



# 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 **10-22-2018** at **1:30 p.m.** The meeting was held at **The Meadview Civic Center, 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 Cass called the meeting to order at approximately 1:30 p.m.

#### 2) ROLL CALL OF BOARD MEMBERS.

- Deb Cass, Charlotte Kiffer, Mike Karash, Eric Terrill and Theodora Koeppen were present.

#### 3) PLEDGE OF ALLEGIANCE.

- Recited.

#### 4) APPROVAL OF MINUTES.

- a. Executive Minutes 6/25/18
  - Pending from Attorney Office; Director Kiffer noted in the Attorney invoice these minutes are referenced; tabled.
- b. Regular Minutes 8/27/18
  - Director Terrill noted a change for pg. 2 line 3 to reflect "budgeted," not "recorded." Director Kiffer noted a change for pg. 7 T 1<sup>st</sup> bullet; add "by phone, Mr. Whittington explained there are two rules that need to be applied when determining if someone is eligible to fill a board vacancy." Director Terrill motioned to approve with corrections, Director Karash 2<sup>nd</sup>. All members present in favor, motion carried.
- c. Regular Minutes 9/26/18
  - Both Directors Kiffer and Terrill noted corrections for these minutes, Director Kiffer emailed corrections to Karen after packets went out, Director Terrill noted he would be emailing a list for revisions to Karen. Minutes pending revisions; tabled.
- d. Executive Minutes 9/26/18 (Sets: 1, 2, & 3 and Item K)
  - Director Terrill and Director Koeppen noted they were missing Set 3; Chief DeMaio noted certain executive session minutes were emailed to the Board Members, due to the Chief not being privy to handling those; Director Terrill noted he would check his email (explaining he's had internet issues) and would email Karen changes for Set 2

and review other sets. Director Kiffer motioned to approve Set 3 and table Set 1 & 2 for review, Director Cass 2<sup>nd</sup>. All members present in favor, motion carried. Item K executive session minutes tabled, due to internet service delays/transmittal.

e. Special Minutes 10/10/18

- Director Koeppen noted insertion of “expense and legal cost” from pg.1-2 portion for clarity. Director Kiffer noted removing the word “canceled” and using “withdrawn” also a revision to pg.3 #7 3<sup>rd</sup> bullet, “Director Kiffer noted she would.” Director Terrill motioned to approve with corrections, Director Karash 2<sup>nd</sup>. All members present in favor, motion carried.

f. Special Executive Minutes 10/10/18

- Pending review; tabled.

## 5) REPORTS.

- a. September 2018 Financial Report(s). *(The financial report(s) are to be reviewed and approved by the Board).*

Mr. Buldra reported the financials for the month of September as follows:

- Revenue for the month of September was \$32,262 which was \$68,751 under budget.
- Mohave County Revenue for September was \$8,546 which was \$67,660 under budget.
- Non-Tax Revenue for the month of September was \$23,716 which was \$1,090 under budget.
- Expenses for September totaled \$84,723 which was over budget by \$2,293.
- Personnel expenses were \$10,774 over budget. Managerial expenses were \$8,700 under budget.
- Year to date Revenue is \$141,121 which is \$17,660 under budget.
- Tax revenue is \$43,905 under budget due to timing and non-tax revenue is \$26,246 over budget.
- Year to date Expenses are \$237,752 which is \$4,720 over budget.

Additional notes from Mr. Buldra were:

