



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 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 **9/23/2019** 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.*

REGULAR MINUTES

1) CALL TO ORDER.

- Director Cass called the Regular Meeting to order at approximately 12:30 p.m.

2) ROLL CALL OF BOARD MEMBERS.

- Board Members present were: Joe Campbell, Deb Cass; Board Chair, Ellen Reh-Bower; Board Clerk and Charlotte Kiffer. Director Larry Tennant attended via phone.

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.~~

a. Executive Minutes (public portion) – 7/25/2019

- Director Reh-Bower motioned to approve the Executive Minutes (public portion) of 7/25/2019, Director Campbell 2nd. Directors Reh-Bower, Campbell, Kiffer and Tennant voted, "Aye." Director Cass abstained due to absence. Motion carried.

b. Executive Minutes (confidential) – 7/25/2019 (Set 1, 2 & 3)

- Director Kiffer motioned to approve the Executive Minutes (confidential) of 7/25/2019 (Set 1, 2 & 3), Director Campbell 2nd. Directors Kiffer, Campbell, Reh-Bower and Tennant voted, "Aye." Director Cass abstained due to absence. Motion carried.

- c. Executive Minutes (confidential) – 8/30/2019 (Set 1 & 2)
- Director Kiffer motioned to post pone this item, Director Campbell 2nd. Directors Kiffer, Campbell, Reh-Bower and Tennant voted, “Aye.” Director Cass abstained due to absence. Motion carried.
- d. Regular Minutes – 8/30/2019
- Director Kiffer motioned to approve the Regular Minutes of 8/30/2019, Director Campbell 2nd. Directors Kiffer, Campbell, Reh-Bower and Tennant voted, “Aye.” Director Cass abstained due to absence. Motion carried.

5) REPORTS.

- a. **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’s Report – August 2019 for September Board Meeting

Run-Report:

- AMR transports: 0
- Chief Call-Outs-After Hours: 4
- Transports: 52
- Refused: 3
- Fire: 5
- Service Calls: 0
- Good Intent: 2
- False Alarms: 0
- HWY-93 calls: 8
- *Total Calls: 74*

Scheduling:

- September covered in full for St. 41 and 22 days covered in Meadview. October schedule in process.

Meetings/Conferences/Trainings:

- 9/3-9/8 – AZ State Fire School; new Chief’s Seminar
- 9/10 – Run Review
- 9/12-9/13 AzAA Conference (Legislative)
- 9/16 – GVFD & KFD Chief’s Meeting (Mutual Aid/Response for Chloride)
- 9/18 – BHCFD Apparatus viewing
- 9/20 – Live Burn Training (LMRFD Suppression Personnel & Suppression Volunteers)
- 9/24 – Communications Center User Group Meeting (Dispatch)
- 9/26 – MCFOA

Upcoming:

- Run – Review
- MCFOA
- Mid-Late Oct. Hose Testing (LMRFD Suppression Personnel)
- CPR/First Aid for local residents (in works for Oct/Nov)

- 10/12 - Pancake Breakfast Fundraiser Event
- 10/14 – Walk Away from Drugs (E-411 participation)
- 10/19 – Dolan Springs Community Days Event (Fire Engine, C-401, Ambulance)
- 10/25 -Truck or Treat (Candy)
- 10/31 - Mt. Tipton Elem. School – Halloween Event (Pub Ed & Candy)

District Properties:

- Nothing new to report, with exception to community service work of weed clean up at St. 42 and will start at St. 41.

District vehicles/apparatus:

- E-431 – transmission repair.
- C-401 – tire replacement due to metal showing/bald tires.

Projects in the works:

- Grants (WACEMS) for communications (new radios). Pending results from FSA Grant; still waiting for the Water Tender.
- Contracts for White Hills area (ongoing).
- Subscription service (White Hills/Mead City and outlying areas).

