



LAKE MOHAVE RANCHOS

FIRE DISTRICT

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MINUTES OF THE 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 **2/28/2020** at **12:30 p.m.** The Meeting was held at **THE MCA (Meadview Civic Association) 247 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 and A.R.S. §38-431.03(A)(4) for legal direction 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.

- Chairwoman Cass called the Regular Meeting to order at approximately 12:35 p.m.

2) ROLL CALL OF BOARD MEMBERS.

- Deb Cass - Board Chair, Joe Campbell, Larry Tennant and Mike Karash were present.
Steve Berg - Board Clerk, was absent.

3) PLEDGE OF ALLIANCE & MOMENT OF SILENCE. *(To honor those who serve our Country and within Public Safety and to those we've lost).*

- Recited & Acknowledged.

4) APPROVAL OF MINUTES. – CONSENT AGENDA.

- Executive Minutes (public portion) – 12/30/2019
 - Executive Minutes (Confidential) – 12/30/2019 (Set 1 and Set 2)
 - Regular Minutes – 12/30/2019
 - Executive Minutes (Confidential) – 1/24/2020 (Set 1)
 - Regular Minutes – 1/24/2020
- Director Cass motioned to approve by consent Items A through E, Director Campbell 2nd. Directors Campbell, Tennant, Karash and Cass voted, "Aye." Motion carried, unanimously.

5) REPORTS.

a. **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.)*

- **RUN REPORT:** AMR TRANSPORTS: 1. CHIEF CALL-OUTS AFTER HOURS :3. TRANSPORTS: 64. REFUSALS: 7. SERVICE CALLS, PUBLIC ASSIST: 3. FIRE CALLS: 3. HWY 93 CALLS: 9
- **MEETINGS/CONFERENCES/TRAININGS:** JAN 6- VEHICLE EXTRICATION AND LIVE FIRE TRAINING ST. 41, JAN 14- KRMC EMS RUN REVIEW, JAN 15- ST. 41 MOBILE FIRE TRAINING, JAN 23- MCFOA MEETING AT BULLHEAD FIRE ST.1.
- **DISTRICT PROPERTIES:** MOBILE BUILDING AT ST.41 WAS BURNED AND COMPLETELY CLEANED AND CLEARED UP. ST. 42 BEING CLEANED AND GETTING READY TO STAFF FOR VOLUNTEER STATION, ALL FURNITURE AND APPLIANCES WERE DONATED VALUED AT APPROX. \$11,000
- **DISTRICT VEHICLES:** B426 IN SERVICE WITH NEW SKID UNIT PROVIDED BY STATE SURPLUS EQUIPMENT and 1168 AMBULANCE IS DOWN WITH TRANSMISSION/TRANSFER CASE ISSUE WE ARE LOOKING INTO COST EFFECTIVE OPTIONS FOR THIS RIG AND SPARE RIG SITTING AT ST. 42. STATE SURPLUS BRUSHTRUCK IS BEING PAINTED AND SOME MOTOR WORK DONE AT STATE EXPENSE NO EXPENSE TO THE DISTRICT.
- **PROJECTS IN THE WORKS:** 2019 AFG/ FEMA GRANT FINAL TOUCHES BEING DONE FOR SUBMISSION HOMELAND SECURITY GRANT WAS SUBMITTED. CONTRACTS FOR WHITE HILLS AND HWY 93 TRUCK STOPS HAVE BEEN MAILED OUT WAITING FOR RESPONSE. JOB DESCRIPTIONS, SOP & SOG IN PROCESS OF BEING COMPLETED. KAREN AND I HAVE STARTED NEW FISCAL YEAR BUDGET PREPERATIONS TO BRING TO THE BOARD.
- **OTHER:** FRONTIER BILL BEING INVESTIGATED TO CUT EXPENSE. APPLICATION FOR REBEL FUEL BEING COMPLETED FOR SUBMISSION TO HAVE TANK DELIVERED.

b. **FINANCIAL REPORT(S).**

1. Review and approval: January 2020 Financial Report(s). *(The financial report(s) are to be reviewed and approved by the Board).* (Buldra/Administration)

Mr. Buldra reported the January 2020 Financial Report as follows:

- Revenue for the month of January was \$106,425 which was \$68,997 over budget.
- Tax Revenue for January was \$54,604 which was \$42,052 over budget.
- Non-Tax Revenue for the month of January was \$51,821 which was \$26,945 over budget.
- Ambulance revenue for the month was \$16,822 over budget.
- Expenses for January totaled \$91,178 which was under budget by \$8,057
- Year to date revenue is \$691,246 which is \$140,767 over budget.
- Tax Revenue is \$94,965 over budget.
- Ambulance revenue is \$26,485 over budget.

