



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 **10/28/2019** 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.**

- Chairwoman 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; Chairwoman, Larry Tennant and Charlotte Kiffer 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 & Acknowledged.

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

- Executive Minutes (confidential) – 8/30/2019 (Set 1 & 2)
- Director Kiffer requested an addition be added (Set 2) reflecting the cost for dependent coverage and motioned to approve the Executive Minutes with addition, Director Tennant 2nd. Directors Kiffer, Tennant and Campbell voted, "Aye." Director Cass abstained. Motion carried.
- Executive Minutes (public portion) – 9/23/2019
- Director Cass motioned to approve, Director Campbell 2nd. Directors Campbell, Tennant, Kiffer and Cass voted, "Aye." Motion carried, unanimously.
- Executive Minutes (confidential) - 9/23/2019 (Set 1 & 2)

- Director Cass motioned to approve Set 1 & 2, Director Campbell 2nd. Directors Campbell, Tennant, Kiffer and Cass voted, “Aye.” Motion carried, unanimously.
- d. Regular Minutes 9/23/2019
- Director Campbell motioned to approve, Director Cass 2nd. Directors Campbell, Tennant and Cass voted, “Aye.” Director Kiffer abstained. Motion carried.

5) **CALL TO THE PUBLIC &/or 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).*

- None.

6) **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.)*

- As provided to the Board, attached.

Chief’s Report – October (Regular Meeting) - 2019

Run-Report:

- AMR transports: 0
- Chief Call-Outs-After Hours: 5
- Transports: 47
- Refused: 4
- Fire: 8
- Service Calls: 3
- Good Intent: 2
- False Alarms: 0
- HWY-93 calls: 8
 - Total Calls: 79

Scheduling:

- Scheduled provided. (*Chief Bonne indicated he would provide)

Meetings/Conferences/Trainings:

- 10/3 - MCFOA
- 10/8 - Run – Review
- 10/10 - CPR/First Aid for LMRFD Suppression Volunteers
- 10/12 - Pancake Breakfast Fundraiser Event

- 10/15 – Vehicle Live Fire Training at St. 41
- 10/19 – Dolan Springs Community Days Event (A Shift/Volunteer)
- 10/24 -Truck or Treat @ St. 41/Admin
- 10/31 - Mt. Tipton Elem. School – Halloween Event
 - Upcoming:
 - Oct/Nov. – Hose Testing (LMRFD Suppression Personnel)
 - 11/9 - First Aid/CPR for local Dolan & Meadview residents
 - Run-Review, MCFOA & WACEMS
 - 11/11 – Veterans Day Parade in Meadview

District Properties:

- Trailer is being prepared for transport/removal from St.41/Admin location. Bill of Sale and collection of money is in progress (pending Meeting with Buyer).

District vehicles/apparatus:

- E-431 – back in service from transmission repair.
- B-416 - out of service; in repair for motor/pump issues.
- U-419 – Support Utility Vehicle purchased from BHCDF is at Discount Sign getting LMRFD graphics placed on it.

Projects in the works:

- 100 Club Grant for PPE’s (Turnouts) – award letter received. Purchases to take place on/before 11/14 and LMRFD will be reimbursed \$9,565 upon receipt of purchase.
- Grants for communications (new radios) - decision pending.
- Contracts for White Hills area (ongoing) along with a Subscription service (White Hills/Mead City and outlying areas) - in progress.

Other:

- LMRFD lost its long time Mechanic, Cecil Elliott on 9/27/2019. Our condolences go out to his family & friends. He will be missed here at LMRFD, as well. Mr. Smith was working with Cecil prior to Cecil taking a leave of absence and Mr. Smith will continue to perform the functions for LMRFD as our Mechanic.
- FSA Grant (Water Tender) – unawarded.
- A-1165; Karen turned that into insurance, and she was able to get us reimbursed for most of the charges incurred due to the rodent damage. Reimbursed \$1389.13 back into vehicle maintenance line item.
- E-431; Karen turned that into insurance, and she was able to get us reimbursed for the mechanical/electrical issue that occurred. Reimbursed \$2132.80 back into vehicle maintenance line item.
- Donation from American Legion in Meadview (\$507.03) for St. 43 has been deposited.
- Donation from can collections (\$290.00) for turnouts has been deposited.
- Reimbursement for the State Fire School Scholarship Karen received for the District was received on 10/15 (\$500.00) back into Employee Training line item.
- The Official LMRFD Facebook Page was published and active when Karen said it would be; Facebook wanted to verify additional information and now it’s searchable, useable, etc. Karen has also placed a link to our Official Facebook Page and our Official YouTube Page on the website.
- Karen attended a Meeting with the Mohave County Attorney’s Office and the defendant’s Attorney on 10/15 related to LMRFD business.
 - An inquiry from Director Kiffer regarding Subscription Services and Contract updates was made.

b. FINANCIAL REPORT(S).

