



Lake Mohave Ranchos Fire District



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MINUTES OF THE SPECIAL MEETING OF THE LAKE MOHAVE RANCHOS FIRE DISTRICT GOVERNING BOARD

The Governing Board of the Lake Mohave Ranchos Fire District met in a special session on **Thursday 09/21/2023 at 1:00 pm**. The meeting was held at the **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 are set for possible action.

1) CALL TO ORDER

Director Koeppen called the meeting to order at 1:01 pm.

2) ROLL CALL OF BOARD MEMBERS

Roll call at 1:01 pm. All five directors 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 and moment of silence. 1:02 pm.

3) REGULAR SESSION 1:03 pm

Old Business:

- a. **Discussion:** Director Johnson opened with a quick recap of events and findings since beginning his review of existing LMRFD financial management processes and workflows. Discussion centered around understanding the existing processes, and possible refinements to improve financial process performance, particularly in the area of billing for ambulance services. Director Johnson's introduction served as a lead-in to the three new agenda items listed below under New Business.

New Business:

- a. **Discussion and possible action:** Assignments to vendors and employees regarding administration, reporting, collection and billing of ambulance revenue. (Director Johnson) Due to the nature of this item and its possible impacts, Director Koeppen decided to hold this item for executive session in order to obtain legal advice from LMRFD Counsel Nicholas Cornelius.
- b. **Discussion and possible action:** Discussion concerning the existing annual financial audit process and the advisability of retaining a forensic auditor to review District financial records and advise re: strong redundancy and security implementation for same. (Director Johnson) Due to the nature of this item and its possible impacts, Director Koeppen decided to hold this item for executive session in order to obtain legal advice from LMRFD Counsel Nicholas Cornelius.
- c. **Discussion and possible action:** Recommendation to have all existing financial/billing-related contracts with vendors, including Andres Medical and RFGI (Rozlin Financial) contract, and all future contracts reviewed by counsel prior to

signing to ensure they meet the needs of LMRFD. (Director Johnson) Due to the nature of this item and its possible impacts, Director Koeppen decided to hold this item for executive session in order to obtain legal advice from LMRFD Counsel Nicholas Cornelius.

Director Garza moved to go into executive session in order to confer with legal counsel. 1:08 pm

Director Nelson seconded the motion.

All directors present voted AYE and the motion carried.

Public dismissed and Director Koeppen opened executive session at 1:09 pm

5) EXECUTIVE SESSION: *(Board of Directors may vote to go into Executive Session pursuant to A.R.S §38.431.03 (A) (3))*

Note: Attorney Nicholas Cornelius participated in the executive session via phone) 1:09 pm

Director Nelson moved to close executive session and return to Regular Session at 2:35 pm

Director Braaten seconded the motion

All directors present voted AYE, the motion carried and executive session closed at 2:37 pm

Five-minute break

6) RETURN TO REGULAR SESSION 2:43 pm

New Business:

a. Discussion and possible action: Assignments to vendors and employees regarding administration, reporting, collection, and billing of ambulance revenue. (Director Johnson)

Director Johnson had found a snag in reporting certain check receipts that left out billing agency blind to the fact that a payment had been made. They have been finding out for themselves by calling the insurance agencies, but the flow of information can be improved. This is one of several areas where possible improvements were identified. The board will continue working with Andres Medical to improve information flow.

b. Discussion and possible action: Advisability of retaining a forensic auditor to review District financial records and advise re: strong redundancy and security implementation for same. (Director Johnson) Director Koeppen took on the task of identifying forensic auditor candidates.

c. Discussion and possible action: Recommendation to have Rozlin (RFGI) contract and all future contracts reviewed by counsel prior to signing to ensure they meet the needs of LMRFD. (Director Johnson) After short discussion, the board reached consensus that all LMRFD contracts should be reviewed by legal counsel prior to signing.

Director Braaten moved to close the meeting at 3:29 pm.

Director Johnson seconded the motion

All five directors voted AYE, the motion carried and the meeting adjourned at 3:30 pm

7) 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).*

No members of the public attended the meeting.

8) CONSIDERATION OF FUTURE AGENDA ITEMS.

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

NEXT REGULAR BOARD MEETING DATE & LOCATION. (Subject to change, notice/announcement will be posted via District Website, if any changes occur.) **09/27/2023 at 1:00 p.m. at the Dolan Springs Chamber of Commerce (16154 Pierce Ferry Rd Dolan Springs, AZ).**

Minutes prepared by: Glenn Gardner

Date: 09/25/23

Minutes signed/posted by: Jen Gardner

Date: 09/26/2023 12:30 pm

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)