- Year to date expenses is \$528,065 which is \$8,958 under budget.
- Total cash as of January 31, 2020 is \$714,802 which is \$89,444 more than January 31, 2019.
- Director Cass inquired about the Sinopec charge on the credit card, Chief Bonnee stated that was delivery of the DEF Fluid by truck. Director Cass motioned to approve the January 2020 Financial Reports, Director Campbell 2nd. Directors Campbell, Tennant, Karash and Cass voted, “Aye.” Motion carried, unanimously.

6) REGULAR BUSINESS.

- Discussion and possible action regarding: Information re: PSPRS (Public Safety Personnel Retirement System) and Worker’s Compensation re: Fiscal Year 20/21 potential funding impact and possible legislative changes and information re: options for Worker’s Compensation and authorization for Administration re: same. (Cass/Administration/Buldra)
- Administration noted that PSPRS has indicated a rate increase for members for the upcoming Fiscal Year 20/21 for LMRFD to be at approximately 154.99%; this is a result of their annual Actuarial Report and LMRFD had only 1 enrolled member as of 6/30/2019, it was argued that LMRFD had more enrolled during the Fiscal Year, but they only count members enrolled on 6/30. PSPRS explained to Administration with more enrolled members, the rate could potentially go down the following year or could increase even more, if no additional members were added. Administration explained to the Board, they’d need to consider options of either gaining additional full-time suppression employees to potentially bring that rate down the following year or face a potential increase the next following fiscal year without adding any additional suppression employees; noting the District will have to hunker down through this upcoming Fiscal Year regardless of what decision is made due to other upcoming challenges. Administration stated the unfunded liability principal balance is decreasing; reiterating what PSPRS stated, more members enrolled also brings this balance down quicker. Information only, no action.
 - Administration explained Copperpoint’s position with non-continuance of worker’s compensation insurance as a result of SB1160 and legal challenges they have faced. Administration provided information related to 7710 worker’s compensation for coverage, which each District potentially faces a 172% increase in annual premiums or the other alternative to consider, if arranged, was a “pool,” at approximately a 50% annual premium increase. The “pool,” is still in the working stages, Chief Bonnee explained and added it has gained momentum from other District’s for interest for cost saving options. Administration explained the Board would also need to keep this in mind for the upcoming Fiscal Year. Information only, no action.
- Discussion and possible action regarding: Current Suppression Staffing model, maximum Suppression Staffing model re: possible hiring freeze for Suppression Staffing positions (Full-Time and Paid-On-Call) and coverage limitations for

Meadview. (Cass/Administration/Buldra)

- Administration provided a projection estimate based on average monthly expenditures, needs of the District and options related to staffing levels; also noted that these estimates did not include the PSPRS rate or worker's compensation increases for the upcoming fiscal year. Projection analysis related to funding was provided as: continuing operations as-is, adding 2 full-time suppression employees and decreasing Meadview to 20 days of monthly coverage (1 firefighter/paramedic only), adding 3 full-time suppression employees and decreasing Meadview to 15 days of monthly coverage (1 firefighter/paramedic only). It was explained for the last 3 fiscal years Meadview had operated with only 1 firefighter/paramedic due to funding and each year the District carried over more money. Chief Bonnee explained his desired staffing model for suppression staffing, the issues faced with unreliability and scheduling and the pros in hiring full-time that also goes in conjunction with what PSPRS suggested. Director Tennant noted his dissatisfaction with the material being presented, in decreasing Meadview staffing levels and stated he would not vote to give up any coverage in Meadview. Director Tennant wanted to know what the tax revenue base was for Meadview and Administration explained that many Meadview residents have not or will not annex into the District and that Dolan Springs taxpayers carry a lot of Meadview to support that area, explaining its spread thin. Administration suggested annexations or subscriptions to generate revenue for additional personnel in Meadview. Member of the public, Bobby Porzio attempted to explain the funding situation to Director Tennant, to which Director Tennant disagreed. Directors Karash, Cass and Campbell each noted their understanding of the situation. Director Cass motioned to authorize the Fire Chief to hire 3 full-time firefighter/paramedics, upon that, a hiring freeze effective 2/28/2020 until further notice, this includes any full-time and paid-on-call. The Chief is authorized to fill a full-time or paid-on-call if there is a resignation, retirement or termination and using a firefighter/paramedic for 15 days of coverage in Meadview. Director Campbell 2nd. Directors Campbell, Karash and Cass voted, "Aye." Director Tennant voted, "Nay." Motion carried, 3-1.
 - Director Tennant exited the Meeting at this time. Approximately 2:05 p.m.
 - Director Cass called a recess at 2:05 p.m.
 - Director Cass reconvened the Meeting from recess at approximately 2:15 p.m.
- c. Discussion and possible action regarding: St. 42 re: reopening as a Volunteer Station re: operational costs and equipment to be used re: funding levels. (Karash)
- Director Karash and Director Cass wanted clarification regarding use of St. 42 and potential budgetary impact, as Director Cass stated it was not budgeted to operate as a full-time running Station. Chief Bonnee explained all furniture is being donated to St. 42 at the approximate value of \$11,000. He explained the only increase to operate St. 42 would be a slight increase in electrical use, also