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

Mr. Buldra reviewed the September 2019 Financials as follows:

- Revenue for the month of September was \$40,689 which was \$61,500 under budget.
- Mohave County Revenue for September was \$25,077 which was \$52,236 under budget.
- Non-Tax Revenue for the month of September was \$15,611 which was \$9,264 under budget.
- Ambulance revenue for the month was \$9,534 under budget.
- Expenses for September totaled \$76,359 which was over budget by \$11,904.
- Vehicles and Equipment was over budget by \$11,526 mainly due to vehicle maintenance which was \$7,259 over budget.
- Managerial costs were over budget due to uniforms which was \$7,364 over budget. Uniforms is \$10,147 over the annual budget.
- Year to date revenue is \$150,281 which is \$9,924 under budget.
- Mohave County Revenue is \$25,442 under budget.
- Ambulance revenue is \$14,755 over budget.
- Year to date expenses is \$192,784 which is \$16,860 under budget.
- Total cash as of September 30, 2019 is \$517,903 which is \$145,465 more than September 30, 2018.
- Discussion ensued regarding various line items and the Pension Funding (PSPRS). Inquiry was made regarding OT and Mr. Buldra advised it's budgeted and at the Chief's discretion to utilize. Director Cass motioned to approve the September Financials, Director Campbell 2nd. Directors Campbell, Tennant, Kiffer and Cass voted, "Aye." Motion carried, unanimously.

7) EXECUTIVE BUSINESS.

- a. Discussion and possible action regarding: Update on acceptance letter prepared by Legal Counsel re: Sick/Vacation payout determination for former Chief DeMaio. (Reh-Bower)
 - Director Cass motioned to table this until after the Special Meeting, Director Tennant 2nd. Directors Campbell, Tennant and Cass 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 re: results. (Kiffer)
 - No Action.
- c. Discussion and possible action regarding: Review of prior EEOC charges on invoice/statement #49130 from Legal Counsel. (Kiffer)

- Director Kiffer stated there's a difference of opinion regarding the charges on the billing and indicated she would not make a motion to approve payment. Director Cass motioned to approve the rest that's owed on #41930, Director Campbell 2nd. Directors Campbell, Tennant and Cass voted, "Aye." Director Kiffer abstained. Motion carried.
- d. Discussion and possible action regarding: LMRFD Management Liability Policy re: review. (Kiffer)
- No Action.
- e. Discussion and possible action regarding: Personnel Matter re: Tim Bonnee (Interim Fire Chief) re: wage and retirement funding. (Administration/Tennant)
- Discussion ensued regarding starting wages as presented in the Contract and changes that were provided in good faith by the Board, with no issues presented by Chief Bonnee. Discussion ensued regarding a possible increase in annual salary to \$63,300 from the negotiated starting salary wage. Director Kiffer suggested looking into an increase during the December Evaluation. Director Kiffer motioned that the Contract stand as-is until the Chief is made permanent, at which time the Board can reconsider the amount to pay the Chief at that time. No 2nd, motion failed. Director Tennant motioned to raise the Chief's salary to \$63,300 effective 12/1 and the Board consider making it retro-active to his original hire date at a later Board Meeting. Director Campbell 2nd. Director Kiffer asked, "What's changed, other than Director Tennant thinking he should make this \$63,300?" Director Tennant expressed his difference of opinion on the matter towards Director Kiffer. Director Cass stated she agreed with Director Tennant. Director Campbell responded with, "I've been in this District for 25-years and I can actually see things getting done." Director Campbell further stated, he's more than qualified for the increase in pay. Directors Campbell, Tennant and Cass voted, "Aye." Director Kiffer abstained. Motion carried.
- Director Cass motioned to have the Chief direct the AA to open a 457 Plan for the Chief's Retirement funding, with the District supplying 10% and the Chief supplying 10% with the stipulation of 10 years before withdrawing and/or upon separation of employment and to be effective next start date of new pay period. Director Tennant 2nd. Director Kiffer asked about the financial impact. Mr. Buldra stated that position is budgeted for PSPRS, noting if enrolled into PSPRS it would be 32% approximately whereas a 457 Plan saves the District approximately 12%. Director Kiffer wanted confirmation from Mr. Buldra that this was something the District could do, and Mr. Buldra replied, "Yes," also advising that Karen has spoken with PSPRS and received confirmation as well. Directors Campbell, Tennant and Cass voted, "Aye." Director Kiffer abstained. Motion carried.

