



**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 12-18-2017 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.**

- Directors present were: Mike Karash, Deb Cass, Rick Sherwood, Charlotte Kiffer and Eric Terrill

#### **3. PLEDGE OF ALLEGIANCE.**

- Recited

#### **4. APPROVAL OF MINUTES.**

- a. Special Session 10/23/2017
  - Director Karash motioned to approve the minutes, Director Terrill 2<sup>nd</sup>, all members present in favor. Motion carried.
- b. Special Session – Executive Sessions 10/23/2017
  - Director Karash motioned to approve the minutes, Director Kiffer 2<sup>nd</sup>. All members present in favor. Motion carried.
- c. Regular Session 11/20/2017
  - Director Kiffer stated concerns with the minutes, she felt they reflected too much. Pg. 4 regarding a “note”, stating that shouldn’t be in the minutes. Pg. 9 regarding parenthesis remark; wanted reviewed and removed if not stated, and that she also felt the minutes reflected too much he said, she said; dialogue. Director Karash asked if any other Board Members had corrections to the minutes. Director Terrill requested a revision to pg. 5 under item E regarding what Mr. Whittington had stated regarding newly elected Board Member and OML training. Director Terrill stated some of his comments were left out of the minutes on Pg. 8 item F. Director Cass stated that a lot of

things were said in “we” context, during the November meeting and she wanted it on the record that she didn’t agree with all that was said. Director Kiffer offered to re-do the November minutes. Director Karash motioned to postpone minutes approval until corrections are made, Director Terrill 2<sup>nd</sup>. All members present in favor. Motion carried.

- d. Regular Session – Executive Sessions 11/20/2017
  - o Director Karash motioned to table this item until minutes are received, Director Terrill 2<sup>nd</sup>. All members present in favor. Motion carried.

## 5. REPORTS AND CORRESPONDENCE.

- a. November 2017 Financial Report(s). *(The financial report(s) are to be reviewed and approved by the Board).*
  - o Mr. Buldra reported for the month of November, the Revenue was \$178,308 which was \$61,557 over budget. Mohave County Revenue was \$138,652 which was \$46,101 over budget. Non-Tax Revenue was \$39,656 which was \$15,456 over budget. Expenses for November were \$98,243 which was over budget by \$23,861. Personnel cost were \$22,865 which was over budget due to 3 payrolls for November and HSA funding. Year to date revenue is \$551,644 which is \$107,857 over budget and year to date expenses are \$357,648 which is \$32,652 under budget. Director Kiffer wanted to know what the HSA was. Chief DeMaio advised it’s the Health Savings Account for the employees. Director Terrill wanted to know what managerial costs were. Mr. Buldra explained that those are overhead expenses, such as: supplies, legal, postage, subscriptions, etc. Director Sherwood wanted to know about the financial report being listed as accrual. Mr. Buldra explained accrual for November expenses. Director Kiffer wanted to know about credit card charges being made, but not being defined. Mr. Buldra advised that Ms. Jackson was working on those items. Director Kiffer wanted to know about an ambulance payment. Director Kiffer wanted to know what EMI and Health Equity were. Mr. Buldra explained one is the health insurance and the other is the HSA. Director Kiffer asked about a payment to Mr. Smith and Chief DeMaio explained it was a trucking service company that is assisting Mr. Elliott with some repairs. Director Kiffer asked about a refund check to an insurance company and Chief DeMaio explained that if an overpayment is made a refund will be issued. Director Kiffer requested the memo line of check reflect what invoice is for. Director Kiffer wanted to know if Medclaim was quarterly. Chief DeMaio stated he would look into clarification regarding that. Director Cass motioned to approve the financials for November 2017, Director Kiffer 2<sup>nd</sup>. All members present in favor. 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 medical calls came to 27. Including 6 refusals w/o transport, 2 DOA, 1 patient



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treated and released with refusal, and 18 transports. There was 1 fire, 1 service call, 8 good intent calls, and 2 false alarms.

- There was a question regarding non-mail in ballots and the answer for the question is that the amount of money spent was for replacement ballots, test ballots, and duplication ballots.
- Repairs to station 41 from wind damage is moving forward. The station is waiting for the company to receive their permits and they are projecting repairs being done in January of 2018.
- Station 41 has refurbished the old sign by request of Director Cass and set out front of the station.

