



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 **10-16-2017** at **1:30 p.m.** The meeting was held at **The Meadview Civic Center, located at 247 E Meadview Blvd, Meadview, 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 1:33 p.m.

2. ROLL CALL OF BOARD MEMBERS.

- Director Michael Karash, Director Deb Cass, Director Charlotte Kiffer and Director Eric Terrill were present.

3. PLEDGE OF ALLEGIANCE.

- Recited.

4. APPROVAL OF MINUTES

- a) Regular Session 9-18-2017
 - Director Terrill motioned to table approval of the 9/18/17 minutes for corrections, Director Kiffer 2nd. All members present in favor. Motion passed.

5. REPORTS AND CORRESPONDENCE

- a) September 2017 Financial Report(s) (*The financial report(s) are to be reviewed and approved by the Board.*)
 - Mr. Buldra reviewed the financials with the Board of Directors, reporting that for the month of September, the Revenue was \$15,165, Mohave County Revenue was \$14,255, Non-Tax Revenue was \$19,654 and expenses were \$59,474 which were under budget by \$11,408. Year to date revenue is \$135,390 and year to date expenses

are \$190,698. Mr. Buldra noted that overall the District is under budget and for year to date is under budget by \$44,000. Mr. Buldra also noted that comparatively to this time last year the financials are reflecting a \$14-\$15k difference in ambulance revenue loss. Mr. Buldra noted that the overall trend noticed within Arizona is a drop-in ambulance revenue from call volume. Director Cass wanted to know about the City Towing charge; Chief DeMaio reported that City Towing is the towing company used for District tows (ambulances, etc.) and explained to the Board of Directors that an ambulance was towed due to being broke down. Chief DeMaio also stated that all towing invoices are submitted to the District's insurance company for reimbursement. Director Kiffer inquired about the Chase credit cards and Mr. Buldra stated there was a delay in posting the transactions per item but the payments were posted, noting this would be cleared up and reported on. Director Kiffer inquired regarding a difference in the accounts payable from last year (September) to this year (September) with the difference from 31k last September and 70k this September. Mr. Buldra stated that last year there was uncleared amounts vs. this year there were no uncleared amounts in the payables, everything was posted. Director Kiffer inquired about the equity (assets) report for the District and Mr. Buldra stated the difference is from a report from 2 years ago vs. what was reported last year; noting it is performance from year-to-year. Director Kiffer inquired regarding reports for YTD and Mr. Buldra explained the reports provided are 07/2017 through current and just a September report. Director Kiffer inquired about expenses for Elwood Staffing. Chief DeMaio ensued in clarification as best to his knowledge for the inquiries. Mr. Buldra reported that the Elwood Staffing Agreement is being tracked in the budget under "other professional services," noting that with the current office position there is a savings reflecting in the budget as well. Director Kiffer inquired about the budget amount for the District's Attorney and the YTD expenses. Mr. Buldra reported for FY 17-18 the budget amount for legal services is \$10k and to date \$9400 has been paid to the District's Attorney for legal fees. Director Kiffer also inquired regarding the Administrative Assistant position pay for the FY and Mr. Buldra reported that for the FY it is reflecting a little of \$4k. Mr. Buldra also reviewed the District expense of Quarterly Ambulance payment and when there is a 3rd paycheck of the month for the District employees that cost variances will reflect higher due to those items. Director Cass inquired about the QuickBooks payroll services charge, Mr. Buldra explained that, that is a direct net charge of the payroll deduction and a small fee for QuickBooks to process, noting that is around \$1.50 per direct deposit. Director Cass also inquired about the Federal Tax payments and Mr. Buldra noted those are deposit payments to pay the Federal Tax. Director Karash inquired about the cash-flow and Mr. Buldra noted that is ending balance in the bank



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account for the month reported on. Also noting that compared to last year the District is ahead for reporting balance. Director Cass motioned to accept the financial report, Director Terrill 2nd. All members present in favor. Motion 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.)*)
- 74 total calls for September; 46 EMS calls (29 transports, 17 refusals)
 - Annual Audit 11/17/2017
 - KFD meeting regarding Image Trends (issues with reporting, further assistance and clarification regarding program with Administrators)
 - Erroneous EMS investigation (by local citizen) was quashed by DHS

6. BUSINESS

- a) Discussion and possible action regarding: Review of draft Administrative Staff Office policy; hours of operation and/or possible approval of policy. (Administration)
- Director Kiffer noted that the documents provided in the Board packet weren't reflective of the changes requested. Director Kiffer requested an Executive Session for the 3 policies and "staffing issues." Director Kiffer also stated that the Board was waiting for feedback regarding the policies from Mr. Whittington. Chief DeMaio stated that he was advised by the Board to direct the questions to Mr. Whittington and has received the feedback. Director Kiffer requested a Special Meeting in Executive Session for items 6 A, B, and C. and noted that proper review time was needed for each item. Director Kiffer motioned to table items 6-A, B, C and E for a Special Board Meeting in Executive Session, Director Cass 2nd. All members present in favor. Motion carried.
- 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)

