



Lake Mohave Ranchos Fire District



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DRAFT 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 **Thursday 03/16/2023 at 1:00 pm**. The meeting was held at **Dolan Springs Chamber of Commerce (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 were set for possible action.*

1) CALL TO ORDER

Chairperson Koeppen called the meeting to order at 1 pm.

2) ROLL CALL OF BOARD MEMBERS

Director Aitken – present

Director Johnson – present

Director Braaten – present

Director Nelson – present

Director Koeppen - present

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

Director Koeppen led the pledge of allegiance and moment of silence.

Director Braaten moved to go into Executive Session at 1:04 pm.

Director Johnson seconded the motion.

Director Koeppen called for a vote and all directors voted AYE.

Executive Session opened at 1:05 pm

Executive Session closed at 2:01pm

REGULAR SESSION resumed at 2:02pm

5) MINUTES

a. 2/16/23 Regular minutes 2:03 pm

No corrections or additions were identified, and Director Nelson made a motion to accept the 2/16/23 regular meeting minutes. Director Aitken seconded the motion. All board members voted AYE.

b. 2/16/23 Executive minutes 2:05 pm

No corrections or additions were identified, and Director Aitken moved to accept the Executive minutes as written.

Director Johnson seconded the motion. All board members voted AYE.

6) CONSENT AGENDA

a. **Chief Report:** presented by Chief Bonnee 2:06 pm

Run Report:

- Amr Transports: **0**
- Med Calls: **99**
- Dolan Transports: **83**
- Dolan Refusals: **6**
- Dolan Public Assists: **4**
- Fire Calls:**17**
- Mutual Aid calls: **0**
- Hwy 93 Calls: **27**
- Meadview calls: **15**
- Meadview transports: **9**
- Meadview Refusals: **2**
- Meadview Public Assists: **4**
- Meadview coverage days: **16**

Meetings/Conferences/Training:

- Run Review 02/14/2023
- NFA Shaping the future class in Lehi Utah 02/17 and 02/18

District Vehicles:

- **E-413** we had to change a pump seal that blew out during one of the structure fires
- **E-411** changed pump packing

District Properties:

- **Update on Fuel system:** We got the last 2 documents to Mohave County and we were told we should have the permit issued this week,
- **Propane update:** We are waiting for the tanks at both stations to get low enough before replacing them, since unused gas in the tanks will be lost. We had a visit at the station from a representative of Yavapai Bottle Gas. This company is a strong supporter of fire and emergency services and has offered LMRFD the best pricing by far, so we have decided to use them.
- The water heater at Station 43 ruptured and leaked water and was replaced with a tankless water heater.

Projects in the works:

- In addition to the AFG grant for the Tender, I also wrote another AFG SAFER grant for personnel for a little over 1.5 million to add 6 positions that the district has no matching funds for. If awarded, we would be able to staff Meadview 24/7 after the hiring process.
- Chief Bonnee closed the report by saying he has heard from the community that concern is high due to some items showing overbudget in the monthly financials. Those items are primarily driven by unexpected maintenance costs and continuing exceptionally high fuel costs. He pointed out that overall we are still offsetting the effect of those items with higher than expected tax and non-tax revenues.

Director Aitken asked if everything is in place for the fuel tank installation as soon as the building permit is issued by the county, and if there are any foreseeable hiccups or delays. The chief explained the installation process and scheduling the installation in conjunction with an on-site inspection with an independent inspector. He estimates having the system up and running in 30-45 days after the permit is issued. Total job cost for system is \$34,827.

Director Aitken asked if SAFER grant money could be used to improve pay for existing employees and the Chief responded that SAFER money must be used for new people. The way he wrote the grant request, additional employees would be brought on at LMRFD starting wage with stepped increases, just like everyone else.

Director Braaten asked if we have an idea how much will be saved by the new fuel system. Chief Bonnee responded that, at last check, we would save almost half of cost compared to the local stations we currently have to use. At our current rate of 35-40 thousand gallons per year, the savings will add up quickly. 2:21 pm

b. Admin report: (presented by Glenn Gardner)

Admin Glenn Gardner reported that, after discovering several annexations stalled at either the county or state levels, the reasons have been identified and the first of several problem annexations has been successfully processed and is complete. All the rest of the annexation requests since late 2019 will be resubmitted using newer county/state requirements. He noted that LMRFD owes a special thanks to Sharon and Mike Johnson of Meadview for their patience, understanding and cooperation because their annexation request was the test case used to identify and fix LMRFD's annexation issues. They were a pleasure to work with.

