



LAKE MOHAVE RANCHOS

FIRE DISTRICT

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MINUTES OF EXECUTIVE AND REGULAR MEETING OF THE LAKE MOHAVE RANCHOS FIRE DISTRICT GOVERNING BOARD

*The Governing Board of the Lake Mohave Ranchos Fire District met in Executive Session on **2/25/2019** at **9:00 a.m.** and Regular Session on **2/25/2019** at **1:30 p.m.** The Meeting was held at **The 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.*

*****NOTE: Executive Session will begin at 9:00 a.m. | Regular Session (for the public) will begin at 1:30 p.m. – all items for action will be held during public session, no action will take place during Executive Session. *****

EXECUTIVE MINUTES

1) CALL TO ORDER.

- Director Terrill called the Executive Meeting to order at approximately 9:31 a.m.

2) ROLL CALL OF BOARD MEMBERS.

- Eric Terrill, Joe Campbell, Deb Cass, Charlotte Kiffer and Ellen Reh-Bower were present.

3) 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:
 - a. Discussion regarding: Policies that can be applied as "Grandfathered-In." (Kiffer)
 - b. Discussion regarding: LMRFD's Legal Counsel invoices; August 2018-current. (Kiffer)
 - c. Discussion regarding: LMRFD's Legal Counsel email from 1/28/2019; re: Incorrect Annexation form. (Kiffer)
 - d. Discussion regarding: Legal advice re: use of Legal Counsel; Form of Resolution. (Board/Whittington)
 - e. Discussion regarding: Legal documents from Mohave County Superior Court re: property lien. (Administration)

- f. Discussion regarding: Personnel Matter; re: Fire Chief re: hand-delivered letter to Board on 1/28/2019; EEOC matter; possible perjury. (Kiffer)
 - g. Discussion regarding: Personnel Matter; re: Fire Chief Annual Evaluation and Self-Evaluation. (Board/Administration)
 - h. Discussion regarding: Personnel Matter; re: Fire Chief Contract. (Board/Administration)
 - i. Discussion regarding: Personnel Matter; re: Fire Chief re: Performance within Administration/Administrative Staff; possible reorganization of Administrative Staff duties, Staff hours, Staff Wages & Benefits; Minutes preparation/overview; Agenda Item List; Agenda Items. (Kiffer/Cass/Reh-Bower)
 - j. Discussion regarding: Personnel Matter; re: Fire Chief re: Administrative Assistant referral for "Fit for Duty" Evaluation. (Kiffer)
- Director Reh-Bower motioned to enter Executive Session, Director Cass 2nd. Directors Reh-Bower, Cass, Kiffer, Campbell and Terrill voted "Aye." Motion carried, unanimously.
 - Executive Session began at approximately 9:33 a.m.

4) ADJOURNMENT.

- Director Terrill adjourned Executive Session at approximately 12:34 p.m.

REGULAR MINUTES

1) CALL TO ORDER.

- Director Terrill called the Regular Meeting to order at approximately 1:39 p.m.

2) ROLL CALL OF BOARD MEMBERS.

- Eric Terrill, Ellen Reh-Bower, Deb Cass, Joe Campbell and Charlotte Kiffer were present.

3) PLEDGE OF ALLIANCE.

- RECITED.

4) APPROVAL OF MINUTES.

- a. Executive Session 11/26/2018 (Set 1-A3/A4-Items A, B, C, D, E and F, Set 2-A1-Item F, Set 3-A1 Items G, H and I)
- Director Cass motioned to approve the Executive Session Minutes for 11/26/2018, Director Reh-Bower 2nd. Directors Cass, Reh-Bower, Kiffer and Terrill all voted "Aye." Motion carried. Director Campbell vote was in audible.
- b. Executive Session 12/27/2018 (Set 1 A3/A4 – Items A, B, C, D, E, F and H and Set 2 A1 Item F)

- Director Reh-Bower motioned to approve the Executive Session Minutes for 12/27/2018, Director Cass 2nd. Directors Reh-Bower, Cass, Kiffer and Terrill all voted “Aye.” Motion carried. Director Campbell vote was in audible.
- c. Executive Session 1/28/2019 (Set 1 A3/A4 Items A, B, C and Set 2 A1 Item A)
- Item tabled for review until March Regular Meeting.
- d. Regular Session 1/28/2019
- Director Kiffer motioned to approve Regular Session Minutes for 1/28/2019, Director Cass 2nd. Directors Kiffer, Cass, Reh-Bower and Terrill all voted “Aye.” Motion carried. Director Campbell vote was in audible.

5) REPORTS.

- a. **January 2019 Financial Report(s).** *(The financial report(s) are to be reviewed and approved by the Board).*

Mr. Buldra reported the January 2019 Financial Report as follows:

- *Revenue for the month of January was \$63,388 which was \$26,208 over budget.*
- *Mohave County Revenue for January was \$44,268 which was \$31,895 over budget.*
- *Non-Tax Revenue for the month of January was \$19,119 which was \$5,687 under budget.*
- *Expenses for January totaled \$75,985 which was under budget by \$5,991.*
 - *Personnel expenses were \$10,251 under budget.*
 - *Managerial expenses were \$2,199 under budget.*
- *Year to date Revenue is \$717,404 which is \$142,352 over budget.*
- *Ambulance revenue is \$66,448 over budget YTD.*
- *Year to date Expenses are \$548,789 which is \$21,056 under budget.*
- *Legal Fees are \$18,838 over the budget for the year.*
- *Total cash as of January 31 2019 is \$617,278 which is \$51,936 more than January 31, 2018.*
- Director Kiffer reviewed for clarification the additional Balance Sheet categories listed, Allowance Doubtful Accounts, Prepaid Expenses, OPEB, Payroll Liabilities, Compensated Absences, Internal Revenue Service payments, Public Safety Center payment, Mohave Real Estate, Service Charge, Report Payment Noridian and Chase Credit Card letter regarding criteria and new cards being disbursed. Mr. Buldra and Chief DeMaio responded to each item for further clarification, no further explanation was asked for. Director Reh-Bower inquired about the Cardiac Monitors not being listed, Chief DeMaio advised payment was just made for \$65k+ and another check for financing was cut in amount of \$12k+. Director Reh-Bower also inquired about Payroll Taxes/Quarterlies and Mr. Buldra explained he would look into that, noting Payroll Taxes are paid upon Payroll. Director Reh-Bower asked if copies of receipts for Chase Credit Statements could also be provided. The Board of Directors appeared satisfied with responses provided and had no further inquiries for Mr. Buldra and/or Chief DeMaio for the January 2019 Financial