- Director Kiffer motioned to table items 6-A, B, C and E for a Special Board Meeting in Executive Session, Director Cass 2nd. All members present in favor. Motion carried.
- c) Discussion and possible action regarding: Review of draft Vacation policy for Suppression; accrual of hours; usage; limitation and/or possible approval of policy. (Administration)
- Director Kiffer motioned to table items 6-A, B, C and E. for a Special Board Meeting in Executive Session, Director Cass 2nd. All members present in favor. Motion carried.
- d) Discussion and possible action regarding: Global Fleet fuel card(s) for Lake Mohave Ranchos Fire District. (Administration)
- Chief DeMaio noted that fuel card research was conducted, and most companies had a minimum spending and a monthly service fee. He noted that two companies didn't require this. WEX and Voyager were the two companies that were compared. WEX charged additional fees for fueling at certain truck-stops / stations. Voyager didn't have any extra fees associated. Chief DeMaio suggested Voyager for obtaining fleet fuel cards for District apparatus. Also stating Voyager also acts under the name of Global Fleet. Chief DeMaio noted there is no contract for this. Director Terrill wanted clarification regarding percentage rate. Mr. Buldra also stated that with the fuel card we would be able to exercise the excise fuel tax as well, noting there is a "little bit of savings there." Chief DeMaio stated that he believed the percentage rate to be less than 3%. Director Kiffer wanted to know where fueling was currently taking place. Chief DeMaio stated it is at KUSD fuel yard. Director Karash motioned to approve credit cards under Voyager (Global Fleet) for District vehicles, Director Cass 2nd. All members present in favor. Motion passed.
- e) Discussion and possible action regarding: Update and review of credit card payment for ambulance service(s). (Kiffer)
- Director Kiffer motioned to table items 6-A, B, C and E for a Special Board Meeting in Executive Session, Director Cass 2nd. All members present in favor. Motion carried.
- f) Discussion and possible action regarding: Special Election for Lake Mohave Ranchos Fire District. (Kiffer)
- Director Kiffer wanted to know about the ballot mailing and informational pamphlet. Chief DeMaio stated the ballot is a separate mailing from the informational pamphlet. Chief DeMaio stated he would check on the mailings of the pamphlets, noting he was under the impression they had already been mailed because they required pre-postage payment that was paid. Chief DeMaio noted he would research the cost expended and location of pamphlets. No action.
- g) Discussion and possible action regarding: Review of run report and fuel usage for 2016-2017. (Terrill)
- Chief DeMaio stated when looking at these reports depending on the call from Dispatch depends on the vehicles in route and there will be



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multiple vehicles reported for the same call/address depending on type of call which is where is skews the reporting numbers. (Noting that is part of the reporting issue indicated in Chief's report with Image Trends). Chief DeMaio is suggesting looking at overall run numbers reported for more accuracy. Director Terrill inquired about fuel charge and how to record from each vehicle. Chief DeMaio noted that there are special keys for KUSD to obtain fuel. Director Terrill inquired about the mechanic fueling his personal vehicle for District use. Chief DeMaio stated that the District vehicle previously used by the mechanic had broken down and the current vehicle used for District business is a personal vehicle. Chief DeMaio stated as reimbursement the mechanic vehicle fuels up due to District business being conducted. Director Terrill wanted to see a more itemized record for fuel usage. Chief DeMaio stated fuel logs are in each vehicle for fuel tracking and those are available for viewing. Director Terrill requested fuel sheet review starting for October.

- h) Discussion and possible action regarding: Alternate Funding Committee (Bower)
 - Ms. Bower reviewed AFC, needing volunteers, pursuing interest and that she received some information back from the County. Mr. Buldra and Chief DeMaio ensued in reviewing various financial numbers and impact. No action.
- i) Discussion and possible action regarding: Lake Mohave Ranchos Fire District Board Vacancy; possible candidate(s); filling position.
 - A possible candidate, Ed Bennett stated his interest in becoming a Board Member for LMRFD. Mr. Bennett noted that he has an interest as he had served on other boards prior, noting the water board in Mead City was one of them. Director Kiffer motioned to accept Mr. Bennett for LMRFD Board Member, Director Cass 2nd. All members present in favor. Motion passed. (Note: Official swearing in of newly elected Board Member will take place at next meeting.)
- j) Discussion and possible action regarding: Lake Mohave Ranchos Fire District Board Meeting schedule; possible change of meeting dates to the 4th Monday of every month. (Administration)
 - Director Kiffer wanted to know if it would help Mr. Buldra with financial reports to push the meeting back. Mr. Buldra noted that the reports don't come in until around the 11th of the month and it cuts it close for preparation. Chief DeMaio noted that it would help

Administration with timely preparation as well for Agendas, and packets, etc. Chief DeMaio suggested that the Board can set a deadline for Agenda items for preparation of the Agenda. Director Terrill noted he would prefer the packets be ready on the Wednesday before the regular meeting. Director Kiffer motioned to move the regular meetings to the 4th Monday of every month starting January 2018, Director Cass 2nd. All members present in favor. Motion passed.

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.*
 - Walt Kiffer inquired about the decrease in ambulance revenue/use and if other areas have had this happen as well. Also inquiring about collections of monies for ambulance billing.
 - Two other public citizens inquired about calls to dispatch and reporting wrong locations to dispatch to and prefixes of phone numbers being incorrect. (Names of public citizens were inaudible).
 - Pat Kelly Staub inquired about the minutes for the Regular Meeting in June being posted on the District's website. Chief DeMaio noted he would check into that matter.
 - Ellen Reh-Bower inquired about archives of the minutes on the website and financial pages being posted on the website.
8. **CONSIDERATION OF FUTURE AGENDA ITEMS.**
 - Items 6 A, B, C and E will be placed on Special Meeting Agenda for October 23, 2017.
9. **NEXT REGULAR BOARD MEETING DATE & LOCATION.**
 - Special Board Meeting on October 23, 2017 at 1:30 p.m. in Dolan Springs.
 - Regular Meeting on November 20, 2017 at 1:30 in Dolan Springs.
10. **ADJOURNMENT.**
 - The meeting was adjourned at approximately 3:22 p.m.

MINUTES prepared by: *Karen Jackson*

Date: *10/19/2017*

(This is a working draft, until Board approval. Due to interference of background noise and echo within the building some items are inaudible and/or unclear).