



**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**

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

**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 **12/17/2020** at **10:00 a.m.** The Meeting was held at **The Meadview Association, 247 Meadview Blvd, Meadview, AZ 86444**). 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.*

**1) CALL TO ORDER.**

- Director Susan De Lara called the Meeting to order at approximately 10:05 a.m.

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

- Board Members present: Director Joe Campbell, Director Mike Karash, Director Douglas Braaten; Director Phyllis Aitken, and Director Susan De Lara. Fire Chief Steve Winn was absent and Mike Pettway was present to answer any questions or concerns that the Board might have as Fire Chief Winn is out on sick leave for one week.
- Director De Lara 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. Discussion and review December 7, 2020 minutes. Director Mike Karash motioned to accept the minutes, Director Douglas Braaten seconded, All voted in favor no nays. Approved.

**5) FINANCIALS**

- a. Discussion regarding the monthly financial report as presented by James Vincent Group. James Vincent Group was contacted via phone. Gabe Budra respresented James Vincent Group. Director Phylls Aitken motioned to approve November Financials for 2020, Director Douglas Braaten seconded, All voted in favor no nays. Approved
- b. Discussion regarding Autohorizing James Vincent Group and the Board Chair to be the Financial point of contact for LMRFD. Director Braaten motioned to make Board Chair point of Contact with James Vincent Group regarding financial issues as they arose, Director Aitken seconded. All voted in favor no nays. Approved.

## **6) ANNUAL REPORT**

- a. Discussion regarding the Annual Report for 2019/2020 year. This was conducted with Auditor over the phone. Director Karash motioned to accept the report as presented, Director Braaten seconded, All voted in favor, no nays. Approved.

## **7) OLD BUSINESS *THE FOLLOWING ITEMS ARE A RATIFICATION OF ITEMS COVERED IN THE 12/7/2020 MEETING.***

- a. Discussion and possible action regarding: Review of duties as relates to Budget and staffing with return to Accounting Firm (James Vincent Group) Director De Lara motioned to discontinue using the private employee and re-hire James Vincent Accounting Firm to handle pay roll, paying bills, monthly reporting, review of current budget to ascertain whether a revised budget needs to be submitted to Mohave County, and attendance monthly in person or by phone. Direcotr Aitkens seconded. Discussion Director Braaten would like see the FD look at other firms down the road and possibly start utilizing committees. Director DeLara doesn'twant to wait on a committee to have imput in to this decision. Nofurther discussion. Director De Lara votes Aye, Director Braaten votes aye, Direcotr Aitken votes Aye, Direcotr Campbell abstained,, and Director abstained. 3 aye and 2 abstained. Motioned passed.
- b. Discussion and possible action regardingOrganizational Structure of staffing, elimination of excess positions, job description of Customer Service Clerk position based on FY 20/21 budget. Director De Lara Motioned that we accept the organization chart as presented deleting the Administrative Manager positiion and Financial Clerk position replacing them with the Customer Service Clerk at 25 hours per week, \$12.15 per hour with no benefits. Director Aitken seconded. Discussion. Audience member asked for a copy of the Organizational Re Structure that the Board had recieved. No further discussion. Director Aitken voted aye, Director Braaten voted aye, Director Campbell voted aye, Director Karash voted no, Director De Lara voted aye. Four votes in favor and one opposed. Passed.

Director De Lara motioned the Board eliminate the Financial Clerk position of five (5) hours per week effective immediately. Director Aitken seconded. No discussion. Director Aitken voted aye, Director Braaten voted aye, Director Campbell voted no, Director Karash voted no, Director De Lara voted aye. Three votes in favor and two opposed. Passed.

Director De Lara motioned the Administrative Manager position be eliminated with a transition time period of a minimum of two (2) weeks to a maximum of four (4) weeks. Director Braaten seconded. No Discussion Director Aitken voted aye, Director Braaten voted aye, Director Campbell voted no, Director Karash voted no, Director De Lara voted aye. Three voted in favor and two opposed. Passed.

c. Discussion and review of duties as relates to changes in the organizational structure of the Fire Department, the items required to be returned to the Fire Department from the Administrative Manager, the items that need to be sent to the Accounting Firm, request for monthly schedule of staff, response in regards t items in the MNCSD Police Investigation Report with possible action. Director Aitken motioned that all District items be returned immediately to the office through the Fire Chief this would include all equipment, files, supplies, passwords and login information on any program, website, or other enitiy requireing these items, Director Braaten seconded. No discussion. Director Aitken aye, Director Braaten aye, Director Campbell abstained, Director Karash abstained, Director De Lara aye. Three voted in favor and two opposed. Passed.