Other:

- We are staffed with 3 FT FF/EMT's, 20 POC FF/CEP's and 3 POC FF/EMT's.
- We currently have 9 Volunteers and received additional applications (5) that are in review/process.
- After Karen & I reviewed our funding that we currently have and project, using the model of staffing for suppression as is for the time being seemed the best fit. We didn't feel there was an urgency and even with the ad out for 3 months nobody applied. I had her stop the ads and we are running with full-time personnel and poc's we have.
- I am still working on getting more coverage to Meadview (St. 43), we just have to be aware of budget constraints and she's gone over that with me and we are working on things to make sure Meadview is just as covered as they deserve that also.
- I just wanted to say thank you to all our suppression staff, the full time, poc's and volunteers and a big thank you to our administrative assistant and our volunteer receptionist for working as hard as they do. The ethics and morale in the department have changed for the better. We have made progress even though there is much more progress for us to do, we don't give up and we don't quit.
 - Director Kiffer inquired about the Contracts for White Hills and what is involved with that. Chief Bonnee explained White Hills is covered under the CON, the subscription service would be for fire protection based off of assessed valuation yearly. Possible Volunteer Fire District in the works to assist White Hills area. Directors Kiffer and Reh-Bower thanked Chief Bonnee for the good job he's been doing.

b. FINANCIAL REPORT(S).

1. Discussion and approval: August 2019 Financial Report(s). *(The financial report(s) are to be reviewed and approved by the Board).*

(Buldra/Administration)

- Director Kiffer motioned to table the August 2019 Financial Report(s) until next Meeting in October, Director Campbell 2nd. Director Cass called for a vote. AA Jackson explained the Financials must be approved within 30 days each month per A.R.S. and suggested they could have a Special Meeting. Motion & Item postponed until later in the Meeting.

- AA Jackson read aloud a portion of A.R.S. 48-807 (O) regarding review of financials; “A fire district shall reconcile all balance sheet accounts for accounts for each calendar month of the fiscal year within thirty days after the end of that calendar month. The fire district board shall review the reconciled balance sheet accounts monthly.” Walt Kiffer suggested the Board take a 15-minute recess to review. Director Reh-Bower motioned to take a 15-min recess, Director Cass 2nd. Directors Reh-Bower, Cass, Campbell, Tennant and Kiffer voted, “Aye.” Motion carried, unanimously.
- Mr. Buldra reported the August 2019 Financials as follows:
 - Revenue for the month of August was \$61,112 which was \$29,793 over budget.
 - Mohave County Revenue for August was \$16,028 which was \$9,585 over budget.
 - Non-Tax Revenue for the month of August was \$45,084 which was \$20,208 over budget.
 - Expenses for August totaled \$59,892 which was under budget by \$4,562.
 - Personnel costs were under budget due to savings of using POC over Full Time staff.
 - Communications and IT Systems was over budget due to timing on Imagetrend payment.
 - Year to date revenue is \$109,592 which is \$51,576 over budget.
 - Mohave County Revenue is \$26,794 over budget.
 - Ambulance revenue is \$24,289 over budget.
 - Year to date expenses is \$119,392 which is \$25,797 under budget.
 - Total cash as of August 31, 2019 is \$549,299 which is \$126,171 more than August 31, 2018.
 - The Board discussed/reviewed current property taxes reported, Paychex Systems fees, credit card charges, mechanic invoices (related to the equipment specifically) and Legal invoice payment. Director Kiffer motioned to approve the August 2019 Financial Reports, Director Reh-Bower 2nd. Directors Kiffer, Reh-Bower, Campbell, Cass and Tennant voted, “Aye.” Motion carried, unanimously.

6) EXECUTIVE BUSINESS.

- a. Discussion and possible action regarding: PTO calculation/recalculation(s) for former Chief DeMaio and documentation submitted related to matter re: determination. (Reh-Bower)

