



Lake Mohave Ranchos Fire District
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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 **08-21-2017** at **1:30 p.m.** The meeting was held at **The Meadview Civic Center located at 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 Karash called the meeting to order at approximately 1:30 p.m.

2. ROLL CALL OF BOARD MEMBERS.

- Present were Mike Karash, Director; Eric Terrill, Director; Charlotte Kiffer, Director; and Debora Cass, Director.

3. PLEDGE OF ALLEGIANCE.

- Recited

4. APPROVAL OF MINUTES

- **Regular Session 6/19/2017**
- ***June 19th, minutes were also gone over and corrected.***
- Approval of June minutes with corrections were motioned by Director Cass and seconded by Board Member Kiffer.
- **Regular Session 7/17/2017**
- ***Corrections were made to July minutes.***
- Approval of the July corrected meeting minutes were motioned by Board Member Kiffer with a second from Board Member Cass. Vote was unanimous.

- **Executive Session 6/19/2017**
- Board discussed tabling or accept the Executive session minutes.
- Tabled for pending revisions by Mr. Whittington's office with motion by Board Member Terrill, seconded by Board Member Cass.

5. REPORTS AND CORRESPONDENCE

- July 2017 Financial Report(s) *(The financial report(s) are to be reviewed and approved by the Board.)*
 - Board Member Kiffer requested financial reports prior to Board Meetings.
 - Advisor Buldra would try to get them to the Board as soon as possible, but information from county has to come in before financial reports can be prepared and sent out.
 - Advisor Buldra explained financial report to Board.
 - July revenue was \$30,506 with tax revenue of \$10,440.
 - Budget was over by \$1,700.
 - The motion to accept the financial reports were made by Director Terrill and seconded by Director Karash. Vote was unanimous.
- 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.)*
 - July Call Data: 37 EMS calls; 32 Transports; 4 Refusals; 1 Public Assist. Total Calls were approx. 54.
 - Update for the new Ambulance: Financing was finished by deliberation with the attorneys. We managed to obtain the Manufacturer certificate of Origin and vehicle is now registered with ADOT. Next steps are being taken to acquire registration with AZDHS.
 - Chief advised Board of the vehicle being driven to Flagstaff to meet the Inspector on Thursday.
 - LMRFD received 3 letters of Kudos for EMT Tim Bonnee and CEP Jeff Stapleton. Chief read these letters aloud to Public and Board Members.
 - Fire Ban for LMRFD has officially been lifted. LMRFD is now issuing Burn Permits to public.
 - Chief is still researching about the fuel cards and will review in next month's meeting.

6. BUSINESS

- Discussion and possible action regarding: Acceptance of Resignation from Steve Berg; Chairman; from LMRFD Board of Directors.
(Administration)

- There was a motion to accept Chairman Berg’s resignation. Motion was made by Board Member Kiffer and seconded by Director Cass. The vote was unanimous.
- Discussion and possible action regarding: Notice of Vacancy for LMRFD Board Member. (Administration)
 - Board conversed over what to do for the vacancy of the Chairman seat.
 - Chief suggested to place an advertisement canvassing job responsibility
 - Board member Kiffer made a motion for Chief to put out an ad with the Meadview Community News and to the Hometown Crier. Motion was seconded by Director Terrill. Vote was unanimous.
- Discussion and possible action regarding: Review of draft Administrative Staff Office policy; hours of operation and/or possible approval of policy. (Administration)
 - Board Members gave praise to the styling of the Admin Documents.
 - Corrections were viewed corrections were made to the document.
 - Board decided they want to be notified if Admin is going to take long periods of time off to be away from the office.
 - Motion was made by Director Cass to table the review of the Admin Policy until revisions were made. Motion was seconded by Board member Kiffer. Vote was unanimous.
- Discussion and possible action regarding: Review of draft Vacation policy; accrual of hours; usage; limitation and/or possible approval of policy. (Administration)
 - Chief explained what HR Specialists and the Accountant relayed to him about vacation and sick times. It was recommended to keep them separate.
 - Board’s questions were answered regarding situational circumstances.
 - Motion made by Board Member Karash to postpone accepting vacation policy until a draft was written. Director Kiffer seconded this motion. Vote was unanimous.
- Discussion and possible action: Review and/or acceptance of voter pamphlet for publication for tax override. (Administration)
 - Chief explains the Tax Document being done by Mr. Giel, and the blanks being filled in.
 - The arguments for or against the process were not needed but can be done by a board member or member of the public.
 - Corrections were made to document and board members were interested in how much we paid for the services.
 - Board deliberated about documents further deciding that if we added the flyer to the pamphlet, the motion for acceptance to move forward with the pamphlet was made by Director Kiffer and seconded by Director Terrill. Vote was unanimous.
- Discussion and possible action regarding: Annexation Committee update. (Ellen Reh Bower)

- Ms. Bower gave an update to the Board on the Annexation and the steps needed to carry out the procedures.
- It was also asked of the Board to change the name of the Committee to the Alternative Funding Committee.
- Board was advised that no action needed to be taken, and that the subject would be left on the Agenda.
- Discussion and Response regarding: Separation of LMRFD into Dolan Springs and Meadview Fire Districts. (Administration)
 - Chief explained about what would happen if the districts were to separate.
 - Item was discussed in length and there was no action taken.
- Discussion and possible action regarding: Review and/or update of credit card payment policy for ambulance service(s). (Kiffer)
 - Board Member Kiffer and Chief conversed over and discussed the policy for card payment in the ambulance.
 - Chief advised that the policy is not finished. Questions were asked and answered.
 - Item was postponed until next meeting
- Discussion and possible action regarding: Pay it Early Campaign. (Kiffer)
 - Board discussed Pay It Early Campaign.
 - Board Member Kiffer rescinded item and no action was taken by 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.*

- *Pat Kelley Stabb had a comment regarding the separation of the district. She is opposed to the idea and would like to keep it as is.*
- *Walt Kiffer made a comment about his search for companies that take credit cards. In his search, he found only one company which was in South Africa.*
- *Christine Baker asked about how to obtain copies of the response times in Meadview. Ms. Baker was advised to fill out a public records request.*

8. CONSIDERATION OF FUTURE AGENDA ITEMS.

9. NEXT REGULAR BOARD MEETING DATE & LOCATION.

10. ADJOURNMENT.

- Meeting was adjourned at 3:45pm

MINUTES prepared by: *Karen Jackson/Victoria Smith*

Date: *08/30/2017*