



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 **11/16/2023 at 1:00 p.m.** 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, were 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 1:03 pm

2) ROLL CALL OF BOARD MEMBERS

Director Garza – Not present, deployed on military duty

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 Braaten led the group in the pledge of allegiance and a moment of silence in honor of first responders and armed service members lost and injured in the line of duty. 1:04 pm

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

No executive session was scheduled for this meeting.

5) MINUTES

a. 9/21/23 executive minutes 1:04:30

Director Koeppen pointed out the minutes should be modified to show more plainly that the meeting was held **before** Director Johnson's resignation took effect so that he could give this report while still a member of the board. Admin agreed to do so.

Director Nelson moved to accept the executive minutes with the one correction pointed out by Director Koeppen.

Director Braaten seconded the motion

All three members present voted AYE, the motion carried and the minutes were accepted. 1:07 pm

b. 9/27/23 Regular minutes 1:08 pm

Director Braaten pointed out that some items that should have been carried over from last meeting were not, Director Koeppen agreed and said she will correct that when preparing agenda for next meeting.

Director Nelson moved to accept the minutes as written.

Director Koeppen seconded the motion.

All three members present voted AYE, the motion carried and the minutes were accepted as written. 1:10 pm

6) CONSENT AGENDA

a. Chief Report: presented by Chief Bonnee

(Notwithstanding subsection H of this section, the chief administrator, presiding officer or a member of a public body may present a brief summary of current events without listing in the agenda the specific matters to be summarized, if:

- 1. The summary is listed on the agenda. 2. The public body does not propose, discuss, deliberate or take legal action at that meeting on any matter in the summary unless the specific matter is properly noticed for legal action. (A.R.S. 38-431.02.K.)*

Run Report:

Amr Transports: 0

Med Calls: 83

Dolan Transports: 67

Dolan Refusals: 8

Dolan Public Assists: 4

Fire Calls:18

Mutual Aid calls: 2

Hwy 93 Calls: 21

Meadview calls: 9

Meadview transports: 7

Meadview Refusals: 2

Meadview Public Assists: 0

Meadview coverage days: 14

Meetings/Conferences/Training

Run Review

District Vehicles: We have had several of our vehicles break down this last month and repairs are in progress. The engine in the old brush truck is blown and unrepairable. A new engine would cost up to \$15,000 so the truck will be put up for public auction, where LMRFD has traditionally done well in getting a significant rather than just writing off the equipment. Type 3 from the state is currently in service as a replacement, and we are in line to inherit a Type 6 from BLM after the first of the year. Yet another Type 3 is coming from Park Service as soon as their new vehicle is delivered.

District Properties:

- The split unit was installed and working in the chamber building.
- We did do an insurance claim on the doors on the old metal building on the back of st.41. We received the check, and we are having a new garage door installed. In the last big storm, the doors got blown down with major damage done to the tracks and doors.

Projects in the works :

Glenn and I have been working on new revenue streams and we have got most of the truck stops on Hwy 93 by White Hills being annexed in, or on direct contract with LMRFD. The nut farm at Pierce Ferry and Stockton Hill Road has also requested annexation. While there is still quite a lot of paperwork to be processed, all other obstacles have been overcome and no further issues impacting our ability to either annex or contract these properties are expected.

At this point, Chairperson Koeppen asked about cooperation from Mohave County and both the chief and his admin spoke up to with accolades and high praise to Earlene Mahar and her supervisor at the County Assessor's office. Without their expert assistance, the effort would have failed early due to LMRFD's lack of knowledge and expertise in implementing the required process. Earlene and her supervisor have both gone above and beyond to help the District in our effort to annex new properties into the district. Their in-depth knowledge and willingness to help have been invaluable. 1:17 pm

b: Financial Report: presented by Gabe Buldra of JVG via phone

Key Points:

- Revenue for the Month of October is \$251,909, which is under budget by \$22,173
Tax Revenue for October is \$230,890 which is under budget by \$14,151. (attributable to timing of tax collections)
Non-Tax Revenue for October is \$21,019 which is under budget by \$8,022.
Ambulance revenue is under budget \$6,721.
- Expenses for October totaled \$131,349 which is over budget by \$16,803.
Personnel costs show overbudget due to timing of payments for Wildlands deployments. Next month will show an overage when the in-process Wildlands payments come in.
Building maintenance is slightly over budget due to installation of replacement air conditioning unit at the Chamber building.
- YTD Total Revenue is \$466,169 which is \$77,597 under budget.
Property tax collection revenue makes up \$22,000 of the shortage
Ambulance low revenue collection shows above impact.
- YTD Expense is \$610,538 which is \$118,153 over budget.