adding that St. 42 would not be used but a few times a month. Information only, no action.

- d. Discussion and possible action regarding: Possible acceptance and approval of Resolution 2020-001 re: Law Offices of Boyle, Pecharich, Whittington & Stallings, P.L.L.C. re: severance of services with William R. Whittington as LMRFD Legal Counsel. (Cass)
- The Board ensued in discussion related to their discontent and concerns with current Legal Counsel (billing and information provided) and Administration stated Legal Counsel asks for information at the cost of the taxpayers and the Board hasn't directed his services for such use. Director Cass motioned to accept and approve Resolution 2020-001 and to sever services with Bill Whittington and firm effective 2/28/2020 and authorize Administration to make final payment on invoices once received, if any. Director Tennant 2nd and noted scrutiny of the invoices needed to occur. Directors Tennant, Campbell, Karash and Cass voted, "Aye." Motion carried, unanimously.
- e. Discussion and possible action regarding: Possible acceptance and approval of Law Office of Nicolas J. Cornelius, PLLC re: Fee Agreement and Engagement Letter for Legal Counsel services to be provided to LMRFD and Resolution 2020-002 re: same. (Cass)
- The Board reviewed the Fee Agreement and Engagement Letter from Mr. Cornelius. Administration noted the per hour charge, when used, is \$225.00, a travel fee for one-way if requested and paralegals are contracted, if used. Director Cass motioned to accept and approve Resolution 2020-002, for Legal Counsel services with Lake Mohave Ranchos Fire District with Nicolas J. Cornelius effective 2/28/2020 and approve the Fee Agreement and Engagement Letter. Director Tennant 2nd. Directors Tennant, Campbell, Karash and Cass voted, "Aye." Motion carried, unanimously.
- f. Discussion and possible action regarding: Possible acceptance and approval of Resolution 2020-003 re: James Vincent Group (JVG) re: severance of services and material related to QuickBooks re: data, financials and any/all items related to LMRFD. (Tennant)
- Director Karash asked the Chair to postpone this item for Director Berg to weigh in, Director Cass acknowledged the request and continued with discussion as other's wanted to speak first. Director Tennant noted his discontent with monies being spent to JVG, explained what he felt was lack of service for cost being paid and that his impression was the Auditor was enough expense and coverage. Administration provided the back story of why JVG was working with the District. Administration noted that LMRFD's QuickBooks information is in JVG's name, noting that back-ups don't save to LMRFD, but a transfer of service option is available. Director Tennant motioned to terminate services with JVG immediately and all records be forwarded to Administration or a transfer of ownership occur to

