



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 **2/18/2021** at **11:00 a.m.** The Meeting was held at **Meadview Community Association, 247 E. 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.

Chair De Lara called the Meeting to order at approximately 11:03 a.m.

2) ROLL CALL OF BOARD MEMBERS

Phyllis Aitken, Doug Braaten, Mike Karash and Susan De Lara
Director DeLara conducted the Meeting.

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

Recited & Acknowledged.

4) EXECUTIVE BUSINESS

Board of Directors may vote to go into Executive Session pursuant to A.R.S. §38.431.03 (A) (3) .
Director Mike Karash voted to go into Executive Session at 11:47 a.m.; Director Aitken seconded the Motion.
Directors Aitken, De Lara, Karash and Braaten each voted "aye. Motion carried unanimously.
a. Discussion regarding Complaints filed with Attorney General regarding: Open Meeting Law.
b. Discussion regarding the changes to Social Media Policy regarding employees during employment and after employment

5) REGULAR BUSINESS

Director Braaten voted to return to the Regular Session at 12:23 p.m.; Director Karash seconded the Motion.
Directors Aitken, De Lara, Karash and Braaten each voted "aye". Motion carried unanimously.
a. MINUTES 1/21/21 Chair De Lara asked the Board Members to email any corrections to the Minutes to the Chief. Tabled.

6) FINANCIAL REPORTS – GABE BULDRA OF JAMES VINCENT GROUP PRESENTATION

Review and approval: January 2021 Financial Report(s). *(The financial report(s) are to be reviewed and approved by the Board).* (Administration)

Mr. Buldra reported the January 2021 financials as follows:

- Revenue for the month of January was \$78,053, this was over budget by \$38,225.
- Tax Revenue for January was \$43,059.
- Non Tax Revenue for the month of January was \$34,994.
- Ambulance revenue was \$34,854.
- Expenses for January totaled \$53,663 which was under budget by \$21,323.
- Year to date operating revenue is \$702,449 which is over budget by \$69, 345.
- Tax Revenue is \$493,742 which is over budget by \$30,096
- Ambulance Revenue is \$193,475 which is over budget by \$30, 142.
- Year to date operating expenses is \$453,267 which is under budget by \$131,134.

Overall, Mr. Buldra stated the District's finances are currently looking good. Mr. Buldra, accompanied by his Associate, Ben Archer-Clowes, explained the services his company is contracted to provide to LMRFD, which includes Monthly and Yearly Budget Analysis, Payroll and Accounts Receivable. Mr. Buldra confirmed the problems with the Wells Fargo Bank for bill paying have been resolved and bill paying is running smoothly.

Mr. Buldra detailed the uses of Bill.com, third party software for a new Accounts Payable System, which provides LMRFD with an electronic pay system with internal controls. Mr. Buldra detailed through a PowerPoint presentation the secure audit tracking system; which allows auditors access to conduct their audit. The monthly cost for this software is \$150.00.

In response to Chair De Lara's questions regarding available funds from personnel positions not filled, Mr. Buldra stated that yes but those positions were not budgeted enough. He discussed in next year's budget there could be funds available to raise Suppression staff salaries, but that could be impacted if the US Government passes a bill raising the minimum wage to \$15 per hour; which could impact Suppression and Administrative staff.

Mr. Buldra discussed the history of the recent increase in Pension liability noting that although the 2019 Actuary analysis raised the District's liability from \$880,000 to 2.6 million dollars, the recent Actuary Analysis decreased the amount to 2.1 million. Discussion ensued about the factors current and future that could affect that amount.

A Motion was made Director Karash to accept the Monthly Financial Report. Director Braaten seconded the Motion. Directors Aitken, De Lara, Karash and Braaten each voted "aye". Motion carried unanimously.

Mr. Buldra reported he is in the early stages of preparing for the 2021-2022 audit. He reported that the Legislature is considering raising the property tax cap from 3.25 to 3.50, except for commercial property. The preliminary numbers show great potential for staff increases. The Chief indicated that he would like a line item in next year's budget for training; to include volunteers.

7) 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
 Medical Calls 57
 Dolan Transports: 32
 Dolan Refusals: 5
 Dolan Public Assists: 1
 Fire Calls: 19
 Mutual Aid Calls: 0
 Hwy 93 Calls: 14

Meadview Calls: 19
Meadview Transports: 11
Meadview Refusals: 6
Meadview Public Assists: 2
Meadview Coverage Days: 15

Meetings/Conferences/Trainings:

1/23 live fire training/Extrication training at Station 41
1/28 MCFOA meeting via Zoom (the Chief said that attendees gave him lots of praise as to how LMRFD handled the recent major bus crash. Because of COVID, those who have credentials but haven't been able to pass to get their Red Card will have until 2023 to do so.)
2/9 Run review via Zoom

District Properties: We have had a few volunteers step up and stated they would help do the painting at stations 41 and 43; the garage door guys were scheduled to come out on the 10th but their schedule didn't allow that so they are rescheduled for the 23rd.

