



# 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](http://www.lmrfd.org)



### MINUTES OF THE REGULAR MEETING OF THE LAKE MOHAVE RANCHOS FIRE DISTRICT GOVERNING BOARD

Out of an abundance of caution, and in an effort to protect the health and safety of District employees, residents and visitors, the Governing Board has provided a call-in (telephonic) option for the public to attend the meeting(s) due to COVID-19; until further notice. Call-In #: 978-990-5000 | Access Code #: 533206

*The Governing Board of the Lake Mohave Ranchos Fire District met in Regular Session on **7/24/2020** at **12:30 p.m.** The Meeting was held at the **Chamber of Commerce located 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 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

- Call-In Line Open at approximately 12:43 p.m.
- Call-In Line Ended at approximately 12:49 p.m. due to speaker/connection malfunction.
- Call-In Line Re-Established and Opened at approximately 12:49 p.m.
  - Sound check performed
  - Verified with each participant on the line if they could hear. All verified. Sound check completed. Attempt connection through speaker. Failed. Sound check performed with participants again. All verified. Sound check completed.
  - Noted that phone would have to be spoken into due to speaker connection malfunction.

#### 1) CALL TO ORDER.

- Director Cass called the meeting to order at approximately 1:00 p.m. (*Note: Director Cass stated that there were technical difficulties with the speaker and connection that caused a delay.*)

#### 2) ROLL CALL OF BOARD MEMBERS.

- Joe Campbell, Mike Karash, Steve Berg; Board Clerk and Deb Cass; Board Chair 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.

- a. Regular Minutes – 6/26/2020
  - Director Cass motioned to approve the Regular Minutes of 6/26/2020, Director Campbell 2<sup>nd</sup>. No discussion. Directors Campbell, Karash, Berg and Cass voted, "Aye." Ms. Jackson asked for a rollcall to

verify votes. Motion carried, unanimously.

b. Executive Minutes – 6/26/2020

- Director Cass motioned to approve the Executive Minutes of 6/26/2020, Director Karash 2<sup>nd</sup>. No discussion. Directors Karash, Campbell, Berg and Cass voted, “Aye.” Motion carried, unanimously.

**5) 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.)*

Chief’s Report- June {Regular Meeting} -2020

**RUN REPORT:**

- EMS CALLS: 35
- PUBLIC ASSISTS: 6
- FIRE CALLS: 6
- ILLEGAL BURN: 7
- FALSE ALARM: 6
- CANCELLED EN ROUTE: 5
- MUTUAL AID CALL: 1
  - TOTAL: 66
- MEADVIEW COVERAGE DAYS FOR JUNE: 12

**MEETINGS/CONFERENCES/TRAININGS:**

- 6/4/20 Conference call with DHS
- 6/9/20 Run-Review (zoom)
- 6/9/20 Provider Meeting
- 6/9/20 Communications Meeting
- 6/11/20 Lexipol web meeting (with Karen)
- 6/17/20 Lexipol web meeting (with Karen)
- 6/17/20 RAC grant meeting
- 6/23/20 Securis – Kick Off Meeting (zoom) (with Karen)
- 6/23/20 Calea panel (zoom)
- 6/25/20 Communications Meeting with KFD & Kingman Dispatch (zoom)
- 6/28/20 MCFOA (zoom)
- 6/30/30 Lexipol web meeting (with Karen)

**DISTRICT PROPERTIES:**

- St. 41: Damage to bay door (Chief Winn stated this was damage he caused, and it is in process of being repaired)
- Station 43: Bay door malfunctioning

**DISTRICT VEHICLES:**

- Brush 416: Cooling system (repaired)
- Damage to Water Tender ladder rack (pending repair) (Chief Winn stated he was operating this vehicle and GVFD apparatus sustained mirror damage, and he spoke to the Chief from GVFD about the incident noting they both discussed a resolution).
- Engine 431: Tire and rim damage (repaired) (Director Karash inquired about how the damage occurred and Chief Winn noted he was not the operator of this vehicle and cannot speak to what the driver operator was doing. Director Karash wanted to know if it could have been prevented, Chief Winn stated all damage can be preventable, as far as accidents go if

you can imagine what the accident can be you can prevent it, when you look at it from risk management, however in the real world that doesn't work quite as well on paper).

