



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 01-19-2017 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 Berg called the meeting to order at approximately 1:30 p.m.

2. ROLL CALL OF BOARD MEMBERS.

- Michael Karash, Steve Berg, Charlotte Kiffer were in attendance. Debora Cass was in attendance via phone. Eric Terrill was not present.

3. PLEDGE OF ALLEGIANCE.

- The Pledge of Allegiance was recited.

4. APPROVAL OF MINUTES

- a. Regular Session 12-19-2016
- Director Kiffer motioned to approve the minutes with a change reflecting pg. 2 top paragraph "inexpensive" needs corrected. Director Cass 2nd. All members present in favor. Motion carried unanimously.

5. REPORTS AND CORRESPONDENCE

- a. December 2016 Financial Report(s) (*The financial report(s) are to be reviewed and approved by the Board.*)
- Director Berg stated the Audit is almost complete. The Revenue for December were \$53,805; Non-Tax Revenue was \$10,477; expenses for December totaled \$76,856. The balance as of 12/31/16 in the warrant and payroll accounts combined was \$429,587.38. Director Kiffer inquired

about the Non-Tax Revenue being less than assumed, Chief DeMaio explained calls were down about 100 less than the year prior to bring that revenue in which effects it. Director Karash motioned to approve the minutes, Director Kiffer 2nd. Director Karash, Director Kiffer and Director Berg motioned to approve, Director Cass abstained. 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.)*
 - Total call for 2016 were 775 calls excluding December. (The December run report has not been completed to provide those numbers yet.)
 - Warranty repair on Ambulance 1186 is completed.
 - Grant submission for the next budget cycle / grant opportunity will be presented. Grant workshop is Flagstaff is with tight time constraints; next cycle presents better opportunity. Grant was being based around Terrorism and Dept. of Homeland Security; justification for grant needed. Best interest to wait for other grant cycle.
 - WACMS grant was submitted; \$8400.00 to purchase Cardiac Monitor.
 - Engine 411 pump failure; estimates being gathered for Board approval.

6. BUSINESS

- a. Discussion and possible action regarding: Possible acceptance of a bid for server removal; active workstation installation; fax, telephone, internet set-up/repair; monthly maintenance. (DeMaio/Administration)
 - Chief DeMaio stated per last meeting discussion Board wanted to remove any type of monthly maintenance plan associated with work. Chief DeMaio reviewed the 3 quotes and 1 denial within the packets. Chief DeMaio stated that Quote #4 had a contract attached with it and stated that this wasn't a contract deal and legal counsel would have to review. Director Berg stated that legal counsel review of a contract would cost more than the work to be performed. Chief DeMaio reviewed HighTech Pro Solutions quote and Added Resources, Inc. quote stating they are very close "dollar for dollar" if you subtract out the website work. Also, noting that Added Resources, Inc. didn't address the installation and setup of a workgroup for 10 or less users. Director Cass stated Quote 1 is providing more options to the District and Quote 4 is missing a lot of information. Director Kiffer motioned to approve Quote 1 less the \$150.00 maintenance plan. Director Cass 2nd. Director Karash wanted to know what the hourly rate would be for maintenance should it be needed. Chief DeMaio stated he would receive clarification on that. Director Berg noted the conflict of issue, Chief DeMaio stated it is not a contract or contract work. Director Kiffer noted that Quote 1 from Hightech Pro Solutions is owned/operated by Jeff Jackson who is related to LMRFD



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- Administrative Assistant and wanted to clarify that all quotes were reviewed, three were received and the Board is acknowledging the relationship. Motion carried unanimously.
- b. Discussion and possible action re: authorize the purchase of 3 towers (for desktop computers); review. (Administration)
- Chief DeMaio stated he would request that the Board provide and “up to” spending limit for the towers and software needed. Chief DeMaio suggested up to \$400 per tower and software cost of up to \$1500.00 that may be needed. Chief DeMaio stated GSA pricing would be reviewed. Director Cass stated GSA pricing usually isn’t available for software; stating that Adobe usually costs \$600.00. Director Berg motioned to authorize \$1200.00 for towers (all 3 needed) and \$1500.00 for software. Director Karash 2nd. All members present in favor, motion carried unanimously.
- c. Discussion and possible action regarding: Lease purchase of an Ambulance. (DeMaio)
- Chief DeMaio stated he would like direction from the Board to be able to get in depth quotes and physically view ambulances to compare/cost to present to the Board for approval. Also, noting that before viewing any ambulances and contacting additional companies regarding quotes, that the Board needed to provide direction. Chief DeMaio stated there were 2 quotes thus far for the Board to review, noting one quote is around \$140k mark and the other is \$170k mark. Chief DeMaio also noted that per Mr. Buldra (District’s Accountant) it is budgeted to spend \$30,000 towards the purchase of an Ambulance. Chief DeMaio stated in receiving quotes he would be requesting specific specs, etc. for the Ambulance so the quotes are all within the ball-park for the District. Director Kiffer motioned to authorize Chief DeMaio to receive quotes, Director Berg 2nd, all members present in favor. Motion carried unanimously.
- d. Discussion and possible action regarding: Thank you dinner for the pay-it-early campaign. (Kiffer)
- Director Kiffer reviewed the hot dog/hamburger lunch in Dolan Springs and Meadview area, noting that her question was the approach for the attendees. Chief DeMaio suggested that it should be a come one come all event and not exclude anyone unless there is consultation with legal counsel regarding that. Director Berg

stated including all Meadview would be good for the District and show the growth for the District. Director Cass wanted to know if an estimate of people attending could be provided so that items to purchase would be within range. Director Kiffer reviewed; one day, two locations, invite everyone within the communities. Director Kiffer and Director Berg reviewed health cards, inspections and permits. All Board members were in agreeance for 4/29/17 11-1pm for the date/time. Director Kiffer stated in March the Board would revisit this item for finalization.

- e. Discussion and possible action regarding: AFDA 2017 Winter Conference; review. (Board)
 - Chief DeMaio noted that the attendance records reflect the staff and Board were present at AFDA.
- f. Discussion and possible action re: Authorize Michael Karash as a signer to the Wells Fargo Payroll Account and to the Wells Fargo Warrant Account-Mohave County for Lake Mohave Ranchos Fire District. (Administration)
 - Director Kiffer motioned to approve/add Director Karash to the accounts as an authorized signer, Director Berg 2nd. All members present in favor. Motion carried unanimously.

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.*

- **NONE.**

8. CONSIDERATION OF FUTURE AGENDA ITEMS.

- Pay it early lunch for March Agenda
- Tax override clarification (3.25% to 3.15%)
- Approval and Acceptance of Audit FY 15-16
- Property in Meadview owned by LMRFD
- Access to full financial records
- Payment in lieu of taxes money

9. NEXT REGULAR BOARD MEETING DATE & LOCATION.

- February 15, 2017 @ 1:30 in Meadview

10. ADJOURNMENT.

- Director Berg adjourned the meeting at approximately 2:25 p.m.

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

Date: 01-24-2017



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