### 6. REGULAR BUSINESS.

- a. Discussion and possible action regarding: Approval for Appointed Board Member to become a signer on the Wells Fargo (County – Warrants) account and Wells Fargo (payroll) account for Lake Mohave Ranchos Fire District. (Board)
  - Director Karash motioned to approve Board Member Rick Sherwood as a signer on the Wells Fargo (County – Warrants) account and the Wells Fargo (payroll) account for LMRFD. Director Cass 2<sup>nd</sup>. All members present in favor, motion carried.
- b. Discussion and possible action regarding: Nomination for Board Chairman. (Board)
  - Director Sherwood motioned to postpone this item until January 2018 Regular Meeting, Director Terrill 2<sup>nd</sup>. Director Kiffer wanted to wait on appointing positions because she wants to know what the Chairpersons responsibilities are. All members present in favor, motion carried.
- c. Discussion and possible action regarding: Nomination for Board Clerk. (Board)
  - Director Sherwood motioned to postpone this item until January 2018 Regular Meeting, Director Terrill 2<sup>nd</sup>. All members present in favor, motion carried.
- d. Discussion and possible action regarding: Financial postings placed on the Lake Mohave Ranchos Fire District website; review of draft letter to Board of Directors regarding postings recommendations. (Buldra/Administration)
  - Director Terrill motioned to accept Mr. Buldra recommendations, Director Cass 2<sup>nd</sup>, Director Kiffer stated she would like handouts for the public in the future. All members present in favor. Motion carried.
- e. Discussion and possible action regarding: Board Member meeting items cut-off time; request for items emailed to Board Chair; meeting packets completed by and available pick up time. (Administration)
  - Director Terrill motioned for the Agenda cut-off time to be Monday at 12 p.m. one week prior to meeting and packets to be ready on the Wednesday before the meeting at 3 p.m. and the Agenda be emailed. Director Kiffer 2<sup>nd</sup>, all members present in favor, motion carried.

- f. Discussion and possible action regarding: Renewal of VFIS; annual renewal of policy; coverage for LMRFD properties/vehicles, etc. (Administration)
  - o Director Karash motioned to approve renewal policy with VFIS, Director Cass 2<sup>nd</sup>. All members present in favor, motion carried.
- g. Discussion and possible action regarding: AMR ambulance services responding to LMRFD. (Administration)
  - o Mr. Waalkens (AMR employee) stated he didn't have the data on hand, but requests for service from his agency are down sharply since Chief DeMaio has taken over. He stated if he had to guess, it was down to 4 per month, if that. No action.
- h. Discussion and possible action regarding: purchase of 2 turnout sets; not to exceed \$5900.00. (Administration)
  - o Director Karash motioned to approve purchase of 2 turnout sets; not to exceed \$5900.00, Director Terrill 2<sup>nd</sup>. All members present in favor, motion carried.
- i. Discussion and possible action regarding: purchase of 2 front tires for E-411; not to exceed \$1300.00. (Administration)
  - o Director Terrill motioned to approve the purchase of 2 front tires for E-411; not to exceed \$1300.00, Director Cass 2<sup>nd</sup>. All members present in favor, motion carried.
- j. Discussion and possible action regarding: payment for tuition for 2 EMR courses for 2 students; not to exceed \$250.00. (Administration)
  - o Director Kiffer motioned to approve tuition payment for 2 EMR courses for 2 students; not to exceed \$250.00; Director Cass 2<sup>nd</sup>. All members present in favor, motion carried.
- k. Discussion and possible action regarding: 2018 Winter AFDA Conference in Laughlin, NV.; potential cost for Board Members to attend; staff to attend; hotel and mileage; reimbursements and/or payment through LMRFD. (Administration)
  - o Board Members ensued in discussion about payment for AFDA 2018 Conference; board members agreed courses would be paid for by the District. Director Karash motioned to approve purchase of AFDA 2018 Conference, Director Kiffer 2<sup>nd</sup>, all members present in favor. Motion carried.
- l. Discussion and possible action regarding: Cease & Desist Letter regarding unapproved LMRFD fundraiser. (Cass)
  - o No action
- m. Discussion and possible action regarding: Fire Chief's findings with Suppression personnel regarding training on reporting calls. (Kiffer)
  - o No action
- n. Discussion and possible action regarding: Elwood staffing invoices; review of payments discrepancy. (Kiffer)
  - o No action
- o. Discussion and possible action regarding: Review of LMRFD website. (Kiffer)
  - o No action
- p. Discussion and possible action: Blood pressure billing and billing for other services for LMRFD. (Kiffer)
  - o No action
- q. Discussion and possible action: Annexation requirements; Mohave County Attorney assistance and/or review of. (Kiffer)
  - o No action
- r. Discussion and possible action regarding: Human Resources Investigation. (Kiffer)



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- Item moved to Executive Session
- Director Terrill motioned to have a work audit performed by the Fire Chief for Administrative Staff and to be filled out for January, the first three weeks and be presented at the regular January meeting. Director Sherwood 2<sup>nd</sup>. All members present in favor, motion carried.
- s. Discussion and possible action regarding: Alternative Funding Committee update. (Administration/Bower)
  - It was stated that a committee consists of 3 members and Chief DeMaio was bringing to the Board's attention a flyer that was posted by the Alternative Funding Committee. Director Kiffer motioned to postpone this item until Ms. Bower is present. Director Terrill 2<sup>nd</sup>. All members present in favor, motion carried.