- A Member of the Public spoke, stating they were having a hard time hearing the questions asked.
- Water Tender 418: Tire damaged (repaired)
- Rescue 415: Antenna damaged (repaired) (Chief Winn stated the antenna was found in the back of the truck; nobody knows how it was damaged).
- Brush 426: antenna damaged (repaired)
- Water Tender 428: PTO driveline damaged (repaired)

#### **PROJECTS IN THE WORKS:**

- Grant research
- Rate Increase inquiry (DHS)
- Prioritizing Station and Vehicle repairs
- Image Trends Report training (upcoming)
- Incident Report training (upcoming)
- Delays with prior QuickBooks set up to complete set up of new QuickBooks

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

1. Review and approval: June 2020 Financial Report(s). *(The financial report(s) are to be reviewed and approved by the Board).* (Administration)
- Chief Winn provided the June 2020 Financial Report as follows:
    - Total Monthly Expenditures was \$111,194.90 (includes prepaid annual Worker's Compensation and prepays for June's vendors to close out Fiscal Year End).
    - Total Warrant Revenue (includes property taxes, FDAT and Interest) \$35,540.14
    - Total Ambulance Revenue \$14,785.90
    - Miscellaneous Income \$10.00
      - Total Monthly Revenue \$50,336.04
      - Total Warrant Account Register Balance as of 6/30/2020 \$587,018.05
      - Total Wells Fargo Account Register Balance as of 6/30/2020 \$27,063.80
  - Fiscal Year Carry-Over was \$614,081.85 and prior Fiscal Year Carry-Over was \$564,916.54 for a difference of \$49,165.31 increase. The estimated Carry-Over shown on the Budget in amount of \$625,000 included a projected Ambulance Revenue. The Ambulance Revenue decline in lieu of COVID-19 caused a variance of less \$10,918.15, as compared to prior years significant Ambulance Revenue without COVID-19 posed restrictions.
  - A Member of the Public asked where they could read this report, Director Cass noted within the next 3 days or so it would be posted to the Website on Monday, Tuesday, or Wednesday.
  - Director Cass motioned to approve the June 2020 Financial Reports, Director Campbell 2<sup>nd</sup>. No discussion. Directors Campbell, Karash, Berg and Cass voted, "Aye." Motion carried, unanimously.

#### **6) REGULAR BUSINESS.**

- a. Discussion and possible action regarding: Consideration of updates for possible approval re: Intergovernmental Agreement re: Kingman Dispatch Service and the Lake Mohave Ranchos Fire District. (Administration)
  - Chief Winn stated this was part of the meeting he attended with Calea and there were slight updates provided, noting they were highlighted, and the Intergovernmental Agreement needed approved and signed again. Director Berg asked if our Attorney needed to review it. Ms. Jackson noted that the District's Attorney needs to sign it. Director Cass said, "So, he will be reviewing it anyways." A Member of the Public spoke about a hearing issue. Director Cass motioned to approve the Intergovernmental Agreement with Kingman Dispatch and the Lake Mohave Ranchos Fire District. Director Campbell 2<sup>nd</sup>. Director Berg had a concern with doing something without the

Attorney approval, but also noting the delay and cost factor involved as well. A Member of the Public asked who made that statement. Director Cass responded, "Director Berg." Directors Campbell, Berg, Karash and Cass voted, "Aye." Motion carried, unanimously.