Granite is scheduled back into the Meadview station Friday to continue repairs on the faulty wiring they found earlier. They have indicated that we may have to go to analog phones and we are awaiting their input on recommended phone.

Director Braaten expressed his concern about the Meadview phones and Director Koeppen responded that they are being worked on, problems fixed as they are identified. Multiple problems have been found and fixed and we should be getting close to finally having a working phone system there.

a. Financial Report: (Gabe Buldra of JVG presented key points from monthly financial report)

- Revenue for the month of February is \$60,195 which is over budget by \$17,274.
 - o Tax Revenue for February is \$28,984 which is over budget by \$13,938.
 - o Non-Tax Revenue for February is \$31,210 which is over budget by \$3,335.

- Expenses for February totaled \$72,991 which is under budget by \$716.

- YTD Total Revenue is \$972,436 which is \$81,715 over budget.
 - o YTD Tax Revenue is \$602,270 which is over budget by \$51,548.
 - o YTD Non-Tax Revenue is \$370,166 which is over budget by \$30,167, driven by grant revenue.

- YTD Expense is \$827,804 which is \$60,541 over budget. Primary drivers are:
 - o Vehicles maintenance is \$47,162 over budget.
 - o Vehicle fuel is \$20,935 over budget

Mr. Buldra will be meeting with the Chief next week for annual budget planning.

Director Johnson asked if the allowance for doubtful accounts means that we don't expect to be paid. Mr. Buldra explained that line item is mainly related to ambulance services, and is there because in certain situations like medicare or Medicaid, we are only allowed to collect a portion of what we bill. Director Johnson noted a significant

increase over last year's number and Mr. Buldra explained that factors such as insurance companies taking longer to pay and LMRFD rate increases resulted in the higher number this year.

Director Aitken asked if the Chamber of Commerce building has been added to LMRFD assets and he responded that he is going to need something that shows the value of the building. Chief Bonnee asked if the Insurance company's valuation will serve and Mr. Buldra said that should work. Chief Bonnee committed to sending that info asap.

Director Koeppen asked about our visibility into credit card charges and Director Aitken explained how that works.

Director Aitken asked for clarification of Microsoft charges and Starlink invoicing, Chief Bonnee explained we recently had a slight upgrade to our Microcoft account and Starlink is now billed and paid automatically. We get notifications when the Starlink bill is paid.

Director Aitken asked Mr. Buldra for updates on Stryker and ambulance lease balances. On the ambulance, we owe approximately \$40,000, planned to be paid off early when the new ambulance comes in. The Stryker lease will be paid off in October, we have about \$9,800 left to pay off.

With no further questions from the board, Director Koeppen called for a vote to accept and approve the consent agenda. 2:41 pm.

Director Aitken moved to accept the consent agenda; Director Nelson seconded the motion. All board members voted AYE and the motion carried at 2:42 pm.

7) REGULAR SESSION

New Business:

- a. **Discussion:** Potential By-laws and LMRFD Policy updates regarding use of personal equipment to access, process or transfer LMRFD data. (Director Koeppen) 2:43 pm.

Director Koeppen brought Attorney Cornelius into the meeting via phone. She read aloud Article VII (5) of the current board bylaws, then read aloud an update Attorney Cornelius has strongly suggested concerning the use of personal equipment for the conduct of agency business. Director Koeppen pointed out that the need for this update is relatively new since board members were not provided with agency equipment in times past. She then questioned the use of the word "should" rather than "shall" and Atty Cornelius responded that the terminology is preferable unless there is a legal requirement to be met.

Director Nelson pointed out that some might unilaterally decide that "should" doesn't necessarily apply to them and perhaps the stronger language would be appropriate for LMRFD's situation.

Director Braaten asked about accessing email via cell phone. Atty Cornelius explained that , in general, simply reviewing information via cell phone is less risky but still includes an element of risk. Modifying, generating and sending information elevates the risk to a seriously higher level.

Director Koeppen stated she will put the change with the suggested stronger language on the agenda for next month's meeting and Attorney Cornelius left the meeting at 2:50 pm.

- b. **Discussion and possible action:** Disposition of older equipment after new ambulance is in service - *carried over from February meeting* (Chief Bonnee) 2:52 pm

Chief Bonnee ran through a quick recap of the issue up to this point and asked for a decision from the board about the disposition of the older equipment in question.

Director Nelson expressed the opinion that Chief Bonnee is absolutely the best qualified person on the subject and she will defer to his judgement.

Chief Bonnee stated his preference is to keep the Ford ambulance due to its ability to carry all the needed gear. He would put that Ford at Meadview so that station would be better equipped.

Directors Aitken and Johnson expressed their support for complying with the Chief's preference. Discussion ensued and led to Director Johnson pointing out that the possibility of a recession coming is very high and perhaps LMRFD should hold on to the older units. Chief Bonnee responded that one of the units would be worth keeping, mainly for Wildlands purposes, but the other rig has a history of failure and should go before it costs LMRFD more maintenance money.

Director Koeppen stated for the record that the board agrees with Chief Bonnee's analysis and will go forward following his recommendation. 3:02 pm

c. Discussion and possible action: PS Trax rig and supply checks Tracking system (Chief Bonnee) 3:03 pm

Chief Bonnee opened with a few statements about the high cost of vehicle repairs and how that impacts the LMRFD budget. Equipment maintenance records vanished when the last LMRFD staff was replaced and LMRFD currently doesn't have the fleet management resources needed to provide inventory tracking, preventive and required maintenance scheduling, records keeping, reporting all the other elements needed to provide effective operational and financial management.

He has researched and compared up-to-date technology that provides the needed functionality for vehicle checks, station supplies and medical equipment and is ready to recommend selection and implementation of PS Trax tracking and management software to fill the existing gap. More technical discussion followed during which the Chief explained many of the daily advantages of implementing such a system. First-year cost is \$6050.00 (includes vendor build-up of system with LMRFD data) and subsequent years are \$4750.00/yr.

In answer to a query from Director Johnson, the chief informed the board that he spoke with the Chief of the Flagstaff Fire Department because they are currently using PS Trax. They reported that in the 2 years they have used the system, they have saved over \$67,000.00 by accurate maintenance tracking, ensuring needed maintenance is accomplished and eliminating costs such as duplicating maintenance because of poor records keeping, or missing required preventive maintenance, resulting in equipment failure.

Director Koeppen stated that she would appoint a board liaison (Director Nelson) to work with the chief, further investigate the benefits to the fire district and come back to the board with a recommendation at the April board meeting. 3:18 pm

d. Discussion and possible action: Establishing a consistent process for carry-over agenda items (Director Johnson) 3:19 pm

Director Johnson explained his concern with lack of consistency in carrying over agenda items and the occasional disappearance of an agenda item without a documented resolution. He contended that an agenda item, once identified as a carryover, should remain on the agenda, and be updated at each meeting until the item is accomplished or resolved.

He pointed out that the board bylaws are at a high level and do not include procedures to define how the bylaws are to be implemented and recommended a considering implementing a defined process for carrying over items.

This item will appear in the April meeting agenda in order to give the board members time to think about possible improvements

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).* 2:29 pm

Ellen Reh-Bower, a Dolan Springs resident spoke up in support of a system like PS Trax, citing thousands of dollars in waste she has witnessed while involved with the agency. She continued that she has seen much improvement in administration, operations and oversight in the last two years and she is pleased to see the progress that has been made. She proposed that the board implement a rule that all five board members must be present to approve changes to the by-laws. She also reiterated her support for board access to the Quickbooks accounting system, citing past accounting issues she believes could have been prevented if the QuickBooks access was in place.

9) CONSIDERATION OF FUTURE AGENDA ITEMS.

Tabled items specified in the above minutes will be carried over to the April Regular Meeting, unless noted otherwise and/or pending additional information.

With no further agenda items to be addressed, Director Nelson moved to adjourn the meeting at 3:36 pm.

Director Aitken seconded the motion.

All directors voted AYE and the meeting was adjourned at 3:36 pm.

10) NEXT REGULAR BOARD MEETING DATE & LOCATION. (Subject to change, notice/announcement will be posted via District Website, if any changes occur.) **04/20/2023 at 1:00 p.m.** at the **Meadview Civic Center (247 Meadview Blvd, Meadview, AZ 86444).**

Minutes prepared by: Glenn Gardner

Date: 03/20/23

Minutes signed by:

Date:

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)
Dolan Springs Chamber of Commerce (16154 Pierce Ferry Rd Dolan Springs, AZ)
St. 43 (30250 Stillwater Meadview, AZ)
Meadview Post Office (250 Pueblo Dr. Meadview, AZ 86444)
LMRFD Website (www.lmrfd.org)