8) **REGULAR BUSINESS.**

- a. Discussion and possible action regarding: Renewal with BDR Richards, CPA's PLC re: LMRFD Audits for FY 19/20, FY 20/21, FY 21/22. (Administration/Buldra)

- Ms. Jackson explained that a quote was received from Mr. Richards regarding future Audit services also noting that all Auditors in AZ have increased their pricing for the future. Mr. Buldra confirmed what Ms. Jackson stated, also indicating that Mr. Richards is one of the best Auditors in AZ and does a very good job for the District and stated from a cost standpoint that he's the most affordable. Mr. Buldra stated you may find someone cheaper, but the work has a lot of errors as he's seen in the past. Mr. Buldra recommended the Board stay with Mr. Richards. Director Tennant motioned to table this item until next Meeting, for time to study it and to see what the District can afford and motioned to have Karen secure the bids due back by June 1st. Director Campbell 2nd. Directors Campbell, Tennant and Cass voted, "Aye." Director Kiffer abstained. Motion carried.
- b. Discussion and possible action regarding: LMRFD expenses with Legal Counsel re: review. (Tennant/Buldra)
- Director Tennant motioned to table until the next Meeting, Director Campbell 2nd. Directors Campbell, Tennant and Cass voted, "Aye." Director Kiffer abstained. Motion carried.
- c. Discussion and possible action regarding: JVG Agreement with LMRFD re: associated costs/services provided. (Tennant/Buldra)
- Director Tennant and Mr. Buldra discussed services relating to his Firm assisting with the District, cost/bids of others and how the services should relate to Fire District's (i.e. PSPRS, current and potential future affairs related to Fire District's, etc.). Discussion only. No Action.
- d. Discussion and possible action regarding: Paychex Systems re: review of costs associated and update from Staff. (Tennant/Buldra)
- Discussion ensued regarding Paychex Systems and issues (i.e. Suppression Staff complaints, Chief complaints, pay-stub issues, time involved, cost, etc.). In short, Mr. Buldra explained some issues did occur in the start with transmittal of information and processing and that those issues should be alleviated with payroll going back to Karen. Chief Bonnee vehemently disagreed with Mr. Buldra's explanation and adamantly expressed his distaste for Paychex Systems and his concerns related between Paychex Systems, Mr. Buldra and LMRFD also noting that it's costing the District unnecessary expenses. Chief Bonnee and Mr. Buldra had a brief back and forth of the facts and reasons related to the topic. Director Tennant motioned that we fire Paychex and Karen is to do all checks and process them and the paystubs are to be with the checks for the people being paid. Director Campbell 2nd. Director Kiffer noted her concerns with what occurred 5 to 6 years ago, noting she heard the issues and thought they were resolvable. Director Kiffer further explained they should consider the guarantee to the taxpayers so past issues don't occur, clarifying that it's a few years back and that it is not a comment on the Administrative Assistant. Director Tennant amended his

motion to add to Bond Karen for the payroll, we pay the Bond and get this issue resolved and back in house where it belongs. Director Campbell 2nd the amended addition motion. Directors Campbell, Tennant and Cass voted, "Aye." Director Kiffer voted, "Nay." Motion carried 3-1.

