



LAKE MOHAVE RANCHOS

FIRE DISTRICT

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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 **1/24/2020** at **12:30 p.m.** The Meeting was held at **THE CHAMBER OF COMMERCE AT 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.*

MINUTES

1) CALL TO ORDER.

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

2) ROLL CALL OF BOARD MEMBERS.

- Steve Berg, Joe Campbell, Deb Cass; Chairwoman, Mike Karash; Clerk 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) – 12/30/2019
 - Executive Minutes (Confidential) – 12/30/2019 (Set 1 and Set 2)
 - Regular Minutes – 12/30/2019
- Director Cass motioned to postpone Items A-C, Director Berg 2nd. Directors Berg, Campbell, Karash, Tennant and Cass voted, "Aye." Motion carried, unanimously.

5) EXECUTIVE BUSINESS.

1. Board of Directors may vote to go into Executive Session for personnel matters pursuant to A.R.S. §38-431.03 (A)(1) for the following matters:

- a. Discussion regarding: Personnel Matter: Re: Tim Bonnee re: Fire Chief Contract re: review of final Contract terms and conditions and/or any modifications.
(Cass)
- Director Tennant motioned to enter Executive Session, Director Cass 2nd. Directors Tennant, Berg, Campbell, Karash and Cass voted, “Aye.” Motion carried, unanimously.
- Executive Session began at approximately 12:33 p.m. Ended at approximately 12:43 p.m.
- Public Session (Regular) started again at approximately 12:44 p.m.

6) 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 Refusals: 7 Fire: 3 Public Assist: 6 EMS: 70 Total: 86
- Meetings/Conferences/Trainings: • 12/7 – Parade of Lights (Kingman) • 12/10 - Run – Review • Hose Testing – completed • Vehicle Fire Training (Suppression/Volunteers) – completed.
- Upcoming to Report for January Chief’s Report at the February Meeting: ▪ Run Review (January) ▪ Mobile Unit – Live Fire Training 1/15 ▪ NFA (National Fire Academy) 1/16-1/17 Leadership in Supervision Course (Las Vegas, NV)
- District Properties: • Trailer – preparation to burn mobile unit as a live fire training exercise scheduled for 1/15
- District vehicles/apparatus: • B-416 – back in service (pump motor repair).
- Projects in the works: • Research & information phase: Contracts for White Hills area (ongoing) along with a Subscription service (White Hills/Mead City and outlying areas) - in progress/ongoing. Other: • Background Checks – in progress/completion (Suppression & Volunteers) • District Policy Manual – in progress • Standard Operating Guidelines and Standard Operating Procedures – in progress • Motor Vehicle Department (MVD) Checks – on Agenda to discuss • Administration – Budget research, overview, training - in-house (Chief & Karen).

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

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

Mr. Buldra reviewed the following:

- Revenue for the month of December was \$95,249 which was \$36,493 over budget.
- Tax Revenue for December was \$66,585 which was \$32,705 over budget.
- Non-Tax Revenue for the month of December was \$28,664 which was \$3,788 over budget.

- Ambulance revenue for the month was \$3,082 over budget.
- Expenses for December totaled \$76,209 which was over budget by \$11,755
- Year to date revenue is \$584,821 which is \$71,770 over budget.
- Tax Revenue is \$52,913 over budget.
- Ambulance revenue is \$9,663 over budget.
- Year to date expenses is \$437,855 which is \$67 over budget.
- Total cash as of December 31, 2019 is \$713,422 which is \$67,531 more than December 31, 2018.
 - Mr. Buldra explained the timing of some payments ahead of schedule caused the overage for the months reporting. Director Cass motioned to approve the December 2019 Financial Reports, Director Berg 2nd. Directors Berg, Campbell, Karash, Tennant and Cass voted, “Aye.” Motion carried, unanimously.

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

- a. Discussion and possible action regarding: Fire Chief Contract re: approval. (Cass)
 - Director Cass motioned to approve the Fire Chief Contract for Tim Bonnee with exception to section 3.9 pending review and/or information, Director Tennant 2nd. Directors Tennant, Berg, Campbell, Karash and Cass voted, “Aye.” Motion carried, unanimously.

8) REGULAR BUSINESS (PART II).

- a. Discussion and possible action regarding: Administer Oath of Office re: Tim Bonnee, Fire Chief. (Cass)
 - Director Cass read aloud and administered the Oath of Office to Chief Bonnee and Chief Bonnee recited the Oath of Office and it was Notarized. No action.
- b. Discussion and possible action regarding: Paychex systems re: invoicing and cancellation. (Cass)
 - Director Cass questioned why Mr. Buldra hadn’t cancelled Paychex Systems and the collection matter that company placed on LMRFD. Mr. Buldra advised he’d look into the matter. Director Cass wanted clarification and reminded Mr. Buldra that they canceled in October 2019 and LMRFD will not be responsible for any outstanding charges. Mr. Buldra stated he’d handle the matter and agreed. Clarification only, no action.
- c. Discussion and possible action regarding: JVG (James Vincent Group) re: Annual Audit Support rate. (Cass)
 - Director Cass questioned the \$1000.00 invoiced in December for ‘final Audit Support’ from Mr. Buldra noting that the prior Agreement with LMRFD and JVG stated \$4000.00 annually for the Audit Support and the new Agreement,

approved in November 2019 increased it to \$5000.00 annually. Director Cass stated it appeared that was invoiced after approval of the new Agreement and the new Agreement is for the next upcoming Audit, not the one just performed. Mr. Buldra stated he'd deduct the \$1000.00 off the invoice. Director Cass wanted clarification based off what Mr. Buldra stated, that he or his company wouldn't send LMRFD to collections for the \$1000.00 and it would be removed, Mr. Buldra assured the Directors it would be removed, and no collection issues would arise. Director Tennant stated he didn't understand why Mr. Buldra's services were needed. Review and clarification only, no action.

