



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



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 **2/25/2019** at **9:00 a.m.** and Regular Session on **2/25/2019** at **1:30 p.m.** The Meeting will be held at **The 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.*

*****NOTE: Executive Session will begin at 9:00 a.m. | Regular Session (for the public) will 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: Policies that can be applied as "Grandfathered-In." (Kiffer)
 - b. Discussion regarding: LMRFD's Legal Counsel invoices; August 2018-current. (Kiffer)
 - c. Discussion regarding: LMRFD's Legal Counsel email from 1/28/2019; re: Incorrect Annexation form. (Kiffer)
 - d. Discussion regarding: Legal advice re: use of Legal Counsel; Form of Resolution. (Board/Whittington)
 - e. Discussion regarding: Legal documents from Mohave County Superior Court re: property lien. (Administration)
 - f. Discussion regarding: Personnel Matter; re: Fire Chief re: hand-delivered letter to Board on 1/28/2019; EEOC matter; possible perjury. (Kiffer)
 - g. Discussion regarding: Personnel Matter; re: Fire Chief Annual Evaluation and Self-

- Evaluation. (Board/Administration)
- h. Discussion regarding: Personnel Matter; re: Fire Chief Contract. (Board/Administration)
 - i. Discussion regarding: Personnel Matter; re: Fire Chief re: Performance within Administration/Administrative Staff; possible reorganization of Administrative Staff duties, Staff hours, Staff Wages & Benefits; Minutes preparation/overview; Agenda Item List; Agenda Items. (Kiffer/Cass/Reh-Bower)
 - j. Discussion regarding: Personnel Matter; re: Fire Chief re: Administrative Assistant referral for "Fit for Duty" Evaluation. (Kiffer)

4) ADJOURNMENT.

REGULAR AGENDA

1) CALL TO ORDER.

2) ROLL CALL OF BOARD MEMBERS.

3) PLEDGE OF ALLIEGANCE.

4) APPROVAL OF MINUTES.

- a. Executive Session 11/26/2018 (Set 1-A3/A4-Items A, B, C, D, E and F, Set 2-A1-Item F, Set 3-A1 Items G, H and I)
- b. Executive Session 12/27/2018 (Set 1 A3/A4 – Items A, B, C, D, E, F and H and Set 2 A1 Item F)
- c. Executive Session 1/28/2019 (Set 1 A3/A4 Items A, B, C and Set 2 A1 Item A)
- d. Regular Session 1/28/2019

5) REPORTS.

- a. **January 2019 Financial Report(s).** *(The financial report(s) are to be reviewed and approved by the Board).*
- b. Discussion and possible action regarding: Review and approval of FY 17/18 LMRFD Audit Report from Brian Richards. (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.)*
 - *January 2019 LMRFD Run-Report*
 - *Meadview Schedule: January 2019 actual coverage; March 2019 tentative coverage.*
 - *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: Policies that can be applied as “Grandfathered-In;” possible review of current LMRFD Board By-Laws; possible adoption of draft revised LMRFD Board By-Laws/Rules of Procedures. (Kiffer/Cass)
- b. Discussion and possible action regarding: LMRFD’s Legal Counsel invoices; August 2018-current. (Kiffer)
- c. Discussion and possible action regarding: LMRFD’s Legal Counsel email from 1/28/2019; re: Incorrect Annexation form. (Kiffer)
- d. Discussion and possible action regarding: Legal advice re: use of Legal Counsel; Form of Resolution. (Board/Whittington)
- e. Discussion and possible action regarding: Legal documents from Mohave County Superior Court re: property lien. (Administration)
- f. Discussion and possible action regarding: Personnel Matter; re: Fire Chief re: hand-delivered letter to Board on 1/28/2019; EEOC matter; possible perjury. (Kiffer)
- g. Discussion and possible action regarding: Personnel Matter; re: Fire Chief Annual Evaluation and Self-Evaluation. (Board/Administration)
- h. Discussion and possible action regarding: Personnel Matter; re: Fire Chief Contract. (Board/Administration)
- i. Discussion and possible action regarding: Personnel Matter; re: Fire Chief re: Performance within Administration/Administrative Staff; possible reorganization of Administrative Staff duties, Staff hours, Staff Wages & Benefits; Minutes preparation/overview; Agenda Item List; Agenda Items. (Kiffer/Cass/Reh-Bower)
- j. Discussion and possible action regarding: Administrative Assistant referral for “Fit for Duty” Evaluation. (Kiffer)
- k. Discussion and possible action regarding: Ambulance Billing; RFP. (Buldra)

