



Lake Mohave Ranchos Fire District
16126 Pierce Ferry Road, Dolan Springs, Arizona 86441
Office: (928) 767-3300 · Fax: (928) 767-3301
www.lmrfd.org

**MINUTES OF 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 **07-17-2017** at **1:30 p.m.** The meeting was held at **The Dolan Springs Chamber of Commerce, located at 16154 Pierce Ferry Road, Dolan Springs, AZ 86441.** 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 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.*

MINUTES

1. CALL TO ORDER.

- Director Karash called the meeting to order at approximately 1:30 p.m.

2. ROLL CALL OF BOARD MEMBERS.

- Director Michael Karash; Clerk, Director Deb Cass, Director Eric Terrill and Director Charlotte Kiffer were in attendance. Director Steve Berg; Chairman was not present. Director Karash acted as Chairman for the meeting.

3. PLEDGE OF ALLEGIANCE.

- Recited

4. APPROVAL OF MINUTES

- a. Regular Session 6/19/2017
 - Director Cass motioned to postpone the approval of 6/19/17 regular minutes, Director Terrill 2nd. All members present in favor. Motion carried.
- b. Executive Session 6/19/2017
 - Director Cass motioned to postpone the approval of 6/19/17 executive session minutes, Director Terrill 2nd. All members present in favor. Motion carried.

5. REPORTS AND CORRESPONDENCE

- a. June 2017 Financial Report(s) *(The financial report(s) are to be reviewed and approved by the Board.)*
 - o Mr. Buldra reported the financials for the month of June, noting that the Revenue for June 2017 was \$48,825 which was \$17,911 over budget. Mohave County Revenue for June was \$23,456 which was \$19,992 over budget, and non-tax Revenue for June was \$25,369. Expenses for June totaled \$87,490 and Fiscal Year Revenue is \$916,697, with Fiscal Year Expenses totaling \$715,449 which is \$228,011 under budget. Mr. Buldra also explained that payroll expenses for June were slightly over budget for the month, due to a 3rd payroll run for that month. Director Kiffer asked if anything “jumped out” for the Year End finances, per Mr. Buldra the only thing he noted was vehicle expenses were slightly high, but nothing major “jumped out.” Mr. Buldra also noted for Year End the District had \$391k remaining in the bank for carry-over. Director Cass motioned to approve the financials for the month of June, Director Karash 2nd. All members present in favor. Motion carried.
- b. Fire Chief’s Report *(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.)*
 - o May total calls were 67, with 32 transports, 13 refusals and 2 transported via helicopter.
 - o June total calls were 75, with 40 transported, 8 refusals and 2 transported via helicopter.
 - o Chief DeMaio reiterated his vacation will begin at the end of July through August 13/15 2017, noting that Captain David Martin from GVFD will assist in Chief capacity while Chief DeMaio is away. Also noting that all proper communications have been made through Dispatch, etc.
 - o The heat wave caused mechanical issues with apparatus, which lead to repair order along with normal repairs that have been needed.
 - o A temporary staffing agency has reviewed the facility (office) for work conditions for a temporary worker to fill a temporary Administrative Assistant position.
 - o Ambulance delivery delay due to specific parts on back-order.
 - o Welcome Jeff Stapleton! Hired as a full-time CPE with 9 years experience, coming to LMRFD from KFD.
 - o Attended WACMS, Pre-hospital care committee, run-review and KFD for Image Trends info. Review of Image Trends updating software.
 - o The new Chevron is slated to open at the end of this week.

6. BUSINESS

- a. Discussion and possible action regarding: PSPRS contribution refunds due per Hall/Parker; disbursement of funds. (Buldra/Administration)
 - o Mr. Buldra reported that the total refund amount to be disbursed for LMRFD is \$28,302 in contributions. The interest amount is \$4,587 which is a grand total of \$32,889. The breakdown of interest is not available from PSPRS at that moment, the breakdown for employee's has been provided through PSPRS. Mr. Buldra noted that he suggests



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the District pay this out in a lump sum within the next 2-3 weeks, noting that in between a payroll cycle is the best option. Mr. Buldra also noted that essentially this pay-out is a credit once paid, indicating that further disbursements to PSPRS will halt until the credit is met, approximately 10 pay-periods. Mr. Buldra also noted that the District has the capacity to pay in a lump sum due to the carry-over and Year End balance. Once the interest is determined, that pay-out will occur as well. Director Terrill wanted to know why PSPRS isn't making the payment directly to the employee's. Mr. Buldra explained that the monies have to be given back from the same originating source, per IRS guidelines. Director Karash wanted to verify how the amounts were provided. Mr. Buldra noted that PSPRS performed the calculations based on each employee with rate and time in the system which calculated their individual amounts owed and each employee's amount is different. Director Kiffer motioned to approve the disbursement of the PSPRS contributions in between a pay-period cycle, Director Cass 2nd. All members present in favor. Motion carried.

- b. Discussion and possible action regarding: Review of draft Administrative Staff Office policy; hours of operation and/or possible approval of policy. (Administration)
 - o Chief DeMaio noted that this is a draft policy for review. Chief DeMaio gave a brief overview as to what the policy directs, noting that it is a specific policy going over hours of operation for the Administrative Office, also noting it is policy; process and mandorty state and federal laws to adhere to, along with holiday pay and travel time. There is a clause for office closures noted as well, due to personal staffing issues. Director Terrill motioned to postpone this item for review and it be placed on the August agenda, Director Cass 2nd. All members present in favor. Motion carried.
- c. Discussion and possible action regarding: Review of draft Vacation policy; accrual of hours; usage; limitation and/or possible approval of policy. (Administration)
 - o Chief DeMaio noted this is draft policy for review and noted that per Mr. Buldra this is within the budget to sustain. Chief DeMaio also noted that this policy is an incentive for current employee's and future employee's. The policy is specific for Vacation and highlights the policy, purpose, use, etc. Chief DeMaio noted that the accrual rate is

1.85 hours per pay-period, providing employee's with a 48 hour shift for vacation use upon one year employment completion with LMRFD. Chief DeMaio stated that the 48 hours can be rolled over with a maximum accrual of 96 hours and upon that the accrual will cease until used. Chief DeMaio noted that with Prop 206 it is sole and separate from Vacation due to state laws, so Vacation and Sick will be calculated and deducted separately. Director Kiffer motioned to postpone this policy for review and have it placed on the August agenda, Director Karash 2nd. All members present in favor. Motion carried.

