dissemination re: posting. (Administration)
- Administration explained to the Board that with the updates of Policies, the entire Manual won’t be put together until completed and in the interim it was suggested to place those approved Policies on the District Website for employee viewing, if needed. Director Cass motioned to approve and direct the Chief to direct Karen to post the articles approved by the Board that have been in effect from 2016 and going forward and to direct the Chief to direct Karen to make an employee section for policies for them to access with this information and if this becomes an issue with space or other reasons that posting be postponed and the item be brought back to the board for additional review or changes. Director Berg 2nd. Directors Berg, Karash, Campbell, Tennant and Cass voted, “Aye.” Motion carried, unanimously.
- d. Discussion and possible action regarding: District Policy re: possible approval for Article 31 (Uniforms and Annual Allowances and Allotment). (Administration)
- Director Cass motioned to table this item until the January Meeting, Director Karash 2nd. Directors Karash, Berg, Campbell, Tennant and Cass voted, “Aye.” Motion carried, unanimously.
- e. Discussion and possible action regarding: IGA (Intergovernmental Agency Agreement) re: GVFD, LMRFD, NACFD and KFD for mutual aid. (Administration)
- The Chief explained the IGA, the Board inquired about equipment and personnel being used. The Chief stated it would consist of Volunteers and a Water Tender. Director Cass motioned to have the IGA include Volunteers and a Water Tender specifically listed and to review after revised, Director Berg 2nd. Directors Berg, Campbell, Karash, Tennant and Cass voted, “Aye.”
- f. Discussion and possible action regarding: Mobile Unit located at 16126 Pierce Ferry Rd. Dolan Springs, AZ 86441 re: update and consideration for approval to burn. (Administration)
- The Chief explained the mobile unit was to dilapidated and unstable for removal and that the buyer also reneged, he suggested a live fire training exercise with the crews, it was also explained that the original vote was to sell for \$50.00, but in lieu of unforeseen circumstances with the unit it was suggested the Board rescind and/or revise the original order. Director Cass motioned that the vote that passed on 9/23/2019 be rescinded and

reworded as approval to sell for \$50 with buyer responsible for all involved and if no buyers, the Chief has approval to burn the mobile unit located at 16126 Pierce Ferry Rd as a training exercise, Director Berg 2nd. Directors Berg, Karash, Tennant, Campbell and Cass voted, “Aye.” Motion carried, unanimously.

11) CONSIDERATION OF FUTURE AGENDA ITEMS.

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

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

- 1/24/2020 – Chamber of Commerce (Dolan Springs, AZ)

13) ADJOURNMENT.

- Director Cass motioned to adjourn the Meeting, Director Campbell 2nd. Directors Campbell, Berg, Karash, Tennant and Cass voted, “Aye.” Motion carried, unanimously.
- Director Cass adjourned at approximately 2:45 p.m.

MINUTES prepared by: Karen Jackson

Date: 1/2, 1/3, 1/8, 1/17, 2/3 & 2/10 2020

(This is a working draft, until Board approval. Audio had interference; audible/inaudible issues and malfunctions resulting in delay).