



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 **09-18-2017** 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.

- Meeting started at approximately 1:34pm by Director Karash.

2. ROLL CALL OF BOARD MEMBERS.

- Board Members present were: Mike Karash (Board Clerk), Eric Terrill (Director), Charlotte Kiffer (Director), and Debora Cass (Director)

3. PLEDGE OF ALLEGIANCE.

- Recited.

4. APPROVAL OF MINUTES

a. Executive Session 6/19/2017

- Motion to approve this session was made by Director Kiffer, Seconded by Director Cass. Vote was passed.

b. Regular Session 8/21/2017

- Motion to accept session with changes visible was made by Director Kiffer and seconded by Director Terrill. Vote was passed.

5. REPORTS AND CORRESPONDENCE

- a. August 2017 Financial Report(s) (The financial report(s) are to be reviewed and approved by the Board.)*

- Financial Advisor Gabe Buldra explained the August Financials. Revenue was at \$82,525 and we were over budget by \$52,080. Non-tax revenue was \$17,991 with being under budget by \$6,209. Our expenses totaled to \$55,715 with being \$12,667 under the budget. Year to date revenue is \$119,960 with \$60,675 over budget. Our year to date expenses were \$130,375 with \$33,947 over the budget. Mr. Buldra says this is positively strong and we are in a good position. Our extra money came from the previous levy.
- Director Terrill asked about the difference of 2016 vs. 2017 when we were approximately \$15,000 down in ambulance revenue in the month of July. For the month of August, Director Terrill noted we were down by approximately \$11,000. Director Terrill asked if all these with the cash payout being up by approximately \$10,000 coincide with what Mr. Buldra has on file. Mr. Buldra did not have the information on hand, but will get information for next session.
- On the Balance sheet (Page 2 of Financial Report), Director Kiffer noted a spelling error (Word: Chief). Director Kiffer asked about Image Trend in the monthly disbursement report (Page6). Chief explained what this was regarding. Director Kiffer also asked about the payment to Jeff Jackson and it was explained to her that this was for the second website payout. On page 7, Director Kiffer wanted to know what the QuickBooks charges were for. It was explained that it was the transfer between the accounts.
- Director Karash asked if we were finished paying Bill Whittington, and it was decided that the board will obtain all recent invoices for Mr. Whittington's services.
- Motion to accept Financial reports was made by Director Kiffer and was seconded by Director Cass. Vote was passed.

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.)*

- August call data: 17 EMS calls, 28 9-1-1 calls, 10 patient refusals, 2 unknown, 1 DOA, and 20 Fire Service calls. There was approx. 48 total calls recorded.
- Director Terrill requested a spreadsheet of this year's call logs.
- Phone system was damaged by a storm's residual lightning strike. We have filed a claim with VFIS. At the moment, we are on a loaner system. The old system was too old to be repaired.



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Insurance is covering the new system, and should be installed within the next month.

- We also received windstorm damage to the Quonset Hut (blown out door/siding) in the rear of Station 41, and have filed another claim.
- LMRFD applied for three grants. This is including: Turnout grant, SCBA grant, and Radio Equipment grant. Chief spoke with Admin, and Admin said we may not see any grants upcoming. Some of the Turn-Out, SCBA, and Radio equipment will have to be replaced. These will have to be out of pocket expenses. With the Regional Grant, there will no explanations in the rejection letter. LMRFD will apply for grants next year also.
- AFDA announcement was made to the Board. Approvals can be done in the next meeting.
- Early packet release was explained again and why we cannot give Board Members the packet early. To satisfy Board Members' requests, the meetings may be moved to the fourth Monday of each month to have ample time for packet release and review. This does not conflict with Financial Advisor Buldra's schedule.

2. BUSINESS

- a. Discussion and possible action regarding: Review of draft Administrative Staff Office policy; hours of operation and/or possible approval of policy. (Administration)
 - Admin Policy Draft was reviewed and Director Kiffer pointed out corrections to spelling were made, but not error changes. (30-32 to 19, 31+ to 40, add sentence: chief will notify board about changes to operating schedule, number the pages, 30-32 to minimum of 30, take out: for part time, On should not be capitalized, take out: in, on all pages manager and supervisor must be capitalized, must put in: refer to compensation policy, take out: internet interruptions, to all pages: put Admin Office after District, add in where the reimbursement starts {to be paid from starting point of trip}, should to shall.)
- b. Discussion and possible action regarding: Review of draft Administration Staff Office Vacation policy; accrual of hours; usage; limitation and/or possible approval of policy. (Administration)
 - Draft was reviewed. Questions were raised by both Directors Kiffer and Terrill about the qualifications for leave of absence

being part of the one year's service. Corrections must have specific qualifications and must also be in conjunction of PROP 206 which does not allow certain penalties. This matter was to be sent to Bill Whittington with motion from Director Terrill and seconded by Director Karash. Vote passed.

- c. Discussion and possible action regarding: Review of draft Vacation policy for suppression personnel; accrual of hours; usage; limitation and/or possible approval of policy. (Administration)
 - Board decided to send this as well as the previous policy to Bill Whittington. Motion by Director Kiffer second by Director Cass. Vote passed.
- d. Discussion and possible action regarding: Resolution 2017-004 to be filed with Mohave County of the accepted 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. (Administration)
 - Chief explained the previous problem regarding annexation documents needed for annexation staff. District Administration office staff of LMRFD drafted a resolution for Board to sign.
 - Resolution was accepted with a motion by Director Terrill and a second from Director Cass. Vote passed.
- e. Discussion and possible action regarding: Update and review of credit card payment for ambulance service(s). (Kiffer)
 - Policy did not get sent to us. Chief spoke with Medclaim. Patient must be sent a bill for service. When bill is not paid, bill goes to collections. LMRFD is waiting on Bill Whittington for discussion over credit card matter.
 - Bobby Porzio expressed his opposition to the use of credit card information on the ambulances. He thought it was unethical and immoral to ask for credit card information for payments and that we should focus more on patient care, not getting paid.
 - Review will be carried over to next meeting.

3. **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.*

- a. Bobby Porzio from 30390 Bright angel way in Meadview: Spoke regarding volume of calls during previous years vs. recent years.
- b. Pat Kelley Stabb at Box 94 in Meadview: Wanted to know about LMRFD dealings with Wacom's program. (Chief replied with information the meetings he goes to provides).



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- c. Ellen Rey Bower at (inaudible in session), Dolan Springs: Was advocating for credit card charges. Also made calculations for how much non-collection is.
- d. Walt Kiffer from 7288 W 9th st in Dolan Springs: Thanking and praising Chief for being at town hall meeting. Also asked about the phone systems. Chief told him he would be asking same questions

4. CONSIDERATION OF FUTURE AGENDA ITEMS.

- a. **Alternate Funding Committee**
- b. **Open Board Seat**
- c. **Moving Board Meeting**
- d. **Vacation/Hours of Operation Policies**
- e. **Election**

5. NEXT REGULAR BOARD MEETING DATE & LOCATION.

- a. *247 Meadview Blvd, Meadview, AZ 86444*

6. ADJOURNMENT.

- a. *Meeting was adjourned at approx. 3:05pm.*

Minutes prepared by: Victoria Smith on 9.21.17 at 1:30pm

(This is a working draft until board approval.)