



# 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 **07/15/21** at **1:00 PM**. The Meeting was held at **Dolan Springs Community Council, 16022 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. 1:00 PM

### 2) ROLL CALL OF BOARD MEMBERS.

**Directors Phyllis Aitken, Theodora Koeppen, and Chair Susan De Lara- PRESENT**  
**Directors Douglas Braaten and Mike Karash- PRESENT by phone**

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

### 4) EXECUTIVE BUSINESS-

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

## REGULAR BUSINESS

### 5) MINUTES- 11:21 AM

#### 06/17/21 Regular Minutes Review:

**Motion to approve June 17<sup>th</sup>, 2021 minutes: Director Aitken.**  
**Seconded: Director Koeppen**  
**Vote: Directors Aitken, Braaten, Karash, Koeppen, and Chair De Lara- AYE.**

#### 06/17/21 Executive Minutes Review:

**Motion to approve June 17<sup>th</sup>, 2021 Executive minutes: Director Koeppen**  
**Seconded: Director Aitken**  
**Vote: Directors Aitken, Braaten, Karash, Koeppen, and Chair De Lara- AYE.**

## 6) FINANCIALS – GABE BULDRA OF JAMES VINCENT GROUP PRESENTATION 11:30 AM

### Report:

Mr. Bulda was not able to attend this Board Meeting. Chair De Lara presented the financial report.

Revenue for the month of June was \$82.5K, which was over budget by 54K.

Tax revenue for June was 39.5K, which was over budget by \$35K. Fire Chief Bonnee noted that this is because of tax revenue being collected.

Non-tax revenue for June was 43K, which was over budget by 19K. This was due to ambulance revenue.

Year to date operating revenue is \$1,063,470, which is over budget by \$41.5K.

Year to date operating expenses is \$876,775, which is under budget by \$107,555.

Chair De Lara said that the District is currently functioning very well.

Director Aitken suggested that it may be a good idea to get a separate document that breaks down where deposits to the District are coming from to see whether or not the new collections company is giving due diligence. Fire Chief Bonnee said that the company should be sending statements monthly, however the new representative is not responding to emails. Chair de Lara mentioned that it would be a good idea to let someone at the company know that the representative has not been in contact with LMRFD.

Chair De Lara asked when the new motor for the truck will arrive. Fire Chief Bonnee said the motor has been delivered to the repair shop and will take a week and a half to two weeks for installation if nothing goes wrong.

Director Aitken noted that the credit card statement for June was not included with the financial report. Administrative Assistant Jen Gardner said that it had not arrived in the mail by the time of this meeting, and that the statements, along with credit card receipts, will be sent out to the Board for review when they arrive. Fire Chief Bonnee added that the credit card statements are mailed to LMRFD directly, however the bank statements are not. Bank statements go directly to James Vincent Group.

Chair de Lara asked that the District request the bank statements from James Vincent Group.

Director Koeppen inquired about where the District purchases fuel for their vehicles. Fire Chief Bonnee replied that they use Chevron in Dolan Springs and Gas 'n Grub in Meadview, whichever gas station is convenient and available. Chair De Lara asked the Fire Chief if the District has approached Chevron about discounts on fuel for emergency vehicles. Fire Chief Bonnee said that he had, but Chevron was not willing to provide a discount.

Director Aitken explained that the fuel the District purchases is already tax exempt, which amounts to 50-75 cents per gallon.

**Motion to approve financials: Director Aitken.**

**Seconded: Director Koeppen**

**Vote: Directors Aitken, Braaten, Koeppen, and Chair De Lara- AYE.  
Director Karash was unable to vote due to technical difficulties.**

## **7) CHIEF'S REPORT 12:47 AM**

### **Run Report:**

Amr Transports: 2  
Med Calls: 83  
Dolan Transports: 54  
Dolan Refusals: 4  
Dolan Public Assists: 2  
Fire Calls: 17  
Mutual Aid calls: 2  
HWY-93 Calls: 21  
Meadview calls: 8  
Meadview transports: 5  
Meadview Refusals: 3  
Meadview Public Assists: 2  
Meadview coverage days: 15

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

Fire Chief Bonnee and a full time staff member attended AFCA/AFDA Leadership in Fire conference in July. The Fire Chief mentioned that while at the conference, he had dinner and a long conversation with another fire chief that later passed away while on duty.

### **District Properties:**

The new garage doors have been installed at Stations 41 and 43.

Fire Chief Bonnee and Director Aitken have been looking at new stoves for Stations 41 and 43. They have found a couple that look nice, but are still searching for other options. Chair de Lara mentioned that Lowes has a 10% discount for veterans and may do the same for fire fighters. Director Aitken said that Home Depot offered \$50 off. Which would not amount to a 10% discount if they purchased from Home Depot.

Fire Chief Bonnee also mentioned that Station 43 experienced flooding during a thunderstorm the night before. He told the Board that they have sandbags to help mitigate future flooding and they just need to be filled.

The primary air conditioner up at Station 43 still hasn't been repaired. There was only one compressor for that unit in the entire country. A tech should be out next week to install the new compressor. Chair de Lara asked if it would be worth it to purchase a small unit for the living area. The Fire Chief said that once this one is fixed, it'll be sufficient.

### **District Vehicles:**

The air conditioner and water temp sensor in T-418 have been fixed.

