



**Lake Mohave Ranchos Fire District**  
16126 Pierce Ferry Road, Dolan Springs, Arizona 86441  
Office: (928) 767-3300 · Fax: (928) 767-3301  
[www.lmrfd.org](http://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 12-19-2016 at 1:30 p.m. The meeting was held at the **Meadview Civic Association (MCA), 247 E. Meadview Blvd. Meadview, 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 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 Steve Berg called the meeting to order at approximately 1:35 p.m.

**2. ROLL CALL OF BOARD MEMBERS.**

- Eric Terrill, Debora Cass, Charlotte Kiffer, Michael Karash; Clerk and Steve Berg; Chairman were present.

**3. PLEDGE OF ALLEGIANCE.**

- The Pledge of Allegiance was recited.

**4. APPROVAL OF MINUTES**

- a. Regular Session 11-21-2016
  - Director Berg motioned to approve the minutes, Director Kiffer 2<sup>nd</sup> with correction on pg. 6. Director Berg, Director Kiffer, Director Terrill, Director Cass voted "Aye." Director Karash abstained. Motion carried.

**5. REPORTS AND CORRESPONDENCE**

- a. November 2016 Financial Report(s) (*The financial report(s) are to be reviewed and approved by the Board.*)
  - Director Berg stated the Mohave County revenue for November was \$117,721; non-tax revenue was \$31,082; expenses were \$55,460; noting that personnel, managerial and communication

costs were all under budget for November. Director Berg stated that vehicles and repairs were over budget in amount of \$5,102 for the month of November. Director Berg stated for November month-end the balance in the warrant account was \$422,681.38. Director Kiffer motioned to approve the financials, Director Terrill 2<sup>nd</sup>. All members present in favor. Motion carried, unanimously.

- 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.)*)
- 46 total calls for the month of November; 28 of the calls were EMS.
  - Thank you to the community for the donations of handmade teddy bears for the ambulances, cookies/treats delivered to the Station.
  - A full-time FF is leaving LMRFD; will remain as a POC for the District.
  - Fire Codes that are necessary for the public safety and fire flow, not business codes. These codes are not intended to shut any business down or hinder any business.
  - Station 42 was cleaned-up
  - WACEMS grant has been submitted, pending review/result.
  - Brush Truck at St. 43 will be recommissioned.
  - Enrolling into public safety auction site to place 3 out-of-service vehicles up for auction; monies to go to the District upon sale.
  - Removal of MRX and Lexipol from Agenda; not within budget at this time.

## 6. BUSINESS

- a. Discussion and possible action regarding: Possible acceptance of a bid from HighTech Pro Solutions; server removal; active workstation installation; fax, telephone, internet set-up/repair; monthly maintenance. (DeMaio/Administration)
- Chief DeMaio explained that the Board Members received two quotes; one for a server set-up and one for workgroups. Chief DeMaio explained that per the IT professional who did both estimates, the District didn't need a server due to the size of the department versus using a workgroup instead. The District doesn't have enough to support the server and it would be "over-kill." Chief DeMaio explained the current server is full; the District would need to purchase a server along with the work to perform the set-up. With the workgroups; 3 desktop computer towers would be purchased. Each quote was descriptive in the work to be performed. Director Kiffer wanted to know if 3 bids had been received. Chief DeMaio stated one bid (received) has come through. Director Cass stated a 3 GB server wasn't sufficient enough and to "tack on a couple extra hundred dollars to that



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quote.” Chief DeMaio stated the most inexpensive server was quoted to give the Board an idea of the cost. Chief DeMaio stated a lot of server space isn’t needed due to EMS billing being outsourced therefore it doesn’t take up a lot of space. Director Cass wanted to know why there is a monthly maintenance fee, stating “if it is up and running as it should you shouldn’t have to pay a monthly fee.” Chief DeMaio explained that the monthly fee is based on if there are any issues with anything related to communication/electrical items and software issues. Based upon need and use only for the fee to be paid. Director Kiffer wanted to know if there needed to be a “conflict of interest clause.” Ms. Jackson stated a contract stating “conflict of interest clause” would be warranted. Director Terrill asked about the desktop computers needed. Chief DeMaio stated the desktop computers are not quoted because the District needs to decide on that, it doesn’t pertain to the individual quoting for services. Director Berg motioned to receive two additional quotes, Director Cass 2<sup>nd</sup>. All members present in favor. Motion carried, unanimously.

