



LAKE MOHAVE RANCHOS

FIRE DISTRICT

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MINUTES OF THE 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 11/20/2020 at 10:00 a.m. The Meeting was held at **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

1) CALL TO ORDER.

- Director Berg called the Meeting to order at approximately 10:05 a.m.

2) ROLL CALL OF BOARD MEMBERS.

- Board Members present: Joe Campbell, Mike Karash, Steve Berg; Board Clerk, Susan De Lara. Deb Cass; Board Chair present via phone.
- Director Berg conducted the Meeting.

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.

- a. Regular Minutes – 10/23/2020
- Director De Lara motioned to strike the “Note” on page 3 Item 6B and approve, Director Karash 2nd. Directors De Lara, 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 Winn provided the following Chief’s Report for October 2020

RUN REPORT:

- EMS CALLS: 44
- PUBLIC ASSISTS: 5
- FIRE CALLS: 7
- ILLEGAL BURNS:4
- MISC: 12
 - TOTAL OCTOBER RUN REPORT:72
- MEADVIEW COVERAGE DAYS FOR OCTOBER: 7 (lack of available personnel)

- CHIEF COVERED SHIFTS: 4 (covered due to lack of personnel)

MEETINGS/CONFERENCES/TRAININGS:

- 10/28/20 Securis meeting
- 10/30/20 Meeting with FEMA Director
- Run Review, Prehospital Care Committee and MCFOA were missed due to shift coverages performed

DISTRICT PROPERTIES:

- Station 43 front sign painted
- Station 41 annual backflow testing inspection performed: passed

DISTRICT VEHICLES:

- B- 426 Pump repair
- B- 426 Oil Change
- 1165 Tires replaced
- Ambulance 1190 (Transmission)

PROJECTS IN THE WORKS/OTHER:

- Grant work and negotiations
- Prioritizing Station and Vehicle repairs (ongoing)
- Lexipol Policy Manual (ongoing)
- Report Writing training (continued)

ADMIN/OTHER:

- Meadview Revenue Project & Meadview coverage levels and projections
- District Fiscal Year Audit 2019/2020 – In process, Auditor (Brian Richards) will present in December and half of the Audit Fee has been paid for 50% work performed.
- Other Revenue Sources – (Out of District Contracts, subscriptions, etc.) Spoke with the Manager at the Wind Farm unknowledgeable about topic and received mixed reactions about a Contract, may have to go through Feds for Contract.
- Reserve Account – operating funds and expenditures (Carry-Over). Financial Clerk reached out to the Member of the Public inquiry regarding this and had not heard back.
- Thank you & Welcome (Directors Cass and Berg and newly elected officials Phyllis Aitken and Douglas Braaten).
- Firehouse Subs Grant awarded \$18,605.22 for 8 full sets of Turnouts (PPE). Award has been deposited.

b. FINANCIAL REPORT(S).

1. Review and approval: October 2020 Financial Report(s). *(The financial report(s) are to be reviewed and approved by the Board).* (Administration)
- Chief Winn reported the October 2020 Financial Information as prepared by the Financial Clerk as follows:
 - Total Warrant Revenue (includes property taxes, FDAT, and Interest): \$229,016.69
 - Total Ambulance Revenue: \$30,621.24
 - Miscellaneous Income: \$98.15
 - Out of District: \$445.00
 - Total Monthly Revenue: \$260,181.08
 - Total Monthly Expenditures: \$79,500.66
 - Total Warrant Account Register Balance as of 10/31/2020: \$730,603.30
 - Total Wells Fargo Account Register Balance as of 10/31/2020: \$31,217.36
 - Total Combined Balance: \$761,820.66
 - Director De Lara suggested moving the monies from the Warrant Account into a separate account for tracking purposes and operating off tax revenue that was deposited until the next tax deposit and transferring monies, when needed. Director De Lara inquired about the Balance Sheet, specifically the Long-Term Liabilities regarding the Net Pension Liability PSPRS. Ms. Jackson explained based on the Actuary Report from Fiscal Year End 2019 they calculated only 1 participant instead of all the participants for that FY, and they increased the amount owed to approximately \$1.1M instead of the nearly \$800k balance it was paid down to. Ms. Jackson stated her argument to PSPRS was the monies were paid for that entire year with participants and calculating only one participant didn't seem acceptable and that it also appeared as though PSPRS was double dipping by increasing the balance regardless of monies that had already been paid in from the participants.

Director De Lara agreed and asked if Administration could appeal. Chief Winn stated an appeal was attempted and PSPRS had stated, "NO."

- Director De Lara motioned to approve the October Financial Reports, Director Berg 2nd. Directors De Lara, Berg, Karash, Campbell and Cass voted, "Aye." Motion carried, unanimously.

6) EXECUTIVE BUSINESS.

