



# Lake Mohave Ranchos Fire District



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

*The Governing Board of the Lake Mohave Ranchos Fire District met in Regular Session on 03/18/21 at 10:00 a.m. The Meeting was held at **15195 N. Pierce Ferry Rd, Dolan Springs, AZ 86441**. 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.

Chair De Lara called the Meeting to order at approximately 10:12 a.m.

### 2) ROLL CALL OF BOARD MEMBERS.

Phyllis Aitken, Doug Braaten, Mike Karash, Theodora Koeppen, and Susan De Lara

### 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

### 4) EXECUTIVE BUSINESS

*Board of Directors may vote to go into Executive session pursuant to A.R. . ~38.431.03 (A) (3).*

Chair De Lara asked if Attorney should be called to enter Executive Session. Board had no Executive business to conduct.

### REGULAR BUSINESS

#### 5) MINUTES 1/21/21, 2/18/21

##### 1/21/21 Minutes review:

Director Aitken presented corrections to the January minutes for approval.

**Motion to approve January minutes with corrections: Aitken. Seconded: Braaten.**

**Vote: Aitken, Braaten, Karash, and De Lara- AYE.**

**Abstained: Koeppen.**

#### **2/18/21 Minutes review:**

Braaten brought to attention several corrections that needed to be made, such as changing the meeting time and the Meadview meeting address.

**Motion to accept proposed corrections to Feb minutes: Aitken. Seconded: Braaten.**

**Vote: Aiken, Braaten, Karash, and De Lara: AYE**

**Abstained: Koeppen**

#### **6) FINANCIALS – GABE BULDRA OF JAMES VINCENT GROUP PRESENTATION**

**Report:**

- Discussed revenue. Revenue is on track.
- Expenses: Under budget, except for a few items such as operating revenue.
- Back bills were discussed, and how it has inflated expenses. Those are currently being resolved.
- Financial performance for the month of February looks good.
  
- Chair De Lara had a question about the Register Balance as of 02/28/2021, which is over 800K. In November of last year, it was 500K. Buldra said he needed to review it further, but it looks typical.
- Chair De Lara mentioned that with the bill late payments, station repairs, and the purchase of a new ambulance, it does not look like revenue is dropping. Buldra said we are looking very good.
- Buldra mentioned that ambulance revenue will be increased. There is also going to be a raise for the staff. The raise will tentatively go into effect July 1<sup>st</sup>.
- Chair De Lara wished to discuss retirement programs. Buldra went over contributions and rate for full-time fire fighters. The district is also matching the Chief's plan, which is separate.
- Director Braaten had a question about the Chief's current retirement plan, versus the old one he had, and whether or not the district will be raising the contribution to match the old plan. Chair De Lara said that since the Chief is on an interim contract, it will be discussed again at the end of the contract period.

#### **7) CHIEF's REPORT:**

AMR Transports: 0

Med Calls: 59

Dolan Transports: 33

Dolan Refusals: 5

Dolan Public Assists: 2

Fire Calls: 14

Mutual Aid Calls: 0

Highway 93 Calls: 17  
Meadview Calls: 11  
Meadview Transports: 9  
Meadview Refusals: 2  
Meadview Public Assists: 0  
Meadview Coverage Days: 15

#### **Meetings/Conferences/Trainings:**

2/25 MCFOA Meeting via Zoom

3/9 Budget meeting with JVG for fiscal year 21/22

#### **District Properties:**

Station 41- Began drywall repairs and is preparing to paint. An issue of the copper pipes for the hot water heater in the attic was brought forward. They sweat, and the moisture has caused damage. Looking at other options, such as a tankless heater.

There was a quote acquired for repairing or replacing the garage doors at Station 41 and Station 43.

#### **District Vehicles:**

R-415: Repairs have been made and vehicle is back in service.  
New ambulance was purchased and is now in service.

#### **Projects in the Works:**

On 03/31, there is going to be a meeting with the AZ Department of Homeland Security to see if a grant will be awarded for new radios.

On 03/24 AZ DPS will audit the fingerprint background checks.

With the help of Charlotte Kiffer, the Technical Committee provided policies that they were able to find. A new Policies and Procedure manual will be ready by April's Board Meeting for approval and adoption.

#### **Board Questions:**

- Chair De Lara wanted clarification on Refusals of Service, and whether someone will be billed for refusing service. Chief Bonnee explained the process for refusals, and how they bill.
- Chair De Lara asked if there was anything of interest to the Board from the last MCOS meeting. Chief Bonnee said no. There was some discussion about wildland fire training, which will happen toward the end of April. Chief Bonnee confirmed that there will be certificates awarded for those that complete the classes.
- Chair De Lara wanted clarification on billing for accidents. Chief Bonnee confirmed that there is billing if service is not refused.

- Chair De Lara wanted clarification on Mutual Aid calls. Chief Bonnee said that there had been none due to increasing the number of volunteers.
- Director Koeppen wanted to know if the District is paid for calls on Highway 93. Chief Bonnee confirmed, and that transport rates are 96%.
- Director Braaten wanted to know if the District is compensated for Air Flight. Chief Bonnee confirmed that the District is compensated for transport to the LZ.
- Chair De Lara wanted clarification on Public Assists. Chief Bonnee replied that it covers falls, smoke detectors, etc.
- The range of response for LMRFD was discussed.
- Chair De Lara pressed that replacing the hot water heater should be made a priority.
- Chair De Lara had met with Chief Bonnee and stated that he is going to prepare a 5-year plan. She told the Board that if any member wishes to meet with him, they are free to.

## **8) TECHNICAL COMMITTEE REPORT (Director Braaten/Ellen Rey Bower)**

- Adam Barnes of Drive By Geek changed the LMRFD website over to WordPress.
- Taxes: Meadview has paid 75% of taxes levied, and Dolan Springs has paid 64%
- It was too late to get anything into the legislative schedule for this year.

Chief Bonnee interjected to clarify a point about radios and grants.

Chair De Lara was interested in applying for another grant, and Chief Bonnee said that grants follow a schedule and the District may need to wait until next year to apply.

Chair De Lara wanted to know that, in the case of a national emergency, if the District would lose access to a particular radio channel. Bonnee said no.

Director Koeppen brought forward concerns about apparent discrepancies in the financial report provided by the Technical Committee.

### **Items:**

- a. Brief Discussion about breaking the committee into separate entities. Technical Committee decided against splitting.
- b. Ellen Rey Bower presented a new organizational chart she was proposing. Chief Bonnee submitted his own to counter. Chair De Lara accepted Chief Bonnee's version.

**Motion to accept Chief Bonnee's Organizational chart and have it uploaded to the website: Aitken.  
Seconded: Koeppen.**

**Vote: Aitken, Braaten, Karash, Koeppen, and De Lara- AYE.**

c. Chair De Lara wished for the Technical Committee to go over their numbers in the financial report they supplied.

## 9) REGULAR SESSION

### a. Discussion and possible action regarding: Target Training Program and AFDA Board Training (Chief Bonnee & Board Chair)

Chief Bonnee said that the target training program had been launched for full time suppression staff and will be opened to volunteers later.

AFDA board training had to be rescheduled to April 23<sup>rd</sup>.

### b. Discussion and Possible Action regarding: Proposed Bylaws and policy procedures (Director Aitken)

Director Aitken presented Bylaw packet and asked if the Board requested any updates be made. Chair De Lara pointed out some minor changes. Director Koeppen wished terms to be changed.

**Motion to adopt Bylaws with proposed changes: Chair De Lara. Seconded: Director Braaten.**

**Vote: Aitken, Braaten, Karash, Koeppen, and De Lara- AYE.**

### c. Discussion and possible action regarding: Updated website and continued use of the third-party vendor for maintenance of the website and email program (Board Chair)

Further clarification made about Drive By Geek duties. Office administration can upload agenda and minutes to website, however Adam Barnes should continue to oversee website.

**Motion to keep Drive By Geek to oversee website: Chair De Lara. Seconded: Director Aitken.**

**Vote: Aitken, Braaten, Karash, Koeppen, and De Lara- AYE.**

### d. Zello (Board Chair and Chief)

Subject was part of Chief's report so discussion commenced even though agenda verbiage of item d was incorrect.

Zello is a free-to-use communication app that volunteers can use on their personal phones using their own data. Chief Bonnee finds this unacceptable. However, there are not enough radios for volunteers.

### e. Discussion and possible action regarding: Attorney provided addendum for use in all contracts. (Board Chair)

Addendum will be added to all contracts going forward to protect the District from contractual situations that would otherwise be difficult to resolve.

**f. Discussion and possible action regarding: Repair or Replacement of garage doors at Station 41 and 43 (Chief Bonnee)**

Garage doors at both stations are out of compliance and need to be either repaired or replaced. Quotes for both stations were obtained. Prices and financing options were discussed. The Board had a few questions for the vendor that they wish addressed, such as warranties, maintenance, etc.

Upon approval, it will take 8-12 weeks for the new doors to be custom built.

**Motion to approve the replacement of Station 41 and 43 garage doors with the 12-month no-interest contract, with a review in June to pay off remaining balance at end of fiscal year. Information about warranties, maintenance, and deposit needs to be provided to Board members when available- Chair De Lara. Seconded- Director Aitken.**

**Vote: Aiken, Braaten, Karash, Koeppen, and De Lara- AYE.**

**g. Discussion and possible action regarding: Approval of the annexation of W Haystack parcel in Meadview (Chief Bonnee)**

**Motion to accept W Haystack parcel into Fire District- Director Braaten. Seconded- Director Aitken.**

**Vote: Aitken, Braaten, Karash, Koeppen, and De Lara- AYE**

**h. Discussion and possible action regarding Board clerk position (Director Aitken)**

Director Aitken has brought up concerns that Director Karash is not able to keep up with communication required for his position as Board Clerk. She proposed that Director Karash should step down.

Director Karash did not oppose and resigned as Clerk. New Clerk will be placed at the next General Board Meeting April 15, 2021 Chair De Lara requested a signed Clerk Resignation from Director Karash.

**i. Discussion and possible action regarding collection agency. (Board Chair)**

The addendum to this contract was provided by Legal Council and signed. This Contract is now signed and approved.

**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).**

- Consider policy change to have all 5 members present to make changes to Bylaws.
- Policies through December 2019 should have been up on the website and were not. All employees should have been able to read those policies.

- A retirement account for Chief Bonnee that was put in place by the previous Board to be investigated and any errors corrected.

## **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)

**4/15/2021 at 10:00 a.m. at the Meadview Civic Association, 247 Meadview Blvd, Meadview AZ, 86444.**

## **11) ADJOURNMENT:**

**Motion to adjourn meeting:**

*Motion made by Director Karash, 2<sup>nd</sup> by Director Aitken, Director Braaten, Chair De Lara, Director Karash, Director Koeppen and Director Aitken voted "Aye"*

**Minutes prepared by:** Jennifer Gardner, Office Assistant.

**Date:** 03/19/2021