Director Nelson asked for an opinion as to why, with approximately the with the volume of calls remaining fairly consistent, ambulance revenue is so low. Mr. Buldra responded that the issue needs to be looked at more closely, and a related upcoming agenda item will be the best place to talk about it.

Director Koeppen asked about why we seem to always be behind to tax revenue. Mr. Buldra responded that the timing of tax revenue income is often the cause, but in the current economy we need to look out for a trend in late or non payment.

Director Koeppen asked about fuel cost still showing overbudget and he replied that a change should start showing up in the November December expenses.

Director Nelson expressed concern that the economic situation gripping the country will affect collections and Mr. Buldra responded that we want to watch that carefully because it is a definite concern.

With no further questions or comments, Director Nelson moved to accept both items under the consent agenda as presented.

Director Braaten seconded the motion.

All three directors voted AYE, the motion carried, and the consent agenda was accepted as presented. 1:37 pm

7) REGULAR SESSION

Old Business:

- a. **Discussion and possible action:** Taking steps to fill open board seat – carried over from last meeting (Director Koeppen)
Director Koeppen stated that the application period will be open until December 12th and at the December 14th meeting, the board will interview, discuss and if possible, hold the vote to select a replacement board member that same day. She has two applications in hand at this time.

New Business:

- a. **Discussion and possible action:** Annual audit report to be presented by Brian Richards (Chief Bonnee)
Chief Bonnee dialed Brian Richards into the meeting to present the annual audit report. Mr. Richards reported that the audit was completed remotely working with James Vincent Group. Director Nelson asked for clarification on several sections of the audit report and Mr. Richards provided additional explanation until the board members had a clear understanding. The audit conclusions were that the District is in compliance with GAAP and financial activity meets established statutory/legal requirements with no deficiencies noted. The entire report will be posted on the LMRFD website and available to the public.
Director Nelson moved to accept the 2022-2023 audit report as presented.
Director Braaten seconded the motion.
All three directors voted AYE , the motion carried, and the audit was accepted.
- b. **Discussion and possible action:** Possible hire of Forensic financial consultant (Director Koeppen)
Director Koeppen expressed concern that LMRFD is not in compliance with statutory requirements in financial control and records keeping. Based on her concerns, she has been in contact with an outside organization that provides appropriate consulting services. Director Koeppen is in possession of a letter from Lisa Parkes of Walker-Armstrong who has been recommended as an internal controls auditor with some experience in lost revenue and fire districts. Director Koeppen expressed her opinion that LMRFD needs to hire such a consultant. Discussion ensued as Director Nelson gathered clarification about what this potential auditor would do. She noted the absence of a documented system for financial management. She asked if any payment structure had been discussed and Director Koeppen responded \$100-200 per hour, and some work would be delegated to lower-level employees at a lesser rate.
- c. **Discussion and possible action:** Report from Risk Management/Ambulance Committee (Director Braaten)
Director Braaten presented his report from the Risk Management/Ambulance committee
- d. **Discussion and possible action:** Release of District records presented and discussed for legal advice in Executive session dated 09-21-2023, but NOT minutes or recordings of the Executive session. (Director Koeppen and Atty Cornelius)
Director Koeppen reported that Atty Cornelius has agreed that the Executive session in question did not address anything that could not have been handled in open session, so content of the meeting can be released as desired and can be openly discussed.
- e. **Discussion and possible action:** Battalion Chief position (Chief Bonnee)
Chief Bonnee presented a plan to add a Battalion Chief position to the roster in order to fill the current gap in LMRFD's command leadership structure. He pointed out that the revenue from adding the new properties along Hwy 93 to the district will offset the cost, along with the position being salaried, which will eliminate overtime for the Battalion Chief position.

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).*

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.) **12/14/2023 at 1:00 p.m. at the Meadview Civic Center (247 Meadview Blvd, Meadview, AZ 86444).**

Minutes prepared by: Glenn Gardner

Date: 11/21/2023

Minutes signed/posted by: Jen Gardner

Date: 11/21/2023

1:00 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)