



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 **4/24/2020** at **12:30 p.m.** The Meeting was held at **THE MCA (Meadview Civic Association) 247 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 and A.R.S. §38-431.03(A)(4) for legal direction 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.

- Director Cass called the Meeting to order at approximately 12:30 p.m.
- Director Cass noted Chief Bonnee was not in attendance due to a personal matter.

2) ROLL CALL OF BOARD MEMBERS.

- Board Members present were: Joe Campbell, Mike Karash, Larry Tennant, Steve Berg; Board Clerk (via phone) and Deb Cass; Board Chairwoman

3) PLEDGE OF ALLIANCE & MOMENT OF SILENCE. *(To honor those who serve our Country and within Public Safety and to those we have lost).*

- Recited and Acknowledged.

4) APPROVAL OF MINUTES. – CONSENT AGENDA.

- a. Regular Minutes – 3/27/2020
 - Director Cass motioned to table the Regular Minutes of 3/27/2020, Director Campbell 2nd. Directors Campbell, Karash, Tennant, Berg and Cass voted, “Aye.” Motion carried, unanimously.
- b. Executive Minutes – 3/27/2020 Set 1 – A1
 - Director Cass motioned to approve the 3/27/2020 Executive Minutes Set 1-A1, Director Karash 2nd. Directors Karash, Tennant, Campbell, Berg and Cass voted, “Aye.” Motion carried, unanimously.

5) EXECUTIVE SESSION.

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:

1. Discussion regarding: Personnel Matter: Re: Fire Chief Tim Bonnee re: Performance and duties re: operations. (Tennant)
- Director Cass motioned to enter Executive Session, Director Campbell 2nd. Directors Campbell, Karash, Berg and Cass voted, “Aye.” Director Tennant, “Abstained.” Motion carried, 4-1.
 - Executive Session began at approximately 12:35 p.m.
 - Executive Session ended at approximately 1:08 p.m.
 - Public Session reconvened at approximately 1:10 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.)*

- Ms. Jackson provided the Chief’s Report in lieu of the Chief’s absence.
 - RUN REPORT: AMR TRANSPORTS: 0 CHIEF CALL-OUT AFTER HOURS: 4 EMS TRANSPORTS: 37 REFUSALS: 5 PUBLIC ASSISTS: 3 FIRE CALLS: 8 HWY 93 CALLS: 5 MUTUAL AID CALL: 2
 - TOTAL 64
 - MEETINGS/CONFERENCES/TRAININGS:
 - 3/10: Run Review (remotely at St. 41) MCFOA was cancelled 3/12: Leadership class at St. 41 with the crews on duty
 - DISTRICT PROPERTIES: NOTHING TO REPORT
 - DISTRICT VEHICLES: A-1165: 2 new front tires and A-1161: repaired and back in service
 - PROJECTS IN THE WORKS: Firehouse Subs: grant submitted for turnouts and Windfarm: response in process for medical
 - OTHER:
 - Karen is preparing information for the 2020 general election and has posted information to the Website.
 - Our COVID-19 supplies from DHS have been delayed, we are also looking into grant options for assistance with materials, supplies, repairs, etc.
 - Karen and our Financial Clerk have been working through some QuickBooks material from our prior Financial Advisor that requires additional time to be invested due to the material that has either been processed or not processed.
 - SOG's, SOP's and job descriptions for personnel is still ongoing.
 - Worker’s Compensation, Line of Credit and Health Insurance information will be provided by Karen at this meeting.
 - Karen contacted our ambulance billing company regarding the decline in revenues due to COVID-19 and we’ve have begun looking into options.

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

1. Review and approval: March 2020 Financial Report(s). *(The financial report(s) are*

to be reviewed and approved by the Board). (Administration)

Ms. Jackson reviewed the following:

- *Total Warrant Revenue (includes property taxes, FDAT, Interest): \$35,458.66, Total Ambulance Revenue: \$24,087.01 for a Total Monthly Revenue Combined: \$59,545.67. Total Monthly Expenditures: \$ 76,001.95. Warrant Account Register Balance: \$614,887.28. Payroll Account Register Balance: \$60,219.69. Director Cass motioned to approve the March 2020 Financials, 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 performance and duties re: operations. (Board)
 - Director Cass motioned to postpone this item until the Special Meeting. Director Berg 2nd. Directors Berg, Campbell, Karash, Tennant and Cass voted, "Aye." Motion carried, unanimously.

8) REGULAR BUSINESS.

- a. Discussion and possible action regarding: Draft Budget re: Fiscal Year's 20/21, 21/22 and 22/23 re: possible revisions and/or approval to finalize draft budget for preparation for tentative adoption at May Meeting. (Administration)
 - Ms. Jackson stated she was prepared to review this, until information regarding DES occurred, noting it is another item on the Agenda as well. She informed the Board that she found out the District is listed as a 'reimbursable account,' not a 'rated account.' Ms. Jackson elaborated that the District currently pays nothing into DES per Quarter, due to the 'reimbursable status,' explaining that nothing has been paid into it and that if someone files an unemployment claim the District could end up paying more rather than if they were a 'rated account.' Ms. Jackson stated that she and the Financial Clerk spent a lot of time on the phone with DES and asked when the District chose to become a 'reimbursable account." The representative advised her she had the document on file, and it was dated November 2, 1993. Ms. Jackson explained that DES stated to her right now with the account being 'reimbursable', it could be a minimum of \$6,000.00 per person for unemployment benefits the District could pay into for having a 'reimbursable account.' Ms. Jackson asked for the Board to table the Budget to a Special Meeting to refresh the information. Director Cass motioned to postpone Item A until a Special Meeting, Director Berg 2nd. Directors Berg, Campbell, Tennant, Karash and Cass voted, "Aye." Motion carried, unanimously.
- b. Discussion and possible action regarding: Arizona Fire District's Association (AFDA) – Ashton Tiffany Worker's Compensation re: information and approval to enroll re: Resolution 2020-004 re: same. (Administration)
 - Ms. Jackson stated she attended an online Meeting with the Worker's Compensation Risk Pool Group and noted that LMRFD's current annual amount

would be approximately \$15,021 with a \$9,000.00 capitalization. The total would be approximately \$24,021.00. Ms. Jackson also explained the capitalization earns interest and can be used towards the start of the next annual renewal as well, the plan has a million-dollar employer liability (accident, employee and overall limit). Ms. Jackson noted the Resolution is to approve the enrollment and terms with the Worker's Compensation Risk Pool to be effective 7/1/2020. Ms. Jackson noted the Financial Clerk's recommendation after review of what the District could afford is to pay up front the total amount in full, so it is taken care of rather than in quarterly contribution payments; noting that the financials were figured through until October to provide this recommendation. Director Cass motioned to approve Resolution 2020-004 for the new Worker's Compensation, to make it effective 7/1/2020 and if they need the check in June to go ahead and do that and pay the full amount for their services. Director Campbell 2nd. Directors Campbell, Tennant, Karash, Berg and Cass voted, "Aye." Motion carried, unanimously.

- c. Discussion and possible action regarding: Sedona Financial & Insurance Services, Inc. – EMI Health re: annual renewal of health insurance benefits. (Administration)
 - Ms. Jackson explained the policy renewal through EMI noting it remains the same with the current plan approved just as before, being BCBS of Arizona plan as indicated and it is approximately \$34,320.00. Director Cass motioned to approve the renewal with EMI for the BCBS of AZ plan, Director Campbell 2nd. Directors Campbell, Berg, Tennant, Karash and Cass voted, "Aye." Motion carried, unanimously.
- d. Discussion and possible action regarding: Authorization for Administration to purchase QuickBooks re: review and information re: same. (Administration)
 - Director Cass motioned to table Item D until another Meeting, Director Campbell 2nd. Director Campbell, Karash, Tennant, Berg and Cass voted, "Aye." Motion carried, unanimously.
- e. Discussion and possible action regarding: Wells Fargo Bank Line of Credit re: approval for \$250,000. (Administration)
 - Ms. Jackson explained that the County contacted her regarding a Line of Credit, and she explained to them the District currently has one and wanted to verify if this one was for a renewal. They informed her that the District does not have a Line of Credit on file, that they can verify, through Wells Fargo. Ms. Jackson stated she informed them that the Board approved one last year, to which again they confirmed they did not have one for LMRFD. Ms. Jackson explained the District was approved for a Line of Credit in for the amount of \$250,000 through Wells Fargo from the County if the District would like one on file as a just in case measure, noting they have generally had one in the past as well. Ms. Jackson noted the Board Chair signs the document in blue ink if the Board approves. Director Tennant and Director Cass ensued in discussion over the Board approving one last year. Director Cass motioned to approve the Line of Credit, Director

Tennant 2nd. Directors Tennant, Karash, Campbell, Berg and Cass voted, “Aye.” Motion carried, unanimously.