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

The new air packs that were ordered as part of a FEMA grant have arrived and are ready to be used. A representative from United Fire will be driving out to the District from Tucson to provide in-service training for the packs. Fire Chief Bonnee said that there was a major problem with this particular grant that nearly put the District on the hook for the entire cost of the air packs- nearly 180K. Fire Chief Bonnee applied for this grant before he left his position of Fire Chief, and the new Fire Chief made changes to the order that caused the grant to be denied to the District. Fire Chief Bonnee had to submit an amendment, which was thankfully accepted by FEMA.

Chair de Lara asked if the packs are assigned to individuals. The Fire Chief said that they are assigned to vehicles.

The money earned from the Flag fire wildland deployment has arrived, as well as the evaluations for the Water Springs and Middle fires. Chair de Lara noted that these evaluations are from representatives of BLM and that the District personnel on these fires scored very well.

The Fire Chief mentioned that the District can expect another 10K or so in revenue from a deployment currently under way, where one of the District ambulances is currently in use. Also, the money coming in from wildland deployments are not budgeted since that income is not guaranteed.

Director Aitken brought up an idea of creating a contingency fund using the revenue from the wildland deployments. There was a general acceptance of this plan.

Chair de Lara asked how District personnel are paid while on deployment, and the Chief said that it is through the wildland funds. Also, the pay for District personnel that fill vacancies caused by deployments is also reimbursed.

Director Koeppen noted that a decision about a contingency fund should not be made this meeting. She asked that the Fire Chief write up a proposal. A decision may or may not be made next meeting. Fire Chief Bonnee agreed and said he would speak with Gabe Buldra of James Vincent Group about what could be done.

Lastly, the Fire Chief told the Board that he sent off documentation for a volunteer to the Red Card Committee. If accepted, this volunteer can begin training as an engine boss. Once completed, then more resources can be sent out for wildland deployments.

### **8) ADMIN REPORT**

Office Assistant Jen Gardner presented the July Admin Report.

She discussed the headway made in organizing the documents and records within the LMRFD office, and the controls that are being put into place to better keep track of information vital to the District. Chair de Lara asked if documents and records that went missing prior to the hiring of new office staff and Fire Chief was due to a deliberate act. Gardner expressed that she could not say if the state of the information kept within the office during that time period was intentional.

Gardner then told the Board that starting in July, she is now also a 1099 contractor for the District performing IT-related duties outside of the scope of an office assistant. She explained that this includes rebuilding the District website, managing social media outside of office hours, doing on-site equipment repairs and software installs, training in new technology, and general help.

Gardner informed the Board that the new website is being built in the background and the current website will remain up and functional until it is time for the new website to go live for the public. Chair de Lara asked if there will be a calendar, and Gardner confirmed that there will be.

Gardner then requested that in an upcoming Board meeting, the Board members participate in a photo shoot so their portraits may be added to the new website. She also asked that the members write a short bio about themselves.

The question of video hosting was brought up, in which Gardner said that it would be possible to add videos from YouTube directly to the website. It would not cost the District anything to host videos through YouTube.

Finally, Gardner told the Board that after the website is completed, Microsoft SharePoint will be configured for District use. This will allow the Board members to access any information that they require to perform their duties. SharePoint will also be used to help organize administrative and operational efforts. It was stressed that this will not be a part of the website. It is an internal project management tool only. Training will be provided for Board members when SharePoint becomes active.

## **9) REGULAR SESSION 2:45 PM**

### **a. Discussion and possible action regarding: CPA proposals. (Chair de Lara)**

The attorney was consulted on this issue. He requested more information to submit to the Attorney General. When everything has been sent, and the District has received a response, the information will then be made public.

Chair De Lara noted that she believes that the response that was generated is already adequate.

**Motion for the Office Assistant to send meeting minutes, correct spellings of all Board Members' names, and email addresses to Attorney. Also, When Board Members receive the Oath, they need to be notarized and sent to attorney immediately via email, with the Office Assistant CC'd: Chair De Lara. Seconded: Director Aitken**

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

**Abstained: Director Koeppen**

### **b. Discussion and possible action regarding: Previous employee reimbursement and/or shortage. (Director Aitken)**

**Motion to send all applicable documentation requested to the Attorney and to table further discussion for a future meeting: Director Aitken. Seconded: Chair De Lara**

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

**c. Discussion and possible action regarding: Cameras for security and surveillance at Stations 41 and 43 (Fire Chief Bonnee)**

Fire Chief Bonnee expressed concern about the lack of security at LMRFD fire stations. He suggested putting up cameras on the exterior of the buildings with monitors for camera feeds.

**Motion to obtain more information on security and surveillance systems for Stations 41, 42, and 43, including cost: Chair De Lara. Seconded: Director Karash.**

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

**d. Discussion and possible action regarding: Vacant LMRFD Board Clerk position (Director Aitken)**

Chair De Lara noted that the Board Clerk position needs to be able to sign checks and documents within a quick timeframe. She nominated Director Aitken as the new Board Clerk.

**Motion to approve Director Aitken as acting Board Clerk: Chair De Lara. Seconded: Directors Koeppen and Karash**

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

**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).*

Ellen Rey Bower suggested a policy that the full board needs to be present to make major policy changes, or changes to the bylaws. This was noted as a future agenda item.

**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)

**5/20/2021 at 10:00 a.m. at the Dolan Springs Community Council, 16022 N Pierce Ferry Rd, Dolan Springs, AZ 86441**

**11) ADJOURNMENT: 1:45 PM**

**Motion to adjourn meeting: Director Aitken. Seconded: Director Braaten**

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

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

**Date:** 04/16/2021

DRAFT