- d. Discussion and possible action regarding: Ambulance Revenue and Cost Report (ARCR) for FY 18/19. (Administration)
 - Director Cass questioned the collections total related to the ARCR and a basic overview of the FY 18/19 ARCR was provided by Mr. Buldra. Review only, no action.
- e. Discussion and possible action regarding: IGA (Intergovernmental Agency Agreement) and consent and waiver re: GVFD, LMRFD, NACFD and KFD for mutual aid. (Administration)
 - Chief Bonnee reviewed the IGA and Ms. Jackson noted the consent and waiver as well, explaining that Mr. Whittington is also NACFD's Legal Counsel along with LMRFD. Director Cass motioned to approve the IGA with approval of acknowledgment to the consent and waiver, Director Tennant 2nd. Directors Tennant, Berg, Campbell, Karash and Cass voted, "Aye." Motion carried, unanimously.
- f. Discussion and possible action regarding: Administration Personnel hours change. (Administration)
 - Discussion ensued regarding changing Administration Staff Hours to 4 10's (Monday-Thursday) with office hours remaining the same, with exception to closure on Friday's. Chief Bonnee explained all surrounding District's and the City work that schedule and are closed on Friday's as well. Director Cass motioned to approve the four tens' effective 1/24/2020 from 7:00 a.m.-5:00 p.m. with office hours remaining 9:00 a.m. – 3:00 p.m., with office closure on Fridays, Director Tennant 2nd. Directors Tennant, Berg, Campbell, Karash and Cass voted, "Aye." Motion carried, unanimously.
- g. Discussion and possible action regarding: District Policies re: Articles 44 (District Issued Vehicles & MVR), Article 50 (Compensation Administration), Article 60 (Uniforms Annual Allowance & Allotment), Article 61 (Holidays), Article 66 (Group Health) for approval. (Administration)
 - Item G & H were combined. Articles were explained by Administration by title and noted that they were standard in-line policies as other District's have and follow along with any applicable laws and it was explained that the Organizational Chart was updated to reflect Paramedic and/or EMT only; non-dual certified positions,

and also to reflect on Payscale as well the same. Director Cass motioned to approve Article 44, Article 50, Article 60, Article 61 and Article 66 effective 1/24/2020, Director Berg 2nd. Directors Berg, Campbell, Karash, Tennant and Cass voted, "Aye." Motion carried, unanimously.

- h. Discussion and possible action regarding: Organizational Chart, Payscale and Employment Applications (Paid and Non-Paid Suppression positions) for LMRFD re: revisions/updates and approval. (Administration)
 - Director Cass motioned to approve the updated and revised Organizational Chart and Payscale with the changes effective 1/24/2020, Director Berg 2nd. Directors Berg, Campbell, Karash, Tennant and Cass voted, "Aye." Motion carried, unanimously.
- i. Discussion and possible action regarding: District Official Posting Locations. (Administration)
 - Annual Calendar Year update of Official Posting Locations were reviewed by Administration. Director Cass motioned to approve Station 41/Administration, Chamber of Commerce (Dolan Springs), MCA (Meadview), LMRFD Website, Station 43 and Meadview Post Office for Official Posting Locations, Director Berg 2nd. Directors Berg, Campbell, Karash, Tennant and Cass voted, "Aye." Motion carried, unanimously.
- j. Discussion and possible action regarding: Monthly lease and/or lease-purchase of fuel tank re: review of costs and benefits. (Administration)
 - Chief Bonnee reviewed options related to a lease of a double wall fuel tank with potential cost savings in comparison to pay-at-the-pump. Overall cost savings would be approximately \$700.00 monthly with a leased fuel tank through Rebel Oil. Chief Bonnee noted it's a 1000-gallon tank, with a one-time fee for setup (\$350.00), a monthly rental fee of \$125.00 and the cost for fuel per gallon would be approximately \$2.18-2.20. There would be no fuel tax incurred, as well. Chief Bonnee stated there would be a fuel log for tracking purposes and that Rebel Oil would top off the tank every week at no additional charge to LMRFD as they go to Meadview weekly for other business. Director Cass motioned to direct the Chief to direct Karen to process the credit application and upon approval, begin installation of the leased fuel tank. Director Campbell 2nd. Directors Campbell, Karash, Tennant, Berg and Cass voted, "Aye." Motion carried, unanimously.
- k. Discussion and possible action regarding: District Personnel Job Descriptions, Standard Operating Guidelines and Standard Operating Procedures re: Suppression and Administration. (Tennant)
 - Discussed in Chief's Report, no action.
 - Director Cass called a recess for approximately 10 minutes pending Mr. Buldra's availability and Chief Bonnee's photos with family. Recess 1:30 p.m. Reconvened from Recess at approximately 1:45 p.m.

9) 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).*

- John Lily: inquired about liens being placed on non-pays.

10) CONSIDERATION OF FUTURE AGENDA ITEMS.

- Specified tabled items will move to following month's Regular Meeting, unless noted otherwise and/or pending more information.
 - Update on section 3.9 of Fire Chief Contract.

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

- 2/28/2020 at 12:30 p.m. – Meadview (MCA)

12) ADJOURNMENT.

- Director Cass motioned to adjourn the Meeting, Director Karash 2nd. Directors Karash, Tennant, Berg, Campbell and Cass voted, "Aye." Motion carried, unanimously.
- Director Cass adjourned at approximately 2:06 p.m.

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

Date: 1/29, 2/3 & 2/10 2020