- b. Discussion and possible action regarding: Purchase of four (4) mattresses for the District fire stations in amount of \$350 each. (DeMaio)
- Chief DeMaio stated one mattress at St. 41 had water damage; all the mattresses have reached their lifespan. Chief DeMaio stated Factory Direct would provide 4 mattresses for \$350 each. Director Kiffer wanted to know why 4 mattresses were needed. Chief DeMaio stated there are three bunk rooms at St. 41 and one bunk room at St. 43. Director Kiffer wanted to know if there are only two fire personnel working at St. 41, why 3 mattresses were needed. Chief DeMaio explained it’s standard to have all the bunk rooms furnished with mattresses, each individual is selective with the bunk room of their choice and if he is on a late night call the other room would be utilized as well. Director Karash agreed with Chief DeMaio’s statement. Chief DeMaio explained the mattresses come with a 100 night sleep guarantee or 100% money back, and they come with a 10 year warranty. Director Kiffer motioned to purchase the mattresses, Director Cass 2<sup>nd</sup>. All members present in favor. Motion carried, unanimously.
- c. Discussion and possible action regarding: Review of Quotes for an Ambulance. (DeMaio)

- Chief DeMaio stated the Board of Directors can review the quote provided, also nothing that additional quotes are pending to be received. Chief DeMaio suggested this item be tabled due to pending quotes to be received, pending projection of Budget for FY 2017-2018 as well. NO ACTION.
- d. Discussion and possible action regarding: AFDA 2017 Winter Conference; lodging costs; conference cost; schedule of mandatory classes; reimbursement. (Administration)
  - Director Berg noted that the Board of Directors will be in attendance for the annual AFDA Conference in January. Director Kiffer wanted to know if they were scheduled for classes or could “float.” Ms. Jackson stated “each Board Member is scheduled for classes.” Director Berg wanted to know if the monies donated for AFDA covered the cost. Ms. Jackson stated “yes.” Director Kiffer motioned that Director Cass’s room be reimbursed, Director Berg 2<sup>nd</sup>. All members present in favor. Motion carried unanimously.
- e. Discussion and possible action regarding: Formation of a Local Board for PSPRS for Lake Mohave Ranchos Fire District. (DeMaio)
  - Chief DeMaio stated that it is mandatory to have a local PSPRS board consisting of 5 members. Ms. Staab wanted to know what the local board did. Chief DeMaio stated they meet at minimum once a year to review, if an employee wants to medical-out the board would hold a meeting, and when an employee is retiring they would have a meeting. Pat Kelle-Staab was nominated and accepted as the member of the public. Director Karash accepted the position also. Chief DeMaio noted he would talk with the firefighters to see in that area who like to be on the local board. Ms. Jackson will be the Secretary for the board. NO ACTION from the BOARD.

**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.*

- Vern Farris wanted to inquire about Helicopter Transportation, and defibrillators. Chief DeMaio instructed Mr. Farris to call the office for inquiry regarding these two items.
- Bobby Porizo donated shirts to the Board of Directors and Administrative Staff for AFDA stating he wanted the public to know LMRFD is alive and well. Mr. Porizo noted that saved up cans helped pay for the shirts. Mr. Porizo also noted the lunch at AFDA is fantastic, that attending AFDA just scratched the surface, but is good for networking also.



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**8. CONSIDERATION OF FUTURE AGENDA ITEMS.**

- Item 6a will be continued
- Item 6c will be continued
- Thank You letter to the community of Meadview within the newspaper/Home Town Crier.
- Executive Session – Chief DeMaio’s Contract
- Executive Session – Line of Credit received/cost
- Executive Session - Projections for Budget FY 2017-2018
- Executive Session – Salaries/Wages & Benefits

**9. NEXT REGULAR BOARD MEETING DATE & LOCATION.**

- January 16, 2017 will be the next Regular Board Meeting; located at Dolan Springs Chamber of Commerce at 1:30 p.m.

**10. ADJOURNMENT.**

- Director Berg adjourned the meeting at approximately 2:28 p.m.

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

**Date:** 12/21/2016