- e. Discussion and possible action regarding: Clarification of statement made from 9/23/2019 Regular Board Meeting re: claim. (Tennant)
 - Director Tennant motioned to table until next Meeting, Director Campbell 2nd. Directors Tennant, Campbell and Cass voted, "Aye." Director Kiffer abstained. Motion carried.
- f. Discussion and possible action regarding: LMRFD Board of Directors By-Laws. (Cass)
 - Director Cass explained they've been trying to pass By-Laws for a year or two. Director Kiffer stated she didn't have time to read them, other Members stated they had read them several times. Director Kiffer motioned to postpone them until next Meeting so she has a chance to read them. No 2nd, motion failed. Director Tennant motioned to pass the By-Laws as they have printed here in our hands, Director Campbell 2nd. Directors Tennant, Campbell and Cass voted, "Aye." Director Kiffer voted, "Nay." Motion carried 3-1.
- g. Discussion and possible action regarding: Current LMRFD Vacation Suppression Policy and proposed updated/revised LMRFD Vacation Suppression Policy (Article 64). (Administration/Reh-Bower)
 - Items G & H were combined. Ms. Jackson explained it's a revised and updated version to fall in line with standards, noting LMRFD is unique and can't offer above the norm. Director Kiffer inquired about the pay-out portion, explaining this was provided for employees to use and not just cash-out. Ms. Jackson explained that hours earned are based off work performed, if the employee leaves, they currently aren't receiving what they've earned. Ms. Jackson explained there is a line item in the Budget for compensated absences. Director Kiffer noted she wanted to hear from Mr. Buldra regarding the financial impact. Director Cass motioned to table Items G & H until next Meeting, Director Campbell 2nd. Directors Campbell, Tennant, Kiffer and Cass voted, "Aye." Motion carried, unanimously.
- h. Discussion and possible action regarding: Current LMRFD Vacation Administration Policy and proposed updated/revised LMRFD Vacation Administration Policy (Article 63). (Administration/Cass)
 - Item combined with Item G.
- i. Discussion and possible action regarding: Article 62 re: Flex Time Policy. (Administration/Cass)
 - Discussion ensued regarding time and a half being provided as flex time, or if it should just be straight time based on hours worked. Review and discussion of flex time as indicated within Chief Bonnee's Contract was provided. Director Kiffer motioned to postpone this item until the next Meeting and the Chief direct the AA

to research the issue of flex time, if it's straight hour or hour and a half for folks that work in the fire industry. Director Cass 2nd. Directors Campbell, Kiffer and Cass voted, "Aye." Director Tennant voted, "Nay." Motion carried.

- j. Discussion and possible action regarding: Update re: sale of Mobile Unit located at 16126 Pierce Ferry Rd. Dolan Springs, AZ. (Administration/Reh-Bower)
 - Provided in Chief's Report. No discussion. No Action.
- k. Discussion and possible action regarding: Update re: Support Utility Vehicle (U-419). (Administration/Reh-Bower)
 - Provided in Chief's Report. No discussion. No Action.
- l. Discussion and possible action regarding: Update re: Records Management/Destruction Schedule due 12/31/2019. (Administration/Reh-Bower)
 - Ms. Jackson explained that she and Phyllis have been working on this since about May or June and they'll be set to get the task done. Update only. No Action.
- m. Discussion and possible action regarding: Contract with a Grant Writer re: review of cost and services. (Administration)
 - Chief Bonnee explained FEMA is breaking off apart of the AFG Grant next year to just include EMS, he further explained there's a lot of detail and writing involved, and the District lost the Water Tender from the former Administration due to incomplete information. Chief Bonnee explained he reached out to a Grant Writer after researching through KFD, NACFD, etc. and this Grant Writer charges \$1500.00 for the year and writes up to 4 Grants. Chief Bonnee expressed his desire for the Board to consider going with this reputable Grant Writer, noting it's a Contract and that they do not receive additional monies if a Grant is awarded, it's the one fee (\$1500.00). Chief Bonnee stated he's researched other Grant Writer's and they provide the narrative only and cost more. Director Tennant motioned that the Chief enter into a written Contract with these people. Director Cass 2nd. Directors Campbell, Tennant, Kiffer and Cass voted, "Aye." Motion carried, unanimously.

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.
 - None. Director Cass reminded Members that Karen will send a tentative list and they need to send items back to her.

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

- Special Meeting – November 1, 2019 at 3:00 p.m. – Dolan Springs (Station 41/Admin).
- November 25, 2019 at 12:30 p.m. – Dolan Springs, AZ.

11) **ADJOURNMENT.**

- Director Cass motioned to adjourn the Regular Meeting at 2:15 p.m., Director Campbell 2nd. Directors Campbell, Tennant, Kiffer and Cass voted, “Aye.” Motion carried, unanimously.
- Director Cass adjourned at approximately 2:15 p.m.

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

Date: 10/31/2019-11/18-2019