



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 **Thursday 06/15/2023 at 1:00 pm**. The meeting was held at **Meadview Civic Center (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

Chairperson Koeppen called the meeting to order at 1:06 pm.

2) ROLL CALL OF BOARD MEMBERS

Director Aitken present
Director Nelson present
Director Koeppen present
Director Braaten absent
Director Johnson absent

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 followed by a moment of silence.

Director Nelson moved to close regular session and enter the scheduled executive session at 1:08 pm.
All board members present voted AYE and the motion carried.

4) EXECUTIVE SESSION: *(Board of Directors may vote to go into Executive Session pursuant to A.R.S §38.431.03 (A) (3))* Director Koeppen called the executive session to a close at 1:57 pm

5) MINUTES

a. 4/20/23 Regular minutes 1:58 pm

Director Aitken pointed out two minor corrections to be made and moved to accept the minutes with those corrections.
Director Nelson seconded the motion
Directors Koeppen, Nelson and Aitken all voted AYE and the motion was carried, minutes approved. 2:01pm

b. 4/20/23 Executive minutes 2:01

Director Nelson moved to approve the executive minutes
Director Koeppen seconded the motion.
Director Nelson voted AYE
Director Koeppen voted AYE
Director Aitken voted NAY

The motion carried, and the minutes were approved. 2:06 pm

6) CONSENT AGENDA

a. Chief Report: 2:08 pm

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.)

Fire Chief Tim Bonnee presented the monthly Chief's report at 2:08 pm., highlights as follows:

Run Report:

AMR Transports: **0**

Med Calls: **82**

Fire Calls: **14**

Mutual Aid calls: **1**

Hwy 93 Calls: **16**

Meadview calls: **11**

Meadview transports: **6**

Total Calls: **96**

Meadview coverage days: **15**

Meetings/Conferences/Training:

Run Review 5/09/2023

District Vehicles:

- R-415 Chevy had to have rear brakes done and a new radiator. It had leaks on both necks where the welds are. It is still in service.
- R-415R Ford back in service after the turbo issue being fixed.
- E-411 had its yearly service and is good for another year.
- We had the a/c fixed in both engines and the tender.

District Properties:.

- Fuel system is working out great, saved around \$3800.00
- Still looking for a door for St.43 that got damaged it is an odd size so we are having a hard time finding one.
- We have had problems with the garage door at St.41. A-1 garage doors finally agreed to come out and warranty the sensors that were no good. They will be here within the next 2 weeks.

Projects in the works:

- We have been in contact with Andreas Medical Billing and they are working on a way to give us more thorough reports for the tracking of billing calls and money coming in.
- I am setting up the HSA with EMI the insurance carrier, and I will be setting it up with Gabe and Kristin within payroll.
- PSTRax system is ready to go just waiting on the word for the donated funds to see if that is a go. Chief and Director Koeppen met with Chamber last week to thank them and show the capabilities of the system.
- I had a meeting last Monday and was informed of a lot of grant opportunities I was not aware of with the tribal

casinos throughout the state of Arizona. They are required to give 12% of their annual profit out in grants. To do these grants I have to have a support letter from my Board of Directors, and then I have to have an agenda item on the county board of supervisors meeting for the county to accept us to receive funds from Tribal gaming committees. If successful in a tribal grant, they would release the funds to Mohave County in our name, then the county would disperse the funds LMRFD. This is because the tribal councils only release funds to county governments, not special districts. LMRFD will pursue these grants in the future.

The Chief, supported by Director Koeppen spoke for a few minutes about how the Meadview Chamber, community and even citizens making private donations have stepped up to support the fire district. Presentation of the Chief's report concluded at 2:21pm

b. Financial Report:

- **Monthly financials**

Steven Rodriguez of JVG presented the monthly financial Report via phone at 2:22 pm, highlights as follows:

Key points:

- Revenue for the month of May is \$54,243, which is under budget by \$70,756.
Tax Revenue for May is \$27,093 which is under budget by \$20,030.
Non-Tax Revenue for May is \$27,150 which is under budget by \$50,726.
Wildland revenue is under budget \$50,001.
- Expenses for May totaled \$110,600 which is over budget by \$11,059.
- YTD Total Revenue is \$1,218,506 which is \$36,525 over budget.
YTD Tax Revenue is \$758,813 which is over budget by \$50,457.
YTD Non-Tax Revenue is \$459,693 which is under budget by \$13,932, driven by Wildland.
- YTD Expense is \$1,147,758 which is \$73,016 over budget.
Vehicle maintenance is \$72,490 over budget.
Vehicle fuel is \$25,357 over budget.