- l. Discussion and possible action regarding: Formatting of the Profit and Loss (P & L) Sheet. (Reh-Bower)
- m. Discussion and possible action regarding: Periodic contact with Gabe Buldra, CPA for LMRFD. (Reh-Bower)
- n. Discussion and possible action regarding: LMRFD Brush Truck vs. another vehicle; repairs/maintenance cost of the 2000 F-550 from 7/1/2016-current. (Reh-Bower)
- o. Discussion and possible action regarding: Develop a Strategic Plan for the Fire Chief; Quarterly Reviews. (Reh-Bower)
- p. Discussion and possible action regarding: Develop a Capital Replacement Schedule. (Reh-Bower)
- q. Discussion and possible action: Review LMRFD Records Destruction Schedules for 2017 & 2018. (Reh-Bower)
- r. Discussion and possible action regarding: Siren Act 2018 information re: update. (Reh-Bower)
- s. Discussion and possible action regarding: LMRFD Grievance Policy (draft); LMRFD Sexual Harassment/Harassment Policy (draft); LMRFD Personnel Evaluation Policy (draft); LMRFD Disciplinary Appeals Policy (draft) and review of prior LMRFD 2010 Policy Manual. (Cass)
- t. Discussion and possible action regarding: Unfunded PSPRS Liability; re: 30-year amortization schedule; re: posting on LMRFD website. (Board)
- u. Discussion and possible action regarding: HWY-93 call logs vs. Kingman Dispatch call logs; re: actual vs. reported; comparisons. (Board/Administration)
- v. Discussion and possible action regarding: Sherwood Email; re: Annexation matter. (Board)
- w. Discussion and possible action regarding: Payroll discrepancy matter re: update. (Terrill)
- x. Discussion and possible action regarding: Review of Gabriel & Ashworth invoices and payments. (Kiffer)
- y. Discussion and possible action regarding: VFIS covering cost of Private Investigator for EEOC matter. (Kiffer)
- z. Discussion and possible action regarding: Purchase of LMRFD Board Member shirts for new Board Members. (Kiffer)
- aa. Discussion and possible action regarding: Resolution 2019-001; Annexation into LMRFD; Baxter property. (Administration)
- bb. Discussion and possible action regarding: Invoice and information from Chicago Title Company re: limited title report for District properties. (Administration)
- cc. Discussion and possible action regarding: Subscription to NTN Database (for LMRFD Suppression Personnel). (Administration)
- dd. Discussion and possible action regarding: Grant Writer for LMRFD; re: information and cost. (Administration)
- ee. Discussion and possible action regarding: Possible purchase of video recording

- equipment for LMRFD Meetings and posting of videos. (Administration)
- ff. Discussion and possible action regarding: Possible purchase of cellphone and service provider for Fire Chief for LMRFD business. (Administration)

8) 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.

9) NEXT REGULAR BOARD MEETING DATE & LOCATION.

- March 25, 2019 at the Meadview Civic Center, Meadview, AZ

10)ADJOURNMENT.

AGENDA prepared by: Karen Jackson
SIGNED/POSTED BY: *Karen Jackson*

Date: 2/15/2019
Date/Time: 2/22/2019 4:41 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)