- Director Reh-Bower explained the Attorney’s determination was vacation time was over-used by the former Fire Chief in the amount of \$2,474.42, noting it wasn’t clearly defined in his Contract and it falls to the District to absorb it. Director Reh-Bower further explained the District is not required to pay out any sick leave (which was paid out) in the amount of \$568.53. Director Reh-Bower motioned to direct Legal Counsel to prepare the letter as he described to the previous Fire Chief stating that we will not pursue collection of \$3,042.95 that was originally determined that he owed us and in preparation of that Letter have an Agreement from the previous Chief, if that’s acceptable. Director Cass 2nd. Directors Campbell, Cass, Reh-Bower and Tennant voted, “Aye.” Director Kiffer abstained. Motion carried.
- b. Discussion and possible action regarding: Prior EEOC matter (DeMaio) re: information related to notification status from EEOC and parties involved. (Kiffer)
 - Director Kiffer explained in the Investigators Report dated 12/20/2018 regarding the EEO Complaint, it states: “the EEOC has indicated no action is required from the District in response to the charge.” Director Kiffer wanted to know when that determination was made and to who. Item is being researched by the Attorney. Item pending information by Board consensus from the Attorney, no action at this time.
- c. Discussion and possible action regarding: Personnel Matter re: Tim Bonnee re: Interim Fire Chief Contract. (Board)
 - Director Reh-Bower motioned to approve the Fire Chief Contract as it stands, Director Cass 2nd. Directors Reh-Bower, Cass, Campbell, Kiffer and Tennant voted, “Aye.” Motion carried, unanimously.
- d. Discussion and possible action regarding: Personnel Matter re: 3-month Board & Self Performance Evaluation and Forms related re: Interim Fire Chief Tim Bonnee. (Board)
 - It was explained by Director Cass and Reh-Bower it’s been completed and he, “passed with flying colors.” Director Kiffer noted and in agreeance by consensus of the Board that the Communities are pleased, the Board commends the excellent job and recognizes the hurdles/landmines he’s had to navigate. The Board acknowledged the Volunteer Program and Chief’s Bonnee’s actions of commitment to the Communities. They also thanked his Staff and the Volunteers. No Action.
 - Director Reh-Bower briefly discussed revising the Forms and it was clarified by AA Jackson for the Board that it was on Agenda and the discussion/motion was allowed. Director Reh-Bower motioned to have the 6-page Annual Review be changed to Quarterly Review and the 2-page Annual Review remain the Annual Review. Director Cass 2nd.

Directors Reh-Bower, Cass, Campbell, Kiffer and Tennant voted, "Aye."
Motion carried, unanimously.

7) REGULAR BUSINESS.

- a. Discussion and possible action regarding: Update of bidding process/outcome re: sale of Mobile Unit located at 16126 Pierce Ferry Rd. Dolan Springs, AZ. (Administration)
 - Chief Bonnee explained he advertised it on the Surplus site as directed and there was no interest. He explained that there's a local resident who offered \$50.00 for it and that resident would need to purchase the axels and tongue for it. Chief Bonnee advised the trailer was donated by a church years ago, he's checked for a title and it's not been found but will include that's the buyer's responsibility to obtain within Agreement. Director Kiffer motioned for the sale of the trailer to the local resident, with buyer being responsible for roll-off/disposal, Director Reh-Bower 2nd. Directors Kiffer, Reh-Bower, Campbell, Tennant and Cass voted, "Aye." Motion carried, unanimously.
- b. Discussion and possible action regarding: Current LMRFD Vacation Suppression Policy and proposed updated/revised LMRFD Vacation Suppression Policy. (Administration/Reh-Bower)
 - Director Kiffer motioned to move this Item to next Meeting, Director Cass 2nd. Directors Campbell, Cass, Reh-Bower, Kiffer and Tennant voted, "Aye." Motion carried, unanimously.
- c. Discussion and possible action regarding: Volunteer Utility Support Vehicle (U-419) re: possible purchase. (Administration)
 - Chief Bonnee explained BHCDFD has a converted Ambulance for sale (\$1,000) and he'd like consideration of purchase for the Volunteers to have a unit to respond in for traffic control, carry extra tools/equipment, rehab, etc. and limit the use of their own personal vehicle (POV) for liability purposes. Chief Bonnee explained it has low mileage and brand-new tires. He suggested the monies come from the Volunteer Support line item. Director Reh-Bower motioned that the Ambulance be picked up from Bullhead for \$1,000 and make it the Support Vehicle for LMRFD Volunteers. Director Cass 2nd. Directors Campbell, Cass, Reh-Bower, Kiffer and Tennant voted, "Aye." Motion carried, unanimously.
- d. Discussion and possible action regarding: Fit for Duty Evaluation for the Administrative Assistant re: referral. (Administration)
 - Chief Bonnee advised he received an appointment date for the 2nd week in November. Director Tennant wanted to know who the Fitness for Duty Evaluation was on. Director Cass advised the Administrative Assistant. Director Tennant stated he felt it was a waste of money, noting she's doing an excellent job. Director Tennant motioned that we quit wasting money and do not do the Fit for Evaluation, I would make the motion that we do not do the Fit for Evaluation. Director Kiffer stated she didn't think that was on the Agenda, it's just discussion.