- Administration, Director Cass 2nd. Directors Campbell, Tennant and Cass voted, "Aye." Director Karash abstained. Motion carried, 3-1.
- g. Discussion and possible action regarding: Approval for Financial Clerk position, wage, possible approval to reallocate funding for position, revise payscale and organizational chart to reflect updates. (Administration)
- Administration explained to provide continued internal controls and security for the District and taxpayers, they vetted the area and were able to find an individual with Fire District knowledge and an accounting degree for approximately \$3,000.00 annually. Director Cass motioned to approve the position of Financial Clerk effective 2/28/2020, for \$12/hr. at 5 hours per week and to update the payscale and organizational chart to include the changes. Director Campbell 2nd. Directors Campbell, Karash, Tennant and Cass voted, "Aye." Motion carried, unanimously.
- h. Discussion and possible action regarding: Policy approval of Article 24 Drug and Alcohol Testing. (Administration)
- Chief Bonnee updated the Board that all suppression personnel have been tested and passed. Director Cass motioned to approve Article 24 Drug and Alcohol Testing effective 2/28/2020, Director Karash 2nd. Directors Karash, Tennant, Campbell and Cass voted, "Aye." Motion carried, unanimously.
- i. Discussion and possible action regarding: Review and update of application process for fuel tank and review of current fuel usage re: possible changes for fueling and usage of vehicles. (Administration)
- Administration explained there was a delay with the credit application process as the one received wanted personal information and that a new application related to business only use was being sent over, noting that fueling in the time being would still be at the gas station pumps until this is processed. Director Cass inquired about the current fuel charges, noting the use of premium and super fuels being purchased, explaining that's an extra cost that's not authorized. Chief Bonnee advised he'd look into the matter. Director Cass motioned to table the fuel tank item for further discussion, Director Campbell 2nd. Directors Campbell, Karash and Cass voted, "Aye." Motion carried, unanimously.
- j. Discussion and possible action regarding: Ambulance transmission quotes and Ambulance wiring harness/injectors quotes and information re: authorization to repair and authorization for Administration level of spending for future emergency repairs on vehicles and an account for heavy line work. (Administration)
- Administration explained the repair needed and noted the other quotes were between \$6,400.00 to \$10,000 from two different vendors. The third quote that provided a 3-year unlimited mileage warranty and free towing was \$4,751.68, from Martin Swanty (Kingman). Administration reviewed cost saving measures that have been introduced as related to vehicle maintenance and repairs, utilizing Volunteers and Tim Smith, but for heavy line work suggested to open an account

with Martin Swanty (Kingman) and authorize repairs as needed on emergency basis noting they have a Master Certified Dodge and Ford mechanic there. Administration disclosed that Ms. Jackson is related to an employee at Martin Swanty (Kingman). Administration also noted the Ambulance at St. 42 was taken to another certified mechanic, who's reported that it has an injector issue and quotes are being obtained for that to bring back to the Board. Director Cass motioned to approve the ambulance repair for a transmission with Martin Swanty (Kingman) up to \$6,000, just in case they run into something else. Director Campbell 2nd. Directors Campbell, Karash and Cass voted, "Aye." Motion carried, unanimously. Director Cass motioned to authorize heavy line work to be performed at Martin Swanty (Kingman), this includes any emergency repairs. Director Karash 2nd. Directors Campbell, Karash and Cass voted, "Aye." Motion carried, unanimously. Director Cass motioned to acknowledge by consent and approval that the Board is aware of Administration relation to an employee at Martin Swanty (Kingman), Director Campbell 2nd. Directors Campbell, Karash and Cass voted, "Aye." Motion carried, unanimously.

- k. Discussion and possible action regarding: Possible purchase of one set of Personal Protective Equipment Gear (PPE/Turnouts) in amount of \$1,652.15 re: authorization for purchasing. (Administration)
 - Administration stated one employee needed turnout gear as theirs was outdated and as a result they currently do not participate on fires or any situation that would require NFPA compliant gear. Administration explained a NET30 can be obtained for this invoice, noting it wouldn't be due until after additional tax monies arrive and there's a cost-savings from the other service providers that were severed during the Meeting to help with this purchase. Director Cass motioned to authorize the purchase of the turnout gear in the amount of \$1,652.15, Director Campbell 2nd. Directors Campbell, Karash and Cass voted, "Aye." Motion carried, unanimously.
- l. Discussion and possible action regarding: Information re: Financial projection/forecasting to the end of Fiscal Year (FY) 2019/2020. (Administration)
 - Information provided throughout other various Agenda items, no action.

❖ Chairwoman Cass rearranged the order of items in the Business section; D, E, F & G were first then the remainder of Agenda in order, for item relation purposes.

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).*

- Bobby Porzio – provided a donation check to the District for the cans collected in the amount of \$185.00 and inquired about the Meeting Video’s being posted, also noting the construction on the Wind Farm has started.

8) CONSIDERATION OF FUTURE AGENDA ITEMS.

- Specified tabled items will move to following month’s Regular Meeting, unless noted otherwise and/or pending more information.
 - Fuel Tank follow-up
 - Injector quotes

9) NEXT REGULAR BOARD MEETING DATE & LOCATION. (Subject to change, notice/announcement will be posted via District Website, if any changes occur).

- 3/27/2020 at 12:30 p.m. – Chamber of Commerce (Dolan Springs, AZ)

10) ADJOURNMENT.

- Director Cass motioned to adjourn the Regular Meeting, Director Karash 2nd. Directors Karash, Campbell and Cass voted, “Aye.” Motion carried, unanimously.
- Director Cass adjourned the Regular Meeting at approximately 3:03 p.m.

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

Date: 3/2, 3/5, 3/9 & 3/10 2020