District Vehicles:

T418 back in service air leak fixed and valves repaired with no leaks, R415 was taken in and repaired. We did receive the new ambulance that the District purchased. DHS to inspect it Monday, Wednesday decals to be put on and radio to be installed. It should be in service Friday at Station 41. All the rigs will then be 4-wheel drive. Chief Bonnee stated that after one of the ambulances from Station 41 is moved to Meadview, the only 2 wheel drive ambulance will be sold.

Projects in the Works:

2020 AFG grant has been submitted for the new fire truck and another AFG grant was submitted for turnout gear, extractor and drying cabinet. These grants total \$539,000, and it will be in August/September when the Chief will learn if they are funded.

When the LMRFD Volunteers and equipment went out on Wildland fires last summer in this area, the LMRFD Chief had 30 days to submit the billing for those services/equipment. The paperwork to the US Forestry and Bureau of Land Management was completed by the Volunteer Supervisor and then given to previous Chief Steve Winn for submission, which he failed to do. As a result the LMRFD lost out on receiving the \$291,357.

Also, former Chief Winn neglected to input the necessary and required data to FEMA, who requested a desk review audit. As a result of the missing data, FEMA held up the \$197,000 grant for air packs, with the District's match of \$9,333. Working on entering the missing data for the past 36 hours Chief Bonnee was allowed that the data become current so the District can qualify for FEMA grants. The desk review and audit are okay.

The recently part time office person did not work out and I am looking for two Part time office employees.

8) TECHNICAL COMMITTEE REPORT (Director Braaten/Ellen Reh-Bower)

a. Discussion and possible action regarding: Changes to committee regarding number of volunteers and possible splitting the committee into three separate entities. (Board Chair)

Director Braaten deferred to Ellen Reh-Bower to provide a Report. She described that the overall Technical Committee meets monthly and last met on 2/8/2021 in Meadview. Discussion ensued about the process of the Task Forces; currently Communications, IT, Policies/By Laws, Fair Funding and Volunteer Support. The Chief suggested a drop off page on the LMRFD Website for the Committee and Task Forces information. Discussion ensued about format for

Committee/Task Force Reports, and listing of meetings. Task Force updates were given. Chair De Lara will request in writing from the Board Attorney what the Chief's role and participation in all the Task Forces needs to be.

9) THE "DRIVE BY GEEK" PRESENTATION

a. Discussion and possible action regarding: Services provided and changes to Current Contract. (Adam Barnes)

Mr. Barnes reported he has been contracted by the Board to handle the LMRFD Website and Email System. He described the problems with the current system given what the Board wants done. Mr. Barnes described various alternatives.

Chair De Lara made a Motion to accept Mr. Barnes' recommendation to upgrade the website, change to Word Press, make changes to the YouTube, and Facebook pages, and add pages for a calendar and Technical Committee/Task Forces, after he submits a detailed document to the Chief with what changes are to be made for a minimum cost of \$500 not to exceed \$750 to make those changes which will occur within a minimum of one week and a maximum of two weeks.

The Motion was seconded by Director Braaten. Directors Braaten, Karash and De Lara voted "aye" with Director Aitken abstaining. Motion carried.

Chair De Lara reported the Board's attorney is reviewing Mr. Barnes' contract to insert any needed statutory language.

10) REGULAR SESSION

a. Discussion and possible action regarding: Open Board Seat. (Board Chair)

Chair De Lara noted that 2 members from the Meadview community expressed interest in serving on the Board; Theodora Koeppen, a former LMRFD Board Member and Larry Tennant, a former LMRFD Board Member. Ms. Koeppen submitted a resume and Mr. Tennant, who was not present at the Meeting, did not. Each Director was asked by Chair De Lara if they had any questions for Ms. Koeppen, each indicated they did not.

A Motion was made by Chair De Lara to accept Ms. Koeppen's application to sit on the Board. The Motion was seconded by Director Aitken. Directors Braaten, Karash, De Lara and Aitken each voted "aye". Motion carried unanimously. The Oath was administered to Ms. Koeppen.

b. Discussion and possible action regarding: Drop Box items (Technical Committee)

Tabled

c. Discussion and possible action regarding: Priority items for LMRFD with the budget in mind and providing the best service possible. (Director Aitken)

Director Aitken and the Chief discussed Suppression Staff having the appropriate apparatus, and gear to ensure the safety of the staff; as well as needed building repairs and maintenance.

Mr. Buldra addressed questions from the Chief and Board Members whether this year's budget would allow capital expenditures, for vehicle maintenance and repair and facility repairs. He answered that LMRFD started the 2020-2021 Budget year with \$635,000 in reserve and as of today that amount is \$890,000, so this year would be the time to make those capital expenditures, and look to next year's budget to make facility repairs.

The Chief informed the Board of the LMRFD vehicle repairs that have been made and are being made. He discussed the brand new turnouts for staff and the \$197,000 grant received for NFPS compliant air packs that have been ordered.

Chair De Lara recognized a member of the public, Walt Kiffer, 7288 W. 9th Street, Dolan Springs, who mentioned the issue of making Station 43 more habitable for staff, especially for overnight stays.

Discussion ensued about the use of volunteers to do painting, and the improvements to Station 43 office, and other rooms. Mr. Archer-Clowes will send the Chief information about a grant for new mattresses for the sleeping areas.

d. Discussion and possible action regarding: Uses of Station 41,42, and 43. (Board Chair/Director Braaten)

Tabled

e. Discussion and possible action regarding: Mileage and reimbursement of Board Members. (Board Chair) Chair De Lara noted that a previous LMRFD Board voted for Mileage Reimbursement for Board Members who attended Board Meetings in either Dolan Springs or Meadview. A form was created and submitted once a month. Director Braaten raised the issue of Mileage reimbursement for Board Members who attend the Technical Committee/Task Force Meetings. Chair De Lara suggested that item be put on the next Agenda.

f. Discussion and possible action regarding: Target Solutions/train program. (Chief Bonnee)

Chief Bonnee discussed the Target Solutions online training program for FT Suppression staff members and volunteers. He noted the great value for this type of training program, which cost \$128.50 per employee per year for three years. He advocated purchasing the program for 10 individuals.

A Motion was made by Director Braaten to accept the Target Solutions Contract as presented. Director Aitken seconded the Motion. Directors Aitken, De Lara, Karash and Braaten each voted "aye". Motion carried unanimously. Chair De Lara indicated this contract would be sent to the Board attorney for any needed changes to the wording.

g. Discussion and possible action regarding: Repairs to LMRFD buildings and paint repairs. (Board Chair/Chief Bonnee).

This item was covered under Budget discussions. No Action.

h. Discussion and possible action regarding: Chief selection and why a chief in LMRFD needs a paramedic certificate. (Board Chair)

Discussion ensued about the advantages of having a Fire Chief also be a Paramedic and the advantages it holds for a small district like LMRFD. A Policy will be developed regarding that requirement and that Policy will be placed on the next Agenda.

i. Discussion and possible action regarding: Complaints filed with Attorney General's office

Chair De Lara reported that four complaints were filed with the AZ Attorney General's Office. Chair De Lara is working with the Board attorney to respond to those complaints, some of which have been addressed and resolved. She noted that the public, under a Freedom of Information Act, can request a copy of those complaints from the AZ Attorney General. Chair De Lara stated that after the Investigation has been completed, the Board will make the information available to the public.

No action.

11) 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).*

Ellen Reh-Bower, Dolan Springs, asked who filed the complaints. Chair De Lara reported former LMRFD employee Lovelle Barnett, former LMRFD Chief Steve Winn and former LMRFD Board Chair Deb Cass.

12) CONSIDERATION OF FUTURE AGENDA ITEMS

Chair De Lara will have the items carried over from today's meeting. The Chief asked that a Meadview Annexation request be placed on the Agenda.

13.) NEXT REGULAR BOARD MEETING DATE & LOCATION (Subject to change, notice/announcement will be posted via District Website, if any changes occur.) **3/18/2021 at 11:00 am at the DSCC, 16126 Pierce Ferry Rd Dolan Springs, AZ**

14.) ADJOURNMENT

Director Braaten made a Motion to adjourn at 2:20 p.m. Director Aitken seconded the Motion. Director Aitken, Director De Lara, Director Karash and Director Braaten all said "aye". Motion passed.

MINUTES prepared by: Charlotte Kiffer, former LMRFD Board member Date: 2/18/21

MINUTES signed/posted by: Date:

(Draft until Board approval)

Pursuant to the Americans with Disabilities Act (ADA), the Lake Mohave Ranchos Fire District endeavors to ensure accessibility of all its programs, facilities and services to all persons with disabilities. If any disabled person needs an accommodation, please notify the Lake Mohave Ranchos Fire District at: (928) 767-3300, prior to the scheduled meeting time.

LMRFD Official Posting

Locations:

Administration / St. 41

(16126 Pierce Ferry Rd Dolan Springs, AZ)

St. 43 (30250 Stillwater Meadview, AZ)

U.S. Post Office

(115 Pueblo Dr, Meadview, AZ 86444)

Meadview Civic Association

(247 Meadview Blvd, Meadview, AZ 86444)

Dolan Springs Chamber of Commerce

(16154 Pierce Ferry Rd Dolan Springs, AZ)

LMRFD Website (www.lmrfd.org)