- d. Discussion and possible action regarding: Resolution 2017-03; certificate of authority; addendum regarding finance package of 2016 Ford AEV Traumahawk. (Administration)
 - o Chief DeMaio noted this paperwork had to go to the Attorney for review and adjustment adding in information regarding the District's formation, board members, attestments, etc. Director Kiffer reviewed and inquired about some of the items listed within the document. Chief DeMaio noted that per Mr. Whittington a District would not be able to attain any future lease agreement without this document in place. Director Terrill noted that he feels "we have not done out due diligence." Also noting, that he made this known at the last meeting. Director Terrill is stating this due to a line within the document, noting he doesn't agree with it. Chief DeMaio stated the bidding process was done, quotes were provided, material was given. Chief DeMaio stated, "I'm not sure what else can be done." Chief DeMaio noted that a majority voted approved the purchase for the new ambulance and the warranty, noting the due diligence was done. Director Karash also noted that everything we do for the District is in good faith, also noting that there has been over \$40k spent within the last couple of months on repairs for the ambulance that the District currently operates with. Director Karash also noted that the District could lose the CON if something happens to the current status of the vehicles. Chief DeMaio stated that without approval of this certificate, the District would lose any other lease purchase opportunity and if the lease purchase that was approved doesn't occur, the District is in breach of contract with the manufacturer with possible ramifications for backing out on an order that is complete, noting possibly being sued. Mr. Buldra noted that there is nothing out of the norm with this certificate that has been presented. Director Karash motioned to sign the certificate agreement, Director Cass 2nd. Directors Karash, Cass and Terrill voted "Aye." Director Kiffer abstained. Motion carried.
- e. Discussion and possible action regarding: Review of Dispatch IGA with Kingman Dispatch. (Administration)
 - o Chief DeMaio noted this is a renewal contract with KFD. Director Terrill motioned to approve, Director Cass 2nd. All members in favor. Motion carried.



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- f. Discussion and possible action regarding: Annexation into LMRFD for the Switzer property; Section 1 Township 30 North, Range 17 West, Track 1194, Meadview Valley Unit 1, Lot 126, 655 Ashley Cove. (Berg)
 - o Director Kiffer motioned to accept the annexation for the Switzer property into LMRFD, Director Terrill 2nd. All members present in favor. Motion carried.
- g. Discussion and possible action regarding: Resolution 2017-02; resolution of tax levy override. (Administration)
 - o Chief DeMaio noted this was an updated version with changes per the Board's request from the last meeting. Chief DeMaio noted that the word “ambulance” could not be added in as instructed, and the Giehl company (Attorney) has not responded as to why that can't be included. The revised resolution with changes and a certificate for signature has been provided to the Board for completion. Director Terrill wanted to know if the word “equipment” could be used instead. Chief DeMaio noted a pamphlet is what is going to the voters, not the resolution. Chief DeMaio noted the information for the pamphlet is being prepared now. Director Terrill motioned to approve Resolution 2017-02, Director Cass 2nd. All members present in favor. Motion carried.
- h. Discussion and possible action regarding: Review of credit card payment for ambulance service(s). (Kiffer)
 - o Director Kiffer suggested a draft policy for credit card authorizations for ambulance services rendered. Chief DeMaio noted that a credit card machine would not be needed, the credit card information would be obtained on the report like insurance information is and then processed through our ambulance billing company. Chief DeMaio noted that the draw back is the credit card information being obtained and someone stating their information was stolen, etc. Director Kiffer is looking for the District to get paid for services rendered and keep the revenue coming in. Director Kiffer motioned to have the Chief and legal counsel put together a policy for review for the acceptance of credit card payments for ambulance service. Director Karash 2nd. All members present in favor. Motion carried.

7. CALL TO THE PUBLIC. *Consideration and discussion of comments and complaints from the public. Those wishing to address the Lake Mohave Ranchos Fire District Board need not request permission in advance. 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.

- An inquiry and opinion regarding the tax override information
- An inquiry regarding the Administrative office hours was asked, regarding part-time open hours vs. full-time open hours. It was explained the budget can't support full – time operations for the office to be open. A further opinion was given regarding the tax levy override regarding medical equipment as an advantage.
- An inquiry about having two separate District's; due to being “kicked out of a Dolan Springs Facebook group.”
 - *Please note, no names were indicated or provided during the call to the public, therefore that is why they aren't reported on here.*

8. CONSIDERATION OF FUTURE AGENDA ITEMS.

- Separation of District into Dolan Springs and Meadview
- Annexation Committee update
- Credit Card policy
- Postponed items reported

9. NEXT REGULAR BOARD MEETING DATE & LOCATION.

- Meadview Civic Center, 1:30p.m.

10. ADJOURNMENT.

- Director Karash adjourned the meeting at approximately 3:00 p.m.

MINUTES prepared by: *Karen Jackson*
(This is a working draft, until Board approval)

Date: 07/19/2017