## **8) EXECUTIVE BUSINESS**

Director Campbell motioned that the Board go into Executive Session, Director Karash seconded, no discussion. Director Campbell aye, Director Karash aye, Director Aitken aye, Director Braaten aye, and Director De Lara aye. All in favor no nays. Passed at 11:05 am.

Returned to Regular Session 12:05 pm. Director Campbell motioned to reopen Regular Session, Director Aitken seconded. No discussion. All in favor. Passed.

## **9) REGULAR SESSION CONTINUED**

d. Discussion and possible action regarding the following LMRFD Employee Policies 1043, 1045, 1046, 1047, 1048, 1049, 1050,01051, and 1052. Director De Lara motioned to rescind all of the above policys immediately until proper review can be made with adjustments. Director Aitken seconded. Discussion. It is noted that each of these policies were discussed in a meeting where the public was not allowed to attend due to Covid restrictions. None of the policies were placed on the website for the public to see and comment. All of these policies appear to effect mainly one position again without public comment. Director Campbell aye, Director Karash aye, Director Aitken aye, Director Braaten aye, and Director De Lara aye. All in favor. Passed

Director Aitken motioned that the issues of policies be placed on the next agenda to descide how the Board will begin reviewing policies. Director Braaten seconded. No discussion. Director Campbell aye, Director Karash aye, Director Aitken aye, Director Braaten aye, Director De Lara aye. All in favor. Passed.

e. Discussion and possible action regarding LMRFD meeting dates, location and time for the year 2021. Director De Lara motioned that the LMRFD meeting be held on 3rd Thursday of the month and alternate between Dolan Springs and Meadview starting January 2021 in Dolan Springs. Director Aiken seconded. No discussion. All in favor. Passed.

f. Discussion and possible action regarding Communication between Board Members, employees, and the public. Director De Lara reviewed Fiduciary Responsibility and how that affects the Board and how they make decisions. It was also discussed that no Board Member would use or

comment on items in Social Media. The LMRFD website and the meetings would be the conduit for all notifications and comments. The public was asked to respect this decision. No further action.

g. Discussion and possible action regarding forming a Committee that will address such items as budget preparation and website and email programs. Director Braaten motioned that a Technical Committee be formed that would address these issues and allow feedback from the Community. Director Aitken seconded. Discussion regarding that only those who live in the Fire District would be allowed to serve on Committee. Director Aitken aye, Director Braaten aye, Director Karash aye, Director Campbell aye, and Director De Lara aye. All in favor. Passed.

h. Discussion and possible action re Review of 60 day notice by fire Chief Winn. This will include all options including administrative leave, dismissal, payout of 60 days. Upon advice from Attorney this action is tabled until proper notice is given Fire Chief Winn.

**Call to 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).*

Walt Kieffer 7288 W. 9<sup>th</sup> street, Dolan Springs; concerned about loss of revenue with the Ambulance calls. Doesn't buy the issue is related to Covid lock down. He handed out a graph that is attached. This is based on Chief's reports in the minutes. The medical calls increased dramatically from September 2018 to October 2020. Revenues depicted are 2 to 3 months earlier than date listed. In the past minutes of March 2020 however the lockdown didn't happen till March so the record still shows higher number of transport. If you consider the considerable lag time it appears that something else is going on with the billing. The US 93 column has not changed either. Not all the data is available because all the data is not on the website. I am hoping the Board takes a hard look at the ambulance revenue. The minutes are inconsistent month to month as to the data. Director De Lara asked for clarification on the N/A and Mr. Keifer replied Not Available.

Close call to order.

**10 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).*

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

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

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

- 12/21/2020 at 10:00 a.m. – Dolan Springs, AZ

**13) ADJOURNMENT.**

•Director Karash motioned to close meeting. Director Braaten seconded. No discussion. All in favor. Passed.

MINUTES prepared by: Director De Lara

D

ate: 12/17/2020