Director Cass stated, it's possible action and asked AA Jackson if this motion could go through based on Director Kiffer's inquiry. The item was read aloud by Director Cass and Tennant. AA Jackson explained it states referral and the motion can be made. Director Tennant restated, "I make the motion that we no longer pursue the Fit for Duty, we eliminate that." Director Campbell 2nd. Explanation was provided by Director Kiffer regarding the Attorney initially thinking it didn't fall under the ADA and forwarding to a physician for medical review, noting there's a legal liability hanging over the Board, also stating it wasn't a matter of job performance. Director Cass inquired about the legality over the Board. Director Kiffer stated, "If the Board says to the employee we want you to work in the office, we want you to be at every Board Meeting and the employee says it falls under the ADA and you're ignoring me, I'm gonna file a lawsuit that you're ignoring the fact that I've made an ADA claim." Director Cass stated, "She's never been our employee and that this shouldn't have fallen onto us." Director Tennant noted he's familiar with the ADA and stated, "We'd lose," with Director Cass agreeing. Director Reh-Bower's concern was material being at her home, what if something tragic happened to her for training purposes, etc. Director Cass inquired about the alleged material. Director Tennant advised his daughter lives in Hawaii and works remote into OR and he noted he has no issues with the work being done from home. Director Reh-Bower expressed her desire to have the job returned to the Office. Directors Campbell, Cass and Tennant voted, "Aye." Directors Reh-Bower and Kiffer voted, "Nay." Motion carried, 3-2.

- e. Discussion and possible action regarding: Quotes and information related to repair of LMRFD Ambulance not in use. (Administration/Tennant)
- Discussion took place regarding repair of an Ambulance and it was determined that it would be costly with MVD Registration, DOHS Registration, Insurance, Fuel, Maintenance, supplies, etc. Chief Bonnee advised the low-end quote was \$17k for repair/core, that did not include labor, detailed quotes were not provided at that time. No Action.
- f. Discussion and possible action regarding: DSCC (Dolan Springs Community Council) Fundraiser – Pancake Breakfast re: event/information and event/information related to Boot Campaign or alike for Fundraising. (Kiffer)
- Director Kiffer noted the Pancake Breakfast Fundraiser is scheduled for 10/12 at St. 41 (7:30 a.m.-10:30 a.m.) and the cost is \$6 for pancakes & sausage with coffee or water. She also advised there will be a silent auction and all donations go to LMRFD for 'fire suits' (Turnouts) for recording on the donation line item. Director Kiffer spoke about the Boot Campaign and suggested the Chief devise a plan for this and report back on it. Director Kiffer noted they need to think about the aging equipment. No Action.

8) **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 inquired about a possible broken bay door. Chief Bonnee explained there's no broken bay doors, that E-431 is broken and he's parked a Tender outside to provide water to Meadview in the event of a fire, noting there's not enough room in the bay for all the apparatus. Ms. Staab noted her concern for aiding White Hills area as she explained it was a fiasco year back and cost more money to operate it, hoping there's more annexation than subscriptions. Chief Bonnee explained he's aware of what's happened and doesn't plan to rush it.
- Christine Baker asked for a Report for all Ambulance runs to Meadview for the last year (when called and time to arrive).
- Jay Fleming brought up purchase of a Reserve Ambulance. Chief Bonnee explained he has avenues to look into for what Director Tennant is asking for, such as Surplus.

9) **CONSIDERATION OF FUTURE AGENDA ITEMS.**

- Specified tabled items will move to following month's Regular Meeting, unless noted otherwise and/or pending more information.
 - Paychex Systems
 - Attorney and Accountant fees
 - Review of Attorney Invoice(s) and EEOC information/research.

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

- October 28, 2019 at 12:30 p.m. – Meadview, AZ

11) **ADJOURNMENT.**

- Director Cass motioned to adjourn the Regular Meeting, Director Campbell 2nd. Directors Cass, Campbell, Reh-Bower and Tennant voted, "Aye." Director Kiffer voted, "Nay." Motion carried, 4-1.
- Director Cass adjourned at approximately 2:07 p.m.

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

Date: 9/24/2019-9/26/2019