- Bids are still pending for Ambulance RC for financing options.
- Chase credit card points conversion was posted into payroll account for \$951.00
  - Director Kiffer inquired about an expense of \$65,000; Mr. Buldra explained it's not an expense it's a transfer of funds into payroll account for payroll taxes, liabilities and payroll in general. Director Karash wanted clarification if this was annual, Mr. Buldra explained this is the average monthly cost of payroll. Director Terrill inquired about the current standing of the fuel budget for YTD thus far, Mr. Buldra explained the current YTD expense on fuel is \$7387.00 and the FY budgeted amount is \$6000, noting this expenditure is over by \$1300.00 YTD. Chief DeMaio and Director Terrill recognized that the fuel prices have increased; Director Terrill inquired if runs have increased. Chief DeMaio explained he would need to compare last year to this year with runs and fuel cost and provide a comparison on new ambulance fuel mileage to old ambulance fuel mileage. Director Terrill noted an accommodation was provided with an increase in the fuel line item on budget for the increase in fuel costs. Chief DeMaio noted the District is saving by fueling in Kingman vs. fuel pumps in Dolan Springs, noting the cost is higher in Dolan Springs. Director Cass inquired about YTD expenditures reporting as an overage, Mr. Buldra stated the report is correct, noting it's due to a timing issue on the grant portion expenses. Director Terrill noted the credit card statement in the packet was for August, not September and Chief DeMaio stated he would get the correct one emailed to the Board Members. Director Karash motioned to approve the September financials, Director Terrill 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.)*

- September Run Report: Total Calls: 54 - Transports 32; Refusals Billed 3; Refusals 2; AirEvac 1; Fire 3; Good Intent 5; Service 4 and False Alarms 3.
- HWY 93 calls for August: Total: 16 – 5 were not responded to. HWY 93 calls for September: Total 9 – 1 not responded to. Calls not responded to are Out of District calls; (car fires/brush fires) no available units to send; sent calls to other agencies for response (Park Service). The Out of District calls for no response are not Ambulance calls; the District is not obligated to respond.
- Meadview November Coverage Schedule: 24 days. One person for coverage in Meadview.
- September Meetings: Run Review, Prehospital Care, Kids Health Fair (Mt. Tipton), MCFO, Dispatch Committee.
- Grants: Currently working on multiple potential grants; agencies for these grants are unknown at this time, they could be: FEMA, Homeland Security, etc. Grant from WACEMS is also being worked on.
  - Director Terrill wanted clarification on a Good Intent Call and a Service Call. Chief DeMaio stated they are basically the same thing, it's depends on how it's reported. A Good Intent is an example of a call made reporting an accident on the HWY and there is nothing there or it's a vehicle with a flat tire, noting their intent was good, but it's more like a false alarm call. A Service Call is an example of pest abatement or fall victim. Director Terrill thanked the Chief and Crew for being present at the Health Fair and Community Event and for having the fire engine and ambulance their as well.
  - Director Kiffer inquired about the Call to the Public being moved up ahead of Executive Session. Director Cass noted this was a scheduling issue with the Attorney and we haven't been able to move Executive Session down on Agenda yet, also stating Call to the Public will be moved up for this meeting.
  - Director Terrill motioned to enter Executive Session, Director Cass 2<sup>nd</sup>. All members present in favor, motion carried. Public Session recessed at approximately 2:04 p.m.; Executive Session began.

## **6) EXECUTIVE SESSION.**

1. *Board of Directors may vote to go into Executive Session for legal advice pursuant to A.R.S. §38-431.03(A)(3), for possible direction to legal counsel pursuant to A.R.S. §38-431.03(A)(4) and for personnel matters pursuant to A.R.S. §38-431.03 (A)(1) for the following matters:*
  - c. Discussion regarding: Payroll discrepancy matter re: update. (Terrill)
  - d. Discussion regarding: Liaison for LMRFD re: EEOC complaint. (Cass)
  - e. Discussion regarding: Investigator for LMRFD re: EEOC complaint; hourly fee and retainer fee. (Cass)
  - f. Discussion regarding: Board Member Kiffer re: participation in Fire Chief related

matters. (Kiffer)

- g. Discussion regarding: Information related to possible Board Member Censure; authority for expenditures relating to. (Kiffer)
- h. Discussion regarding: Concerns relating to Board Member Kiffer re: possible harassment. (Kiffer)
- i. Discussion regarding: Personnel Matter; re: Fire Chief Contract. (Board/Administration)
- j. Discussion regarding: VFIS additional coverage/services. (Board/Administration)
- k. Discussion regarding: Legal Counsel review of current Administrative Assistant position. (Kiffer)
- l. Discussion regarding: Review of legal counsel invoice re: July 15-August 30, 2018. (Board)

## **7) REGULAR BUSINESS.**

- m. Discussion and possible action regarding: Payroll discrepancy matter update. (Terrill)
  - Board consensus is to have the Board Chair follow up on this matter.
- n. Discussion and possible action regarding: Liaison for LMRFD re: EEOC complaint. (Cass)
  - Director Cass informed the Board she was instructed to chose one of the two people discussed for Liaison, stating she's chosen Steve Winn. Mr. Winn has agreed to act in capacity of Liaison and has been instructed on proceedings for position. Mr. Winn has been provided a District email to serve for purposes regarding the matter and retention. Director Cass noted she would send the Board his contact information. No action.
- o. Discussion and possible action regarding: Investigator for LMRFD re: EEOC complaint; hourly fee and retainer fee. (Cass)
  - Director Cass informed the Board an Investigator has been assigned, Ms. Barry Stachel. Noting it's \$200/hr. and a letter will be sent for a retainer fee, advising this is based on the Witness List. Director Cass noted a Special Meeting may occur when this letter is received. Director Koeppen inquired about location of Investigator, traveling for interviews and is she's a Lawyer. Director Cass advised Ms. Stachel is in Tempe, AZ and will conduct interviews via phone and is a Lawyer. Director Kiffer asked who puts the Witness List together. Director Cass noted, it's Mr. Whittington, Mr. Zavala and Ms. Jackson; noting it's current and past Board Members and anyone that may be involved. Mr. Zavala will be sending a preservation letter for everyone to sign and return. Director Kiffer advised she would return her signed document when she returns. No action.
- p. Discussion and possible action regarding: Board Member Kiffer re: participation in Fire Chief related matters. (Kiffer)
  - Director Cass advised that Director Kiffer can vote on policies, and it was recommended that Director Kiffer not discuss any Fire Chief related matters.

Director Koeppen inquired about Fire Chief related matters, noting his Contract, asking "So she cannot discuss his Contract?" Director Cass replied, "No." No action.

- q. Discussion and possible action regarding: Information related to possible Board Member Censure; authority for expenditures relating to. (Kiffer)
- Director Kiffer motioned to have the Board waive Attorney/Client privilege regarding Mr. Whittington's letter dated 04/10/2018, along with invoice information relating to those items. Director Koeppen 2<sup>nd</sup>. Directors Kiffer, Koeppen, Terrill and Karash voted "Aye." Director Cass voted "Nay." Motion carried 4-1. Director Kiffer reviewed the way the Censure document arose, noting the continued invoicing regarding it, additionally stating the Board didn't instruct Director Cass to contact Mr. Whittington regarding this, but acknowledging any Board Member can contact Mr. Whittington regarding anything. Director Kiffer and Director Cass discussed current and past invoicing regarding Chair Cass's request to the Board attorney about Censuring Board Member Kiffer. Director Kiffer read aloud Mr. Whittington's response letter, which is attached. Director Kiffer noted she thought this matter should have come to the Board for resolution regarding these concerns. Director Kiffer spoke about her feelings regarding this matter, the cost to the District for this information and additionally noting how there is an ongoing pattern of being selected out to be harassed, noting she's documenting the harassment. Director Cass responded, advising that she didn't bring this matter back to the Board because it revolved around By-Law's, stating "I felt it was just dead in the water," also advising that she contacted Mr. Whittington due to multiple complaints from Staff, noting she was hoping to prevent some of the stuff going on now with the EEOC. Director Cass noted she was looking out for the District and it wasn't intentionally done to hurt Director Kiffer's feelings or to feel as though she's being harassed. Director Cass stated, "I'm not doing this to target you, I'm just trying to protect the District." Director Kiffer wanted to know why Director Cass felt she couldn't discuss these matters with the Board. Director Cass advised she feels that she's bullied by Director Kiffer and that she's felt harassed herself. Director Kiffer noted she feels there's efforts to find wrong doing on her part, noting she's uncomfortable. Director Kiffer advised of her feeling uncomfortable with Director Cass remaining as Board Chair until January. Director Kiffer motioned to remove Director Cass as Board Chair. Both Director Terrill and Cass stated Director Kiffer can't make that motion, noting it's not on the Agenda. Director Kiffer stated, "possible action what does that mean discussion and possible action, so as we're discussing something what are the alternatives, what are the ways that we can resolve this, so under possible action that is where I find this coming up." Director Koeppen noted it's a very interesting letter and something for all of us to think about and hopefully improve our meetings. Director Karash noted he feels they are all there for the good of the District. Director Terrill noted his concern was

Director Cass didn't inform the Board regarding this matter, also noting the District has racked up \$800 for this issue, also stating, its money the District really didn't have, and it should have come to the Board so there could have been a vote. Director Terrill noted we've decided that the Board will notify upon contact to the Attorney going forward. Director Terrill noted the animosity between Director Kiffer and Director Cass, stating "It's constant," adding, it's frustrating for the other Board Members. Director Terrill suggested this stop, so the Board can work together as a team. Director Cass agreed. Director Kiffer noted for the record she disagrees with some of the allegations made in Director Cass' email to the Attorney and in the Attorney's subsequent April 10, 2018 letter, noting she feels they are false statements. Director Kiffer wanted to hear from other Board Members about removing Director Cass as Chair for possible action. The Board ensued in discussion regarding a change of Chair and by consensus agreed to postpone the matter. Doug Braaten, a member of the public, inquired about the Board having an outline/conversation. The Board advised they can discuss matters, but their By-Law's need updated. The member from the public noted this issue has been discussed frequently and there's other business to address, noting things aren't getting accomplished. Director Kiffer asked what he felt wasn't getting accomplished, this gentleman's response was regarding more revenue for the District, adding they keep talking about the same thing over and over for months. Director Kiffer stated the Board would be finished in this forum with it today. Director Kiffer advised, "But, what I do outside of this forum, regarding this, will be up to me, so we won't be talking about this anymore, I can assure you we won't be talking about it anymore." Director Kiffer motioned for the Board Chair to inform the Board of any inquiry with the Attorney regarding behavioral issues regarding any Board Members. Director Koeppen noted she though the Board already handled this. Director Kiffer stated the Attorney advised that any Board Member can contact him at any time, and if it's a Member the Chair is to be notified, and if it's the Chair they must let the Board know. Director Kiffer stated she wanted to immortalize it in a motion, that that's what must happen, stating that would satisfy her. Director Koeppen wanted clarification that the Board Members notify the Board Chair of any contact to the Attorney, but the Chair must notify the whole Board. Director Kiffer noted her motion is for the Board Chair, noting it's about Board Member behavior. Director Koeppen wanted to know if it could be universal and include that anyone, including the Chair who makes an inquiry to the Attorney, that all Members are notified. Director Kiffer amended her motion to be all Board Members, including the Chair, who contact the Attorney regarding a Board Member's behavior, must notify the entire Board. Director Terrill 2<sup>nd</sup>. All members present in favor, motion carried.

- r. Discussion and possible action regarding: Concerns relating to Board Member Kiffer re: possible harassment. (Kiffer)

- Item included/discussed with Item Q; No action.
- s. Discussion and possible action regarding: Personnel Matter; re: Fire Chief Contract. (Board)
- Item tabled for November; No action.
- t. Discussion and possible action regarding: VFIS additional coverage/services. (Board/Administration)
- Chief DeMaio advised for the additional coverage limits indicated within the email from the Insurance carrier, it's an increase to the District annually at \$451.00. Chief DeMaio noted the Board can decrease or increase those coverages, noting the standard coverage limits have been quoted. Director Terrill motioned to adopt the additional insurance coverage for \$451.00 a year. Director Karash 2<sup>nd</sup>. All members present in favor, motion carried. Director Cass advised through VFIS an Attorney has been assigned for the EEOC matter, the coverage is unknown/TBA when more information is received, noting the Attorney's name is Mr. Jeff Matera. Director Cass advised the purpose for the insurance company being involved is after the Investigation is complete, they will be a part of the notification to the EEOC and any reimbursements or whichever way that matter goes.
- u. Discussion and possible action regarding: Legal Counsel review of current Administrative Assistant position. (Kiffer)
- Pending additional information; tabled. No action.
- v. Discussion and possible action regarding: Review of legal counsel invoice re: July 15-August 30, 2018. (Board)
- No action.
- w. Discussion and possible action: Resolution 2018-007; re: Cardiac Monitors financing company. (Buldra)
- Pending information regarding financing company; tabled. No action.
- x. Discussion and possible action regarding: Length of Board Meetings; possible cut-off time; remainder items carried over. (Karash)
- Director Karash explained his concerns with the 4-5 hr. meeting lengths being continual, the burden that places on the public and a lot of items being tabled over and over; Director Karash suggested a 2/2.5-hour meeting at the most. Director Koeppen acknowledged Mr. Whittington suggesting keeping the meeting to 2/2.5 hours then going home. Director Terrill suggested adopting a 2.5-hour meeting and holding a Special Meeting for any overage items. Director Kiffer stated she would prefer not meeting twice a month. Director Terrill noted Executive Session matters take up most of the meeting time. Director Cass suggested cutting the meeting off at 4 p.m. unless there's just a few items left for the Board to handle. Director Terrill suggested starting the Executive Session prior to Regular Meeting. Director Kiffer suggested the Call to the Public being done before Executive Session, after the Report's items. Director Terrill suggested allowing the public to speak on items, if they

requested, Director Cass agreed. The Board agreed to restructure the Agenda/Meeting and do a trial run for November. No action.

- y. Discussion and possible action regarding: LMRFD Credit Card Policy; draft for possible approval. (Terrill)
- Director Terrill suggested revising the draft policy to reflect “current credit card” instead of “the credit card,” also eliminating Administrative Staff; only authorizing the Fire Chief to have a credit card. Director Terrill wanted for #3 removal of “may result in disciplinary action” replaced with “will result in disciplinary action.” Director Terrill suggested revising/adding #7 to reflect “and is a part of their monthly financials to approve.” Director Terrill suggested revising #9 to reflect the Chief handling any suspected fraud and eliminate Administrative Staff (Assistant). Director Terrill suggested adding to #13 in aggregate per month without Board approval. Director’s Terrill and Cass ensued in discussion of removal of Administrative Staff and only the Chief having a credit card. Chief DeMaio informed the Board that the current AA has a credit card to make payments to the website company, etc., noting its common practice for an AA to have a credit card, stating it’s all tied into the same account. Chief DeMaio stated she has tasks to do that I assign her that involve a credit card. Chief DeMaio had concerns with the Board trying to handcuff him with the delegation and credit card use. Chief DeMaio informed the Board all purchases made by the AA are approved through him first. Chief DeMaio noted he feels it’s appropriate for the AA to have a credit card for District business. Director Terrill expressed his concerns being that the Chief is their employee and that the Board is to be fiscally responsible, noting if something happened with the AA’s card, the Chief would be the only one they could blame. Director Terrill acknowledged the Chief has stuff to do and doesn’t want to necessarily tie his hands. Chief DeMaio stated the credit cards have fraud protection and they are both on the same bill. Chief DeMaio advised that prior Administration had cards to use; they were Walmart cards. Ms. Jackson stated the September statement reflects charges from the card issued to her, but previous statements reflect no charges, also noting that her card is used for annual renewals, such as GoDaddy, iPower, etc. Director Terrill noted the policy should be specific, so it’s not pro-forma. Chief DeMaio noted this policy is for any Administration, it carries on, stating, I think she should have a card and she can handle any fraud issues as she reconciles the card and that’s part of her job. Walt Kiffer (member of the public) stated he understands where the Chief is coming from due to himself once having an Assistant handle all his airline fares, hotels, etc. and can see the AA handling AFDA, etc., noting the Chief is ultimately responsible for the use of the credit card or authorized representative and that may address Director Terrill’s concerns. Director Terrill and Chief DeMaio both agreed with that. Chief DeMaio apologized and noted he printed the wrong statement for this month’s Board’s Packet, noting he received the correct one, but printed the wrong one. Director Cass



suggested adding to #15 after (CopperPoint) credit “card” (inserted). LMRFD Credit Card Policy tabled for revisions discussed and agreed on. No action.

z. Discussion and possible action regarding: LMRFD Personnel Evaluations; draft for possible approval. (Terrill)

- Chief DeMaio stated Ms. Jackson did a good job creating this draft policy, and requested this item be tabled for him to be able to review it, list any revisions/changes for discussion at November meeting. Tabled; No action.

aa. Discussion and possible action regarding: 5-year equipment replacement plan. (Terrill)

- Chief DeMaio presented information in document form, dated January 29, 2017, noting it can be altered/adjusted based on District needs. Chief DeMaio presented a SWOT analysis for predicted future needs as well. Chief DeMaio noted there are equipment replacement plans for 5-10 years, notably mentioning the top items being: SCBA's, Turnouts, Extrication equipment and Water Tender were some listed, not all. These are among the listed items needing replacement/updating within next 5 years, also adding 95% of the equipment is on the list. Director Koeppen noted that some items, such as painting and cardiac monitors are being taken care. Chief DeMaio stated that all Board Members should have input on this document. Director Terrill mentioned a generalized cost for items on list, for budget projections. Chief DeMaio noted grants will aide in filling gaps, but the District can't afford to replace all of this, additionally stating if there is a surplus of funds to set aside in a special account for those items. Director Terrill acknowledged the laws regarding Fire District finances, noting that a designated pot could be established and if there's donations for example those can be marked for certain things. Chief DeMaio advised for SCBA's its approximately \$225k for 14-16 units approximately. Director Terrill asked why so many were needed based on number employed with the District. Chief DeMaio explained it's based on seat by truck, not how many are employed, adding there's also an extra airpac, stating one airpac will not suffice. The Board and Chief ensued in discussion involving SCBA's and bottles needed when on a fire call, acknowledging LMRFD doesn't have the personnel load thus the reason for additional equipment. Chief DeMaio advised approximately 20 Turnouts will be needed at approximate cost of \$120k, this is based off \$6k per set. Chief DeMaio continued with Extraction equipment varies based on type, noting a current grant is for a combination unit for approximately \$10k, overall cost could be \$30-\$50k and roof repairs at approximately \$10k for main station (St. 41) & St. 42 approximately \$7k. Chief DeMaio noted after any purchases are made they then fall into the 10-year replacement program. The Board and Chief continued reviewing the list with Brush Trucks, Engines, any/all District vehicles and how much water the Tenders hold. The Chief asked the Board to review the list and bring any inquiries to him. Walt Kiffer (member of the public) suggested purchasing 2 Turnouts per year until fulfilling the order, Chief DeMaio stated two were purchased last year and due to large expenses, this FY things have been on

hold. Chief DeMaio noted a grant is in process for additional sets, explaining the grant was not awarded last time and the District funded the two new sets. Director Karash asked if the Chief could get Turnouts from other entities, Chief DeMaio explained he's already got everything he can from surrounding areas, also stating when Turnouts are deemed out of service they are donated to Mexico. Chief DeMaio explained Districts prefer not to sell Turnout's due to liability issues, so they loan indefinitely or donate, noting some that have been acquired are coming up on their expiration date. No action.

**8) CALL TO THE PUBLIC & CORRESPONDENCE.** *(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; Suggested the Board direct the Chief to include in his Chief's Report number of calls AMR assists with monthly, noting a frequent internet poster is using outdated material, reporting AMR assistance from 2-3 years ago.

**9) CONSIDERATION OF FUTURE AGENDA ITEMS.**

- All tabled items will automatically move to following month's Regular Meeting, unless noted otherwise and/or pending more information.

**10) NEXT REGULAR BOARD MEETING DATE & LOCATION.**

- November 26, 2018 at the Chamber of Commerce-Dolan Springs, AZ.

**11) ADJOURNMENT.**

- Director Terrill motioned to adjourn the meeting, Director Cass 2<sup>nd</sup>. All members present in favor, motion carried.
- Director Cass adjourned at approximately 4:26 p.m.

MINUTES prepared by: Karen Jackson

Date: 10/24/2018

Revised: 11/15/2018

Board Approved: 11/26/2018