- a. Board of Directors may vote to go into Executive Session pursuant to A.R.S. §38.431.03(A)(1) for personnel matters for the following matters:
 1. Discussion regarding: Evaluation (6-month) and Fire Chief Contract re: Fire Chief Winn. (Cass)
 2. Discussion regarding: Correspondence and requests re: Fire Chief Winn. (Cass)
 3. Discussion regarding: Follow-Up re: Injunction for Harassment/Defamation for agency staff Karen Jackson. (Administration)
 - Director Berg motioned to enter Executive Session for the items, Director Karash 2nd. Directors Berg, Karash, De Lara, Campbell and Cass voted, "Aye." Motion carried, unanimously.
 - Executive Session began at approximately 10:55 a.m.
 - Executive Session ended at approximately 12:07 p.m.
 - Public Session reconvened at approximately 12:12 p.m.

7) REGULAR BUSINESS.

- a. Discussion and possible action regarding: Evaluation (6-month) and Fire Chief Contract re: Fire Chief Winn. (Board)
 - Director Karash motioned to accept the Contract for Chief Winn, Director Berg 2nd. Directors Karash, Berg, Campbell and Cass voted, "Aye." Director De Lara voted, "Nay." Motion carried, 4-1.
- b. Discussion and possible action regarding: Correspondence and requests re: Fire Chief Winn. (Board)
 - No Action.
- c. Discussion and possible action regarding: Follow-Up re: Injunction for Harassment/Defamation for agency staff Karen Jackson. (Board)
 - Director De Lara motioned to direct the Chief to contact Ellen Reh-Bower, Phyllis Aitken, and Charlotte Kiffer separately for discussion with two Board Members present and Ms. Jackson at earliest convenience. Director Berg 2nd. Directors De Lara, Berg, Karash, Campbell and Cass voted, "Aye." Motion carried, unanimously.
- d. Discussion and possible action regarding: Annexation information re: Meadview and other additional revenue sources. (De Lara/Administration)
 - Chief Winn explained the annexation process comes from the citizens, not the District itself. Chief Winn explained the contiguous requirements and the public action for geographical annexation. Chief Winn provided information of what a Special Election could potentially do, explaining if there was a successful petition for ballot measures for annexation and it would also then require 51% of the vote to pass. The Board and Chief ensued in further discussion of the potential revenue that Meadview annexations could bring into the District, the ISO rating, insurance discounts, Out of District billable services and the Wind Farm. No action.
 - Director Cass exited the Meeting at approximately 12:32 p.m.
- e. Discussion and possible action regarding: Ambulance Collection Agency review (Healthcare Collections) and consideration of alternative Collection Agencies. (De Lara)
 - Review of the Collection Agencies and discussion took place with the Board Members and Administration. Director De Lara suggested switching collection agencies due to the outstanding debt and lack of movement on collecting. Ms. Jackson reminded the Board they previously approved to write off the 2013 uncollected and suggested the Board direct Staff to obtain a Contract to present to the Board in December for possible approval with the remaining uncollected. Director Berg motioned to direct Staff to submit for a Contract for collection, Director De Lara 2nd. Directors Berg, De Lara, Karash and Campbell voted, "Aye." Motion carried, unanimously.
- f. Discussion and possible action regarding: Arizona Minimum Wage Law re: information and review. (De Lara)
 - Director De Lara reviewed the Arizona Minimum Wage Law taking effect 1/1/2021, noting it will be \$12.15/hr. Chief Winn explained the increase will be processed from the base pay level for those who fall below the \$12.15/hr. Information only, no action.
- g. Discussion and possible action regarding: Lake Mohave Ranchos Fire District ISO (Insurance Services Office)

rating re: review. (De Lara)

