



# LAKE MOHAVE RANCHOS

## FIRE DISTRICT

16126 Pierce Ferry Road | P.O. Box 611  
Dolan Springs, AZ 86441  
Phone: (928) 767-3300 | Fax: (928) 767-3301  
Website: [www.lmrfd.org](http://www.lmrfd.org)



## MINUTES OF SPECIAL MEETING OF THE LAKE MOHAVE RANCHOS FIRE DISTRICT GOVERNING BOARD

*The Governing Board of the Lake Mohave Ranchos Fire District met in special session on **2-14-2019 at 1:00 p.m.** The meeting was held at **The Dolan Springs Chamber of Commerce 16154 Pierce Ferry Rd. Dolan Springs, 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.*

### SPECIAL MINUTES

#### 1) CALL TO ORDER.

- Director Terrill called the Special Meeting to order at approximately 1:05 p.m.

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

- Eric Terrill; Board Chair, Ellen Reh-Bower; Board Clerk, Charlotte Kiffer and Joe Campbell were present. Deb Cass was absent.

#### 3) PLEDGE OF ALLEGIANCE.

- Recited.

#### 4) BUSINESS.

- a. Discussion regarding: AFDA 2019 Winter Conference; overview regarding classes Board and Staff attended; information and/or input from Board and Staff. (Board)
  - The Board and Chief DeMaio ensued in discussion of the information received through the AFDA 2019 Winter Conference. They reviewed various material topics, such as: EEOC (pregnancy, PTSD, medical marijuana usage, which included patches and hemp oil, etc.), Public Records Requests, Records Retention Policy, Fingerprints, Business phone, Liability, 5-year Replacement Plans, 5-year Strategic Plan, Conflict of Interest, Board Induction Procedures, Toll Road, Staff Trainings, the Admonition, past Executive Minutes review, Action Minutes vs. Transcribed Minutes, Fraud in the Workplace, Internal Controls and Postings. Brief discussions about each topic ensued and suggestions were discussed. No Action.
- b. Discussion and possible action regarding: Referral to Specialist for Administrative Assistant evaluation regarding diagnosis and ADA accommodations; approximate evaluation time-frame; approximate cost associated. (Kiffer)

- Director Kiffer noted that the Agenda item is not the wording she submitted for this Agenda item and wanted to know why the wording was changed. She reported that the evaluation is not regarding, “diagnosis and ADA accommodations” but it is an evaluation for Fit for Duty, as described by the Board Attorney.
- Chief DeMaio presented the Board with his findings regarding a Doctor who specializes in the area for the matter, with a rate of \$125.00 per hour, with a minimum of approximately 10 hours, also advising that supplemental information would be requested by the Doctor to the Chief and a meeting with the Chief as well. It was noted the Board doesn’t need to see the report, it’s up to the Attorney through legal advice to assist with the matter, regarding Return to Work status/Fit for Duty. The Board and Chief DeMaio ensued in discussion about having the Attorney review the matter for legal advice, noting this employee is the Chief’s employee, not the Board’s, and the Board should step away from the matter and only obtain legal advice. The Board by consensus agreed to have the Attorney review the information, and one Board Member Campbell stated they felt it’s none of their business, and it was explained to Director Campbell the matter needs more clarification in meeting the ADA. Item tabled for next Agenda; no action.

**5) 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 – spoke about attending AFDA and reviewed various topics he gained information on, such as: Tax Valuations, analyzing calls day/time for month ahead, Fraud & Internal Controls, Personnel Wages, Board Members initially invoices upon signing checks, Balance Sheet and Cash position on Financial Report, a complaint hotline number for public through 3<sup>rd</sup> party entity, National Fire Academy trainings and reimbursement, Fire Fighter deaths (cardiac arrest and/or cancer) suggesting a policy related to uniforms staying on work premises, 911 Dispatch calls, Community Risk Assessment, Outreach/Education, Vehicle Replacement Schedules (apparatus and ambulance), Board Policy & Procedural Manual, Board Member review of Minutes, Board Packet posting and sample motions for approval.

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

- All tabled items will automatically move to the month’s Regular Meeting, unless noted otherwise and/or pending more information.
  - Action vs. Transcribed Minutes

- Posting Unfunded Liability on Website

## 7) ADJOURNMENT.

- Director Terrill motioned to adjourn the Special Meeting, Director Campbell 2<sup>nd</sup>. Directors Terrill, Campbell, Reh-Bower and Kiffer voted “Aye.” Motion carried, unanimously.
- Director Terrill adjourned the Special Meeting at approximately 2:42 p.m.

SPECIAL MINUTES prepared by: Karen Jackson

Date: 2/18/2019

Revised: 3/11/2019

**Approved: 3/25/2019**