



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 **12/14/2023 at 1:00 p.m.** The meeting was held at **the 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, were subject to Board consideration, discussion, approval, or other action. All items were set for possible action.

1) CALL TO ORDER

Director Koeppen called the meeting to order at 1:00 pm.

2) ROLL CALL OF BOARD MEMBERS

Director Garza – Present

Director Koeppen – Present

Director Nelson – Present

Director Braaten – 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 Pledge of Allegiance and held a moment of silence in honor of those who have fallen in service. 1:01 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 is scheduled for this meeting.

5) MINUTES

a. 11/16/23 regular minutes

Director Nelson moved to accept the 11/16/23 regular minutes as written.

Director Braaten seconded the motion.

All board members voted AYE, the motion carried and the minutes were approved. 1:03 pm

6) CONSENT AGENDA

a. **Chief Report:** presented by Chief Bonnee at 1:04 pm

(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

EMS Calls:67

Dolan Transports: 51

Fire Calls:17

Mutual Aid calls: 5

Hwy 93 Calls: 27

Meadview calls: 13

Meadview coverage days: 17

Meetings/Conferences/Training

Run Review

District Vehicles: The old brush truck with the blown motor was sold on public auction for \$11,100

District Properties: Nothing new to report.

Projects in the works :

- We received the signed contract back for the Shell station in White Hills and another for the residence that the company owns.
- We are still working with the TA and the nut farm for their annexation.
- We did participate in the Kingman Christmas parade of lights, and we had a 3 way tie for first place for the best decorated vehicle.
- PS Trax is up and running; we are going through the training of all the employees on how to use it and their logging in and getting them familiar with the platform.
- The new ambulance we have being built should be ready by the first week of February at the latest; the build is in progress

b: Financial Report: presented by Gabe Buldra of JVG via phone at 1:08 pm

Key points:

- Revenue for the month of November is \$275,631, which is over budget by \$122,159.
 - Tax Revenue for November is \$163,969 which is over budget by \$39,538.
 - Non-Tax Revenue for November is \$111,662 which is over budget by \$82,621.
 - Ambulance revenue is over budget \$4,880.
 - Wildland revenue is over budget \$72,034.
- Expenses for November totaled \$89,759 which is over budget by \$5,746.
- YTD Total Revenue is \$741,799 which is \$44,561 over budget.
- YTD Expense is \$700,296 which is \$123,898 over budget.

Mr. Buldra pointed out that building and vehicle maintenance costs continue to be over budget and that will be addressed in preparation of next year's budget. Director Nelson asked if money was being set aside in advance for replacing equipment that grows old. Mr. Buldra replied that that isn't happening due to lack of funds, but the chief is constantly watching and taking advantage of opportunities to get affordable replacement equipment when it shows up on the market.

Director Koeppen asked who contracted Brian Richards for this year's audit. He replied that it was paid for through Bill.com, approved by Dir. Nelson. There was some discussion about going out for bids and competing next year's audit. Mr. Buldra recommended getting an RFP out early because many of the auditing companies are having trouble keeping up with demand and it may be difficult to attract bidders. 1:20 pm

Director Koeppen called for a motion to accept the consent agenda.

Director Nelson moved to accept the consent agenda as presented.

Director Braaten seconded the motion.

All directors present voted AYE, the motion carried and the consent agenda was accepted at 1:21 pm.

7) REGULAR SESSION

Old Business:

No old business carried over from previous meetings.

New Business:

a. **Discussion and possible action:** Report from Risk Management/Ambulance Committee (Director Braaten)

Director Koeppen read the report from the committee; high points included:

- Accountability: a paper trail already exists from the physical service provided by LMRFD to final disposition of the subsequently generated invoice. The status of each invoice needs to be recognized at given points in time and be periodically reviewed to insure LMRFD is receiving payment for its services.
- Each billing vendor should be evaluated on its performance in collecting payments for all invoices. This evaluation will utilize various criteria that will be provided to the Board. The committee will establish criteria based on vendors current reporting and collection history. These findings will be provided to the Board for evaluation.
- The committee will examine internal and external data for accuracy and report their findings to the board. The board can assist this effort by changing the concept of an audit from "the viability" of singular financial reporting provided by JVG to auditing other areas of the "paper trail" that includes all vendors, JVG and internal LMRFD records.

Open discussion ensued until each of the board members fully understood and concurred with the improvement plan. Discussion ended at 1:38 pm.

b. **Discussion and possible action:** Report on development of document and record control processes and evidence of compliance with ARS 41-151-12 (Director Koeppen)

Director Koeppen reported that LMRFD is not fully in compliance with state requirements for storage and retention of documents and records and a document/record control program should be established and adopted as soon as possible. She pointed out that establishing such a program is a lengthy process, but it must be done and she is

working with the Chief to get it rolling. Discussion ensued until all the board members were clear on LMRFD's need and actions to be taken. 1:50 pm

- c. **Discussion and possible action:** Walker & Armstrong consulting Services engagement letter (Director Koeppen, Attorney Cornelius)

Due to a communications glitch, most of the board members did not receive a copy of the Walker-Armstrong letter from Atty Cornelius, so Director Koeppen said she will table this item for the next meeting. 1:52 pm

- d. **Discussion and possible action:** Interview of applicants for open board position (all board members)

After a short pause for the directors to re-review each resume, Jay Fleming was called for interview. His resume shows much experience in fire and EMS response, but none in the area of financial management. He stated he does not regularly attend LMRFD board meetings. 2:02 pm

Ellen Reh-Bower was called for interview. Her resume shows considerable experience in financial management and past experience with the administrative side of the LMRFD fire district. She has served on LMRFD Board committees in the past. She stated that she attends most board meetings, probably 9-10 per year.

- e. **Discussion and action:** Vote for new board member (all board members) 1:08 pm

Based on best fit determined by experience with LMRFD administration and board activity, Director Nelson moved to accept the application of Ellen Reh-Bower. Director Braaten seconded the motion.

All Directors present voted AYE, the motion carried and Ellen Reh-Bower was selected to fill the vacant board chair at 2:10 pm.

- f. **Action:** Director Nelson administered the oath of office to Ellen Reh-Bower at 2:12 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).*

No allowable activity took place, no discussion recorded.

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.) **1/18/2024 at 1:00 p.m. at the Dolan Springs Chamber of Commerce (16154 Pierce Ferry Rd Dolan Springs, AZ)**

Minutes prepared by: Glenn Gardner
Minutes signed/posted by: Jen Gardner

Date: 12/18/2023
Date: 12/19/2023 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)

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