



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 01/18/2024 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, 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 1:00 pm

2) ROLL CALL OF BOARD MEMBERS

Director Garza – 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 Garza led the Pledge of Allegiance and a moment of silence for those lost in the line of duty at 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 was scheduled for this meeting.

5) MINUTES

a. 12/14/23 Regular minutes

Director Garza moved to accept the minutes as submitted.

Director Nelson seconded the motion.

All three directors voted AYE, the motion carried, and the minutes were approved as submitted at 1:02 pm.

6) CONSENT AGENDA

a. Chief Report: to be 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.)*

Chief Bonnee presented the monthly chief's report at 1:03 pm, highlights as follows:

Run Report:

AMR Transports: **0**
EMS Calls: **81**
Dolan Transports: **65**
Fire Calls: **21**
Mutual Aid calls: **3**
Hwy 93 Calls: **33**
Meadview calls: **11**
Meadview coverage days: **17**

Meetings/Conferences/Training

Run Review

District Vehicles: We did put our oldest ambulance up for public auction.

District Properties: Replacement garage door at Station 41 will be installed next week.

Projects in the works :

- AFG grants have opened again, and we are applying again for the new water tender and a staffing grant.
- We are getting the rest of the annexations on Hwy 93 finished up.
- The new ambulance is still coming along and is expected to be delivered by the 3rd week of February.
- Battalion Chief Matt Pagliero and I attended the Com meeting in Meadview. I spoke at the meeting, and we were welcomed and spoken highly of.
- Battalion Chief Pagliero has set up a new training calendar and we are having all personnel go through weekly training.
- In a couple of weeks, we will be having our annual physical agility testing for all personnel.

b. Financial Report:

Gabe Buldra of JVG presented the monthly financial report at 1:14 pm, leading off with reporting that JVG has been working with the board and vendors on ambulance billing issues. He stated that when he looks across the region at other fire districts JVG works with, LMRFD is one of the most successful at collecting, but the review of internal processes has revealed some areas for process improvement.

With the recent addition of the battalion chief position and resultant improvement in run reporting, an effect is already being seen. Additionally, some changes are being worked out at the end of the process to go back and get missing information from the hospitals. He and the chief are expecting to see more positive change as a result of improved communication with our billing vendor and the increased attention to detail. The chief has given Fire Recovery/EMS restricted access to LMRFD systems that allows them to view run information and compare with their records.

Other highlights as follows:

- Revenue for the month of December is \$156,191, which is over budget by \$22,537.
 - Tax Revenue for December is \$101,594 which is over budget by \$898.
 - Non-Tax Revenue for December is \$54,598 which is over budget by \$21,640.

- Ambulance revenue is over budget \$8,735.
- Sale of vehicle for \$11,100.
- Expenses for December totaled \$107,419 which is over budget by \$16,506. This was primarily driven by the cost for repair of a blown turbo on one of the critical vehicles.
- YTD Total Revenue is \$897,991 which is \$67,099 over budget.
- YTD Expense is \$811,323 which is \$144,012 over budget.

Financial report wrapped up at 1:43 pm.

Director Koeppen called for a motion to accept the consent agenda, and Director Garza moved to do so, with Director Nelson seconding the motion. All three directors voted AYE, the motion carried, and the consent agenda was approved at 1:44 pm.

7) REGULAR SESSION

Old Business:

- a. **Discussion:** Walker & Armstrong consulting Services engagement letter (Director Koeppen, Attorney Cornelius) Attorney Cornelius joined the meeting via phone at 1:48 pm. He explained that, in his view, IF the board decided forensic auditing was necessary, the auditing should be done by an outside entity not involved in the activities being audited. He said he provided Walker-Armstrong as a possibility because he has worked with them recently and found them to be capable and responsive. Further discussion ensued around the topic of auditors not auditing their own work.
- Director Nelson was concerned about the scope of work proposed by Walker-Armstrong not being adequate or applicable. During the ensuing discussion, at 1:57 pm, it came to light that Atty Cornelius was and has been unaware that LMRFD operates an ambulance service. Discussion continued until the board fully understood the recommendation by Atty Cornelius and his reasons for it. Discussion in the topic wrapped up at 2:06 pm.

New Business:

- a. **Discussion:** Seating new board member Ellen Reh-Bower (Director Koeppen)
- After confirming that she has completed the required Open Meeting Law training and had her oath of office notarized, new director Ellen Reh-Bower took her seat at the directors' table at 2:07 pm.
- b. **Discussion and possible action:** Gabe Buldra of James Vincent Group will do a presentation reviewing the services JVG provides for the district. (Chief Bonnee) 2:07 pm
- Because it has been quite some time since JVG came on board as LMRFD's accountants, and the board now consists of an almost entirely new roster, Gabe Buldra took the floor representing JVG and gave a presentation to inform and update the board members about the services JVG currently is providing for LMRFD, internal controls as a concept, and the internal controls in place by JVG in the district's behalf. The presentation and ensuing discussion while directors familiarized themselves with new details ran until 2:37 pm.
- Director Koeppen took a moment to express concern that the district has incomplete process documentation and it needs to be updated and completed for training and continuity purposes. Admin will prepare a presentation on policies, procedures and work instructions for next month's meeting. Discussion ended at 2:45 pm
- c. **Discussion and possible action:** Update from Risk Management/Ambulance Committee (Director Koeppen)
- Director Reh-Bower reported that the committee has not met recently. She said Director Johnson has withdrawn from the committee and Director Braaten plans to continue with the effort. Director Koeppen asked Director Reh-Bower if she feels that the committee has accomplished the board's goals, and if it might be time to call it a job well done and disband the committee. Director Reh-Bower agreed that since the committee has identified specific issues, and steps are being taken to resolve those issues, the committee could be decommissioned at this time.

Director Reh-Bower moved to dissolve the ambulance/risk management committee because it has achieved its purpose.

Director Nelson seconded the motion.

All four directors voted AYE, the motion carried. and the committee was officially disbanded at 2:48 pm.

d. Discussion and possible action: Director Braaten Resignation

Director Koeppen announced that Director Braaten submitted his resignation from the board effective January 16, 2024. She spoke about his exemplary service to the Dolan Springs and Meadview communities over such a long period of time and the many contributions he has made. The District owes Mr. Braaten a debt of gratitude. She reluctantly moved to accept Director Braaten's resignation.

Director Nelson seconded the motion.

All four directors voted AYE, the motion carried, and former Director Braaten's resignation was accepted.

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.

Admin presentation on Policies, Procedures and Work Instructions

LMRFD legal representation (Director Nelson)

10) NEXT REGULAR BOARD MEETING DATE & LOCATION. (Subject to change, notice/announcement will be posted via District Website, if any changes occur.) **02/15/2024 at 1:00 p.m. at the Meadview Civic Center (247 Meadview Blvd, Meadview, AZ 86444).**

Director Garza moved to adjourn at 2:57 pm.

Director Reh-Bower seconded the motion.

All four directors voted AYE and the meeting was adjourned at 2:58 pm.

Minutes prepared by: Glenn Gardner

Date: 01/23/2024

Minutes signed/posted by: Jen Gardner

Date: 01/23/2024 1:00pm

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)