Director Koeppen called for questions from the attending board members and there were no questions. Presentation of the monthly financials ended at 2:41 pm.

Director Aitken requested that all board members be sent get copies of all credit card receipts each month so all board members can review them as part of board oversight.

Director Aitken moved to approve the consent agenda at 2:27pm.

Director Nelson seconded the motion.

Director Aitken – AYE

Director Nelson – AYE

Director Koeppen – AYE

The consent agenda was approved at 2:28 pm

7) REGULAR SESSION

Old Business:

Several items on the last agenda were addressed by Consent Agenda vote; those items are re-set here for individual approval by the Fire Board. Those items are identified by the phrase “ carried over from last meeting”.

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- a. **Discussion and possible action:** JVG accounts receivable reports and collection agency receivables (Director Johnson)
Director Koeppen announced that items a and b will be tabled for next meeting due to Director Johnson’s absence.
- b. **Discussion and possible action:** LMRFD response to recent County Board of Supervisors vote concerning charging fire districts for services (Director Johnson)
This item was tabled for next meeting.
- c. **Discussion and possible action:** Request Atty Cornelius to provide specific section(s) of AZ law that prevents the board from establishing by-laws that require all five board members’ approval for certain actions. (Director Koeppen)
Director Koeppen said she has talked again with Atty Cornelius and he again advised that ARS 38-431.02.K is built around a quorum, which can’t require a unanimous vote. 2:30 pm
- d. **PUBLIC HEARING, Discussion and possible action:** Annual Budget approval (Director Koeppen) – carried over from last meeting
Director Koeppen opened the Public Hearing of the proposed 2023-2024 budget at 2:31 pm, calling for questions or comments from the public. There were no questions or comments from the public. With no members of the public wishing to comment, Director Koeppen closed the public hearing at 2:34 pm.

Since there was no additional input from the public hearing, Director Koeppen called for a motion to approve the budget as presented.
Director Aitken moved to accept the fiscal year 2023-2024 budget.
Director Nelson seconded the motion.
All three of the attending directors voted AYE, the motion carried and the budget was approved at 2:33 pm.
- e. **Discussion and possible action:** Borrowing request annual review/approval (Director Koeppen) – carried over from last meeting
Director Koeppen explained that this item is carried over into this meeting for approval voting and official signing of the borrowing request document.
Director Aitken moved to accept the borrowing request as presented by JVG.
Director Nelson seconded the motion.
All three attending directors voted AYE, the motion carried and the borrowing request was approved at 2:34 pm.
- f. **Discussion and possible action:** New Contract Proposal from JVG (Director Koeppen) – carried over from last meeting
Director Koeppen stated that JVG continues to do an excellent job for LMRFD and she would like a vote to approve the updated contract.
Director Aitken moved to accept the updated JVG contract.
Director Nelson seconded the motion.
All three attending directors voted AYE, the motion carried and the new JVG contract was approved at 2:36 pm.

New Business:

- a. **Discussion and possible action:** Board responsibilities, limitations, and procedures for working with the Fire Chief (Director Nelson) 2:36 pm

Director Nelson pointed out that in the last few weeks she feels the board is beginning to “step over the line” in dealing with the Chief, and may be, in some case engaging in micromanaging the chief and the operations he is authorized to manage, especially in spending. She pointed out that the board’s responsibility is high-level fiscal management unless problems indicate the need for lower-level intervention by the board. She indicated that when the board authorizes funds for purchases such as the new chief’s vehicle, the chief is authorized to manage the expenditure of those funds, including choice of vehicle and other details. She commended the Chief for excellence in fiscal management so far and indicated that the board needs to stick to their job and let the Chief do his. 2:47 pm

Director Koeppen stated she considers the Chief a professional and should be treated as one. Director Nelson emphasized that this is also a matter of trust in the individual selected for the Chief’s position. Director Nelson said she really felt the two absent board members should be part of the discussion. Director Koeppen agreed and indicated the item will be carried over so they can participate. 2:50 pm

- b. **Discussion and possible action:** PSPRS Board compliance (Chief Bonnee) 2:51 pm

Chief Bonnee stated that the department has some work to do in the area of PSPRS compliance. Some of the old PSPRS records went missing, never recovered from Karen Jackson. The chief discovered that the district is now required to have a PSPRS-specific attorney, he has contacted the main one in the area and has a quote for his services. District PSPRS board membership is being updated and, since it must include one LMRFD board member, the Chief asked for one to be named immediately.