### 7. EXECUTIVE SESSION.

1. Board of Directors may vote to go into Executive Session pursuant to A.R.S. §38-431.03 (A)(3) for legal advice and pursuant to A.R.S. §38-431.03 (A)(4) to give direction to legal counsel re:
    - a. Discussion and possible action regarding: Materials and/or information delays from LMRFD Attorney Bill Whittington. (Kiffer)
    - b. Discussion and possible action regarding: Review of Sept., Oct. & Nov. invoices from LMRFD Attorney Bill Whittington. (Kiffer)
    - c. Discussion and possible action regarding: Evaluation template/form for Board of Directors for Fire Chief's annual reviews. (Kiffer)
    - d. Review of draft Administrative Staff Office policy; hours of operation. (Whittington/Kiffer)
    - e. Review of draft Administration Staff Office Vacation policy; accrual of hours; usage; and limitation(s). (Whittington/Kiffer)
    - f. Review of draft Vacation policy for Suppression; accrual of hours; usage; and limitation(s) (Whittington/Kiffer)
  2. Board of Directors may vote to go into Executive Session pursuant to A.R.S. §38-431.03 (A)(1) for personnel matter, A.R.S. §38-431.03 (A)(3) for legal advice and pursuant to A.R.S. §38-431.03 (A)(4) to give direction to legal counsel re:
    - a. Review of Fire Chief's Contract. (Kiffer/Administration)
- The Board by consensus voted to go into Executive Session at 4:04 p.m.
  - The Board reconvened into public session for start of Item 8 Executive Business at approximately 4:55 p.m.

### 8. EXECUTIVE BUSINESS.

- a. Discussion and possible action regarding: Materials and/or information delays from LMRFD Attorney Bill Whittington. (Kiffer)
  - o Director Terrill motioned to table this item, Director Kiffer 2<sup>nd</sup>. All members present in favor, motion carried.
- b. Discussion and possible action regarding: Review of Sept., Oct. & Nov. invoices from LMRFD Attorney Bill Whittington. (Kiffer)
  - o Director Terrill motioned to table this item, Director Kiffer 2<sup>nd</sup>. All members present in favor, motion carried.
- c. Discussion and possible action regarding: Evaluation template/form for Board of Directors for Fire Chief's annual reviews. (Kiffer)
  - o Director Kiffer motioned to hold a Special Session on January 3, 2018 for this item, Director Sherwood 2<sup>nd</sup>. All members present in favor, motion carried.
- d. Review of draft Administrative Staff Office policy; hours of operation. (Whittington/Kiffer)
  - o Director Terrill motioned to table this item, Director Cass 2<sup>nd</sup>. All members present in favor, motion carried.
- e. Review of draft Administration Staff Office Vacation policy; accrual of hours; usage; and limitation(s). (Whittington/Kiffer)
  - o Director Terrill motioned to table this item, Director Cass 2<sup>nd</sup>. All members present in favor, motion carried.
- f. Review of draft Vacation policy for Suppression; accrual of hours; usage; and limitation(s) (Whittington/Kiffer)
  - o Director Terrill motioned to table this item, Director Cass 2<sup>nd</sup>. All members present in favor, motion carried.
- g. Discussion and possible action regarding: Fire Chief's Contract. (Kiffer)
  - o Director Terrill motioned to table this item, Director Cass 2<sup>nd</sup>. All members present in favor, motion carried.

**9. 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.*

- Director Kiffer motioned to move Call to the Public ahead of Executive Session, Director Sherwood 2<sup>nd</sup>. All members present in favor. Motion carried.
  - Bob Porzio donated to LMRFD from CANS to cover the cost of a board member attending AFDA. Mr. Porzio also stated that a board member volunteering in the office would be a conflict of interest. Mr. Porzio also spoke about possibility of Station 42 being put up for rent, an Agreement with Peach Springs helping with our calls and stating that Annexation wording is posted in the Post Office and has been for many years, by John Flynn.
  - Pat Kelley-Stabb spoke about Administration Staff and Attorney doing minutes.
  - Walt Kiffer suggested that the AFDA red book may have a description of Clerk of the Board regarding minutes. Mr. Kiffer also suggested the District have a policy regarding Fundraisers.



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### **10. CONSIDERATION OF FUTURE AGENDA ITEMS.**

- Tabled items
- Costs for outside building maintenance
- Analysis for Administrative Staff cost breakdown

### **11. NEXT REGULAR BOARD MEETING DATE & LOCATION.**

- LMRFD Board Meetings will change to the 4<sup>th</sup> Monday of every month effective January 2018; if a holiday falls on a meeting day, an adjustment will be made to meeting day/time when necessary.
- 1/29/2018 @ 1:30 p.m. – Dolan Springs Chamber of Commerce, Dolan Springs, AZ.

### **12. ADJOURNMENT.**

- Director Karash adjourned the meeting at approximately 5:00 p.m.

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

**Date:** 12/21/2017