- b. Discussion and possible action regarding: Possible approval re: Intergovernmental Agreement re: National Park Service (Lake Mead National Recreation Area and the Lake Mohave Ranchos Fire District); Local Operating Agreement. (Administration)
  - Chief Winn explained the current Agreement expires the end of July and noted this is for Mutual Aid with some training from each organization so long as it doesn't cost extra. A Member of the Public stated he understood that was the Chief that made that statement, but he didn't know. Director Cass confirmed it was the Chief speaking. A Member of the Public stated it would be helpful to hear the names of who's speaking, Director Cass replied, "Ok." Director Cass motioned to approve the Intergovernmental Agreement with the National Park Service and the Lake Mohave Ranchos Fire District, Director Berg and Director Campbell 2<sup>nd</sup>. Ms. Jackson asked for a rollcall on the 2<sup>nd</sup>. Director Cass stated Director Berg was the 2<sup>nd</sup>. No discussion. Directors Berg, Campbell, Karash and Cass voted, "Aye." Motion carried, unanimously.
- c. Discussion and possible action regarding: Possible approval re: Resolution 2020-006 re: Arizona Department of Emergency and Military Affairs Designation of Applicant's Agent, Primary PA Coordinator and Alternate PA Coordinator; and possible approval of Arizona Department of Emergency and Military Affairs Designation of Applicant's Agent Forms re: same. (Administration)
  - Chief Winn explained this is for approval to apply for and provide any information for Grants. Director Cass motioned to accept Resolution 2020-006, Director Campbell 2<sup>nd</sup>. Directors Campbell, Berg and Karash voted, "Aye." A Member of the Public asked who made the motion. There was no vote recorded from Director Cass. Vote carried, by majority.
- d. Discussion and possible action regarding: Possible approval re: Resolution 2020-007 re: Annexation of Elmore property. (Administration)
  - Ms. Jackson read aloud the portion pertaining to the Elmore property for Annexation request. Director Cass motioned to accept Resolution 2020-007, Director Campbell 2<sup>nd</sup>. No discussion. Directors Campbell, Berg, Karash and Cass voted, "Aye." Motion carried, unanimously. A Member of the Public spoke (inaudible). Director Cass advised they only have public comments at the end of the Meeting. A Member of the Public (Douglas) spoke inquiring about who was speaking. Director Cass stated, "We are trying our best to let you hear us, but we keep getting interrupted on your end also, we are trying to make this as easy as possible." Member of the Public, Douglas spoke about a hearing issue and Director Cass noted the Bluetooth speaker has issues they will try to fix it for next month, she explained there is a Call to the Public at the end of the meeting.
- e. Discussion and possible action regarding: Possible approval re: Lake Mohave Ranchos Fire District Organizational Chart re: update. (Administration)
  - Chief Winn explained the Organizational Chart was updated to reflect how our District is organized, also noting the Volunteer Coordinator was updated to Volunteer Fire Coordinator. Director Cass motioned to approve as provided the Organizational Chart. Director Campbell 2<sup>nd</sup>. No discussion. Directors Campbell, Berg, Karash and Cass voted, "Aye." Motion carried, unanimously.
- f. Discussion and possible action regarding: Possible approval of Lake Mohave Ranchos Fire District Policies re: Firefighter Code of Ethics, Policy 100 (Fire Service Authority), Policy 101 (Chief Executive Officer), Policy 102 (Oath of Office), Policy 103 (Policy Manual), Policy 200 (Organizational Structure), Policy 207 (Minimum Staffing Levels), Policy 305 (Response Time Standards) and possible approval of format change of Article 61 updated to Policy 1046 (Holidays). (Administration)
  - Chief Winn explained this is part of the ongoing meetings with Lexipol, Karen and himself. Chief Winn explained these policies have been completed and explained the format change for the Holidays policy, noting the wording didn't change as it was previously approved, just the format.

Director Cass motioned to approve Policy 100, Policy 101, Policy 102, Policy 103, Policy 200, policy 207, Policy 305 and Policy 1046. Director Campbell 2<sup>nd</sup>. Director Berg discussed the Fire Code noted in Policy 103, asking if the Lake Mohave Ranchos Fire District had adopted the International Fire Code, he explained Code Enforcement of the International Fire Code is extremely difficult and there will be conflict with County codes as well, noting he's run into this in the past. Chief Winn stated he wasn't sure if it's been adopted previously or by this Board. Chief Winn explained the Board could approve that with exclusion of the Fire Code in that Policy. Director Berg asked Director Cass to amend the motion to exclude that portion, Director Cass 2<sup>nd</sup> the amendment to be accepted. Ms. Jackson noted to accept that for the amendment. Director Cass replied, "Ok." Directors Campbell, Berg, Karash and Cass voted, "Aye." Motion carried, unanimously.

- g. Discussion and possible action regarding: Possible approval of revisions/updates re: Lake Mohave Ranchos Fire District Board By-Laws/Manual. (Administration)
- Chief Winn noted this was an update to the Board By-Laws. Member of the Public, Douglas asked what the updates were. Director Cass explained some of the laws and verbiage were updated. Director Cass motioned to approve the By-Laws and Manual effective today, Director Campbell 2<sup>nd</sup>. No discussion. Directors Campbell, Berg, Karash and Cass voted, "Aye." Motion carried, unanimously.
- h. Discussion and possible action regarding: Hardship re: Request for Write-Off in the amount of \$184.75. (Administration)
- Chief Winn noted these are taxpayers in the District that insurance paid a portion of and they were left with a remaining balance they were asking to be written off due to financial hardship. Director Berg asked if this was related to a previous one the Board already discussed. Chief Winn explained that was a separate one with the Pincus Law Firm. Chief Winn explained the billing company, or the individual may reach out with this type of request. Director Berg asked for a reason to be provided for this request without providing any confidential information. Chief Winn stated its fixed income. Ms. Jackson stated the requester also received it from KRMC, noting that is where part of there request to LMRFD has come from. Director Cass included Item I into the discussion.
  - Chief Winn explained Item I is a Non-Transport, noting the person is a taxpayer in the District. Chief Winn explained this is part of the training he spoke of in his Chief's Report, with Reports. Chief Winn stated they called 911 and didn't want to be transported, but they were charged by the Insurance Company. Chief Winn stated, we really try not to do that if we don't take them and don't really do anything, other than vitals and check them out to make sure they are ok. Chief Winn explained if they go on a call where a significant amount of drugs and supplies are used they charge even for Non-Transport. Chief Winn explained the Report was written incorrectly, which caused the Billing Company to bill it and they shouldn't have, also noting this is also a taxpayer of the District as well. Member of the Public, Douglas spoke (interference of chairs moving, inaudible) and Director Cass explained for him to hold his questions to the Call to the Public.
  - Director Berg motioned to forgive Item H for \$184.75, Director Campbell 2<sup>nd</sup>. Director Cass asked the Chief to notify the billing company. Directors Berg, Campbell, Karash and Cass voted, "Aye." Motion carried, unanimously.
  - Director Cass motioned for Item I to write off the \$1,845.11 and direct the Chief to notify the Billing Company. Director Berg 2<sup>nd</sup>. Directors Berg, Karash, Campbell and Cass voted, "Aye." Motion carried, unanimously.
  - Member of the Public Ellen Reh-Bower asked to speak, Director Cass acknowledged. There is an echo/feedback interruption on the line as Ms. Reh-Bower started to speak. Ms. Reh-Bower stated on Item H if you start writing off balances owed after insurance pays, that you'll have to write them all off or it's discrimination. Ms. Reh-Bower stated for Item I, if you put hands on, it's a call, it's a justified call, she explained refusals and billable, also concerned with the Ambulance just running up