Director Koeppen moved to appoint Director Nelson to the PSPRS board.

Director Aitken seconded the motion.

All attending directors voted AYE, the motion carried, and Director Nelson was appointed to the PSPRS board. 2:59 pm

- c. **Discussion and possible action:** Adoption of pension funding policy for upcoming fiscal year (Chief Bonnee)

The Chief reminded the board that this is the state marijuana money the board previously voted to direct toward the pension fund, but adoption of the appropriate pension funding policy is necessary to complete the task.

Director Nelson moved to immediately approve the pension funding policy as submitted.

Director Aitken seconded the motion.

All three attending directors voted AYE, the motion carried and the proposed pension funding policy was approved at 3:01 pm.

- d. **Discussion and possible action:** Fire Chief contract renewal (Director Nelson)

Director Nelson stated that the Chief’s contract will expire at the end of the month and introduced the proposed new contract, which is for a five-year term. She pointed out clauses for cost-of-living compensation increases and clauses protecting both LMRFD and the Chief in the event the contract is terminated, and said that aside from those things, the contract is very much the same as the last one.

That said, Director Nelson moved to accept the proposed contract renewal at 3:03 pm.

Director Koeppen called for a second to the motion and Director Aitken responded that she had requested the attorney “go back through this” (meaning the proposed contract) and have the other two board members approve it as well. Director Koeppen pointed out that June 30 is looming and seconded Director Nelson’s motion.

Director Koeppen called for the vote.

Director Aitken – NAY

Director Nelson – AYE

Director Koeppen – AYE

The motion carried and the contract renewal was approved at 3:04 pm

e. Discussion: Accounts payable (Director Aitken)

Director Aitken asked if all the Board members had received a copy of the UniSource letter concerning delinquent payment and attendees indicated they have a copy. She said she has been in contact with Kristin at JVC about what bills she receives for payment and was told Kristin receives three bills directly and everything else goes through the LMRFD office via USPS or e-mail. She asked the chief to make it a priority to contact all vendors and set up e-mail billing indicating mail delay is the primary cause of delay in payment.

Chief Bonnee responded that invoices coming into the office via email and USPS are processed same day. He pointed out that the overdue UniSource invoice would have been paid on time had it not sat in the approval queue for so long until Director Aitken was eventually satisfied.

Discussion ensued with Directors Nelson and Koeppen maintaining that normal business practice is to pay the invoice and work out any discrepancies on the back end in order to not become known as slow or late payers. Director Aitken then indicated that the LMRFD office must not be loading invoices into the system in a timely manner after receipt. Admin responded that the record of when invoices are loaded in the system and when they are approved is plain in the Bill.com system.

After more discussion, Chief Bonnee requested a second approver be added in the system so that invoices are not held up when Director Aitken is travelling or otherwise unable to access the internet. He said the system was set up that way at one time, but Director Aitken disputed that and indicated her resistance to such a change. Chief pointed out that he originally set up Bill.com with JVG and knew what he was talking about but that he would not argue about it with Director Aitken. He indicated that he still wanted an alternate approver.

Director Aitken responded “Well, tell you what. Here you go. I resign.”

Following that, Director Koeppen attempted to lead the discussion back onto a more profitable path with some input from Chief Bonnee and Director Nelson, but Ms. Aitken would not be drawn into further discussion and did not respond during the remainder of the meeting. 3:19 pm

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).*

Director Koeppen made the obligatory call to the public, even though no members of the public elected to attend the meeting. 3:17 pm

9) CONSIDERATION OF FUTURE AGENDA ITEMS.

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

10) NEXT REGULAR BOARD MEETING DATE & LOCATION. (Subject to change, notice/announcement will be posted via District Website, if any changes occur.) **07/20/2023 at 1:00 p.m. at the Dolan Springs Chamber of Commerce (16154 Pierce Ferry Rd Dolan Springs, AZ).**

Director Koeppen called the meeting to a close and adjourned at 3:21 pm.

Minutes prepared by: Glenn Gardner

Date: 06/19/2023

Minutes signed/posted 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)