Report. Director Kiffer motioned to approve the January 2019 Financial Report, Director Reh-Bower 2nd. Directors Kiffer, Reh-Bower, Cass, Campbell and Terrill voted "Aye." Motion carried, unanimously.

b. Discussion and possible action regarding: Review and approval of FY 17/18 LMRFD Audit Report from Brian Richards. (Board)

- Director Kiffer asked Mr. Buldra about the changes that were to reflect on the Final Audit Report, Mr. Buldra advised the Compensated Absences wording was changed. Director Terrill noted he was unable to read the Final Audit Report, Mr. Buldra advised he would have the large print Final Audit Report to Director Terrill that day. Director Kiffer motioned to approve the FY 17/18 Audit Report, Director Reh-Bower 2nd. Directors Kiffer, Reh-Bower, Cass and Campbell voted "Aye." Director Terrill abstained. Motion carried.

c. **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.)*

- *January 2019 LMRFD Run-Report*

- Total Calls for January 2019 – 62

- AMR – 2, Transports – 37, Refusals – 5, Billed Refusals – 4, Flown – 2, Fire – 2, Service – 6, Good Intent – 5, False Alarms – 1, HWY-93 – 10, HWY-93 declined service – 1. Chief after hours call – 6.

- *Meadview Schedule: January 2019 actual coverage; March 2019 tentative coverage.*

- February 2019 actual coverage – 17 (out of 17 scheduled) and March 2019 tentative coverage – 11.

- *Meetings/Conferences/Trainings*

- Run-Review, Pre-Hospital Care Committee, Dept. of Homeland Security, WACEMS, MCFOA, AFDA, AirMedical (Classic Air). Recertification training for Pediatric Advanced Life Support and Pre-Hospital trauma life support.

- *District Properties*

- Item(s) of title search listed on Agenda.

- *District vehicles/apparatus*

- A-1165: At Ford for water pump and check for fluid leak near the breaks. Water pump replaced under warranty. Break/leak check; no problems found. WT-428: New leaf springs purchased and to be installed, 3 batteries tested (bad/out of warranty), 3 new batteries purchased. Computer for the vehicle is out for bench testing, waiting to hear back on that.

- *Projects in the works*

- Researching 2 small grants for equipment.

- Awarded a portion of the Wildland PPE Grant. Special section for

chainsaws was declined.

- Director Kiffer inquired as to how many chainsaws and at what cost. The Chief reported 4 at \$600-700 each. It was discussed to add these chainsaws to the Equipment Replacement Schedule under General Equipment.
- *Other*
 - Chase Credit Card changes; new card will have no points, all points cashed in thus far at approximately \$88.00.
 - Website work and expansion for more documents to be added and clean-up.

6) 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.)*

- David Anthony – Spoke about Fire Station 42, wanting to know if it would be sold/disposed of or used for storage, also spoke about the water tank location and curb appeal.
- Theodora Koeppen – Noted her dissatisfaction for the Board Chair not having documents that were readable, hoping for a speedy resolution. Ms. Koeppen spoke about the EEOC Investigator’s lack of attempt to reach Ms. Staab and stating she had declined an interview (as referred to in January Minutes), noting these were poor investigation tactics, suggesting the Board make mention to the Attorney of what occurred. Ms. Koeppen thanked the Board for the work they are doing.
- Interim Fire Chief, Tony DeMaio - Announced his retirement from the Fire Service and LMRFD, with a sad and heavy heart. Chief DeMaio announced his retirement effective 90-days from 3/1/2019. Chief DeMaio noted that it was in the best interest of all parties involved, due to he & the Board not coming together on several issues. Chief DeMaio noted it has been a pleasure to serve and run the District along with the Board Members that have given him support and bringing the Fire District back from what it was and where it is today.
- Robert Arnold, POC FF/CEP for LMRFD – Stated his displeasure for hearing of Chief DeMaio’s retirement, noting he returned to work at LMRFD because of Chief DeMaio. He stated the District had an issue with paramedic coverage, noting a lot of us returned because of him. Mr. Arnold noted he’s not privy to all the information, and stated it was a sad day for the District.
- Steve Winn, FT FF/CEP for LMRFD – Stated he’s sad to hear the news of Chief DeMaio leaving, noting he feels he’s been doing a wonderful job. Mr. Winn stated to

the Board they would be hard-pressed to find another Chief close to his caliber. Mr. Winn stated, it's the Board's loss and the District's also.

7) BUSINESS.

- a. Discussion and possible action regarding: Policies that can be applied as "Grandfathered-In;" possible review of current LMRFD Board By-Laws; possible adoption of draft revised LMRFD Board By-Laws/Rules of Procedures. (Kiffer/Cass)
- No action.
- b. Discussion and possible action regarding: LMRFD's Legal Counsel invoices; August 2018-current. (Kiffer)
- No action.
- c. Discussion and possible action regarding: LMRFD's Legal Counsel email from 1/28/