- Chief Winn noted the current ISO rating for the District is 8B and it only encompasses the Fire District itself, stating that rating was reviewed approximately 2 months ago. Chief Winn also reviewed the grading system requirements. Information only, no action.
- h. Discussion and possible action regarding: Lake Mohave Ranchos Fire District re: Fee Schedule. (Administration)
 - The Board and Chief reviewed the presented Fee Schedule. Director De Lara stated this may encourage Meadview residents to be more involved when then see the fee for a Fire Engine. Director De Lara motioned to accept the Fee Schedule as presented and post on the Website and at the posting locations in Meadview. Director Berg 2nd. Directors De Lara, Berg, Karash and Campbell voted, “Aye.” Motion carried, unanimously.
- i. Discussion and possible action regarding: Lake Mohave Ranchos Fire District re: liability reduction. (De Lara)
 - Discussed the Net Pension Funding PSPRS during the Financial Report Item. No action.
- j. Discussion and possible action regarding: Lake Mohave Ranchos Fire District re: Outside Contracts (new) and (old) re: review. (De Lara)
 - Director De Lara inquired about a status update for the Wind Farm. Chief Winn explained he contacted two individuals, one appearing uninterested and advised that BLM was the responsible Agency for that area. The other individual stated they had no knowledge of any type of Contract but seemed willing to discuss further. Chief Winn explained the potential goal of a Contract, but also noting that the Wind Farm is on Bureau of Land Management Land and this may hinder a Contract, explaining how the State operates with areas such as that. Chief Winn described the potential operatives if a Contract occurred with containment, and a safe zone for any fires. Director De Lara suggested the Chief form a relationship with them as a starting point. Information only, no action.
- k. Discussion and possible action regarding: Lake Mohave Ranchos Fire District re: Grant Writer (First Responder Grants) re: review. (De Lara)
 - Review and clarification of what the Grant Writer performs occurred. Director De Lara noted the Grant Writer’s Contract is up to 4 Grants annually. Chief Winn explained the Grant Writer reviews and revises what is provided, noting the Grant Writer doesn’t write the entire Grant. Director De Lara suggested the Chief mention more detail in his Chief’s Reports of what he’s working on, funding opportunities, etc. Information only, no action.
- l. Information only: Official Canvass pursuant to A.R.S. 16-646 re: General Election 2020 for Lake Mohave Ranchos Fire District Governing Board. (Cass)
 - Official Canvass given by Director Berg as follows:
 - Meadview - Registered Votes Total: 428 Ballots Cast: 354 Ballots Cast Blank: 0 Voter Turnout Total: 82.71%
 - Dolan Springs – Registered Votes Total: 1,143 Ballots Cast: 853 Ballots Cast Blank: 1 Voter Turnout Total: 74.63%
 - Phyllis Aitken – Meadview 131 & Dolan Springs 362 | Stephen Berg – Meadview 145 & Dolan Springs 262 | Debora Cass – Meadview 82 & Dolan Springs 199 | Douglas Braaten – Meadview 113 & Dolan Springs 366
 - Write-In Total – Meadview 1 & Dolan Springs 4
 - Write – In Scattered – Meadview 1 & Dolan Springs 4
 - Write – In Assigned – 0
 - Total Votes Cast- Meadview: 472 & Dolan Springs 1,193
- m. Information only: Administer the Oath of Office pursuant to A.R.S. 38-232 re: Phyllis Aitken and Doug Braaten and notice . (Berg)
 - Oath of Office was administered by Director Berg to newly elected Officials Phyllis Aitken and Douglas Braaten, taking seat effective 12/1/2020.
- n. Discussion and possible action regarding: Lake Mohave Ranchos Fire District December Regular Meeting. (Administration)
 - Direction to Administration to schedule the December Regular Meeting for 12/17/2020 at 10:00 a.m. at the MCA in Meadview was provided by consensus.

8) 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).

- Charlotte Kiffer
 - COVID Grant – how much money could that Grant have been for the LMRFD
 - Two properties (Library and Chamber of Commerce in Dolan Springs) make sure they are listed in Assets for the Audit.
 - Did not receive the email from the Financial Clerk regarding the Reserve Account inquiry
 - Mohave Community College – requested a follow-up
 - Volunteer Program – requested this be in the Chief’s Report for follow-up
 - PTO – wasn’t aware Administrative Staff received this, other than the Chief who’s under Contract.
- Ellen Reh-Bower
 - Suggested for the Contingency Fund having a separate bookkeeping account within QuickBooks to track monies instead of a separate bank account, which would separate the funds. Ms. Reh-Bower indicated she didn’t see the need for a whole separate bank account.
 - Ms. Jackson responded with based on the Budget there are separate accounts inside QuickBooks. Ms. Jackson noted she thought what was discussed was to tangibly move the money, noting maybe she misunderstood.
 - Director De Lara stated that is what she was referring to, but if QuickBooks can delineate it, it can just be apart of the reporting process and that works.
 - Requested the Financials be posted to the Website (P&L Monthly and YTD & Balance Sheet)
 - Chief Winn noted this is being worked on. Ms. Jackson noted the approved Minutes and those Financials along with additional ones have/are being worked on for the Website.
 - Wanted to know how much taxpayer’s money has been used to pursue personal legal action for an Injunction against taxpayers in the District.
- Larry Tennant
 - Took the Balance Sheet to a CPA who spent 2.5-hours on it and couldn’t figure it out, stating it didn’t balance and was \$97k short.
 - Stated he and Ms. Jackson had a conversation over it and that Ms. Jackson said we’d tell the Auditor to fix it. Mr. Tennant stated you don’t tell the Auditor how to fix it, the Auditor tells you what’s wrong and then we fix it.
 - Ms. Jackson replied, “That is not what I said, but ok.”
 - Director De Lara asked Mr. Tennant for the paperwork from his CPA. Mr. Tennant replied, “Nope, he did this as a personal favor to me, he spent 2.5 hours on it....” Director De Lara stated it’s hard to respond if we don’t know specifically what he found. Mr. Tennant noted that he didn’t ask his CPA to go into it, all I had was a Balance Sheet and he couldn’t balance it.

9) CONSIDERATION OF FUTURE AGENDA ITEMS.

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

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

- 12/17/2020 at 10:00 a.m. – MCA in Meadview, AZ

11) ADJOURNMENT.

- Director Campbell motioned to adjourn the Meeting, Director Berg 2nd. Directors Campbell, Berg, De Lara and Karash voted, “Aye.” Motion carried, unanimously.
- Director Berg adjourned at approximately 2:00 p.m.