and down the road doing blood pressure checks for nothing, stating, “We can’t do that.” Ms. Reh-Bower stated that DHS requires all calls be billed. Director Cass said, “Thank you.”

- i. Discussion and possible action regarding: Hardship re: Request for Rate Reduction or Write-Off in the amount of \$1,845.11. (Administration)
  - Item combined with Item H.
- j. Discussion regarding: Lake Mohave Ranchos Fire District re: Election 2020 information. (Administration)
  - Ms. Jackson provided for information to the Board and public the upcoming election cost at approximately \$2,074.32. Information only.
- k. Discussion and possible action regarding: Vacated Board Member seat for appointment. (Cass)
  - Director Cass stated she was concerned that there are two people running for the Board who didn’t apply for this position, noting she was hoping to see them apply for this open position. Director Cass stated she’d like to leave this open a little longer to August 14th to see and also accept more applications from individuals. Director Berg stated he agreed, noting that was an excellent point, stating there are people out there with strong opinions and maybe if they got on the Board things could go along a little smoother. Director Cass motioned to extend the open seat for applications to August 14<sup>th</sup> by 5 p.m. and direct Staff to update the Website information. Director Berg 2<sup>nd</sup>. Directors Berg, Campbell, Karash and Cass voted, “Aye.” Motion carried, unanimously.

**7) CALL to the PUBLIC.** *(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).*

- Ms. Jackson read aloud Ms. Reh-Bower’s Call to the Public as received (inserted below).
  - Greetings LMRFD Board Members! I would like to submit the following requests to the LMRFD Board for inclusion in the Call to the Public at the July 24, 202 Regular Meeting:
    1. Please restore posting of the videos of meeting to You Tube
    2. Please update monthly financial reports on the LMRFD website
    3. Please allow public attendance at the LMRFD public meetings. The County is doing it for their meetings, with observance of safety protocols, and they have a much higher attendance and risk factor than the LMRFD does.

Thank you, Ellen Reh-Bower

- Douglas stated he had none.
- Charlotte Kiffer requested the Board place on the Agenda for next month the end cost of the Ambulance Repair the Board authorized to Martin Swanty in February and requested an accounting of work done and paid for from February to June to Martin Swanty. Ms. Kiffer noted the people of the District could social distance and wear face masks to attend meetings, she suggested if the video camera needed repaired, to repair it or purchase a new one. She stated we can’t hear or see what you’re doing, noting they were doing the best that they could do, but it’s not a very good system.

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

- Specified tabled items will move to following month’s Regular Meeting, unless noted otherwise and/or pending additional information.

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

- 8/28/2020 – Meadview, AZ (MCA) at 12:30 p.m.

**10) ADJOURNMENT.**

- Director Cass motioned to adjourn the meeting, Director Karash 2<sup>nd</sup>. Directors Karash, Campbell, Berg and Cass voted, “Aye.” Motion carried, unanimously.
- Director Cass adjourned at approximately 1:55 p.m.
- Call-In Line Disconnected at approximately 1:55 p.m.

MINUTES prepared by: Karen Jackson

Date: 7/29/2020

Posted: 7/29/2020 4:41 p.m.

(These are a working draft, until Board approval)