- f. Discussion and possible action regarding: AZ DES (Arizona Department of Economic Security) re: information and possible changes. (Administration)
- Ms. Jackson noted this item was touched on previously during Item A adding that she is asking the Board for permission to appeal to DES to change them from a ‘reimbursable account’ to a ‘rated account’ through a letter, as the representative at DES had advised her to do. She explained that they may approve it, but it may not be effective until January 1, 2021 unless they decide to approve it mid-year as the representative had indicated to her based on the situation. Director Cass motioned to direct the Chief to direct Karen to write an appeal to DES to try to get back with a ‘rated account.’ Director Campbell 2nd. Directors Campbell, Karash, Tennant, Berg and Cass voted, “Aye.” Motion carried, unanimously.
- g. Discussion and possible action regarding: HHS Cares Act Provider Relief Fund re: acceptance or rejection of funds. (Administration)
- Ms. Jackson explained the billing company reached out to the Chief and her regarding this stimulus, noting it was explained it would be approximately \$3,400.00 and has specifics to it along with reports the Chief would have to supply. Ms. Jackson explained the Chief and her understood it to be a one-time payment related to any ‘possible’ or ‘positive’ COVID-19 patient and the District would not be able to collect any additional monies or bill accordingly if the funds were accepted, as they understood it. Director Cass motioned to reject the HHS Cares Act, Director Tennant 2nd. Directors Tennant, Karash, Campbell, Berg and Cass voted, “Aye.” Motion carried, unanimously.
- h. Discussion and possible action regarding: 1992 Ford F-350 re: sale of item. (Administration)
- Director Cass motioned to table Item H, Director Campbell 2nd. Directors Campbell, Tennant, Berg, Karash and Cass voted, “Aye.” Motion carried, unanimously.
- i. Discussion and possible action regarding: Unisource Electric Services re: storage container on District Property re: information, approval and/or direction. (Administration)
- Ms. Jackson explained the Chief was approached by Unisource to place a storage type unit on the St. 41/Administration property. Ms. Jackson noted that she reached out to VFIS regarding it and they stated it wouldn’t cost anything to do this, they (Unisource) would need to carry the property insurance on storage unit and its contents, also adding that it does create some additional liability but can be offset if you have your Legal Counsel help you with a Lease that requires them to list you as an additional insured. Ms. Aitken explained that when the break in occurred at Mt. Tipton water, Mt. Tipton water believes it was because Unisource’s things were there, and it may have been a point of attraction. Ms.

Aitken stated that their trailer had been broken into, but Chief Bonnee was looking on the District's property to see where Unisource could place it. Director Cass wanted to know the size, contents and if there were any negotiations that would be possible. Director Cass motioned to table I for additional information, Director Karash 2nd. Directors Karash, Campbell, Tennant, Berg and Cass voted, "Aye." Motion carried, unanimously.

- j. Discussion and possible action regarding: Arizona Gift Law re: policy formation and possible direction re: same. (Cass)
- Director Cass stated she has had concerns for several months along with the public about an employee using the electricity of the District to charge his electric car. Director Cass stated that cannot be offered, it is not offered to other employee's and it is taking taxpayers money. Director Cass wanted to direct the Chief to have Karen create a policy. Director Tennant wanted to know if electric cars paid at charging stations, Director Cass stated they do. Director Cass noted she brought it up several months ago and was told it was not hurting anything. Director Cass noted if this employee wanted to bring their own charging system that would be fine. Director Cass motioned to direct Chief Bonnee to have Karen create a policy implementing the Arizona Gift Law and to have that employee discontinue use of charging at the Station. Director Berg 2nd. Director Berg wanted to know if the employee was still charging at the Station and Director Cass stated as of last week they still were. Ms. Aitken wanted to know about a donation for the electric use noting she would make the donation for the employee. Director Berg explained if it is a donation it must be earmarked in the Budget. The Board ensued in discussion about the possibility of donations or if it would create a problem. Directors Berg, Campbell, Tennant, Karash and Cass voted, "Aye." Motion carried, unanimously.
- k. Discussion and possible action regarding: Evaluation Forms re: Fire Chief position re: approval of revisions/updates. (Cass/Tennant)
- Director Cass reviewed the revised and updated Evaluation Forms for the Board to use for the Chief. Director Tennant thought it covered all the basis. Director Cass motioned to approve the new Fire Chief Evaluation Form, Director Tennant 2nd. Directors Tennant, Campbell, Karash, Berg and Cass voted, "Aye." Motion carried, unanimously.
- l. Discussion and possible action regarding: Review and update on fuel tank monthly rental and installation re: update and/or possible changes. (Cass/Administration)
- Director Cass motioned to table Item L for next month's Meeting, Director Tennant 2nd. Directors Tennant, Campbell, Karash, Berg and Cass voted, "Aye." Motion carried, unanimously.

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).

- NONE.

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.

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

- Discussion ensued regarding May 8th or May 15th for a Special Meeting. Special Meeting scheduled for May 8, 2020 2:00 p.m. – location TBD.
- 5/29/2020 Location: Dolan Springs, AZ (Chamber of Commerce)

12) ADJOURNMENT.

- Director Cass motioned to adjourn the Meeting, Director Campbell 2nd. Directors Campbell, Karash, Tennant, Berg and Cass voted, "Aye." Motion carried, unanimously.
- Director Cass adjourned at approximately 2:18 p.m.

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

Date: 4/27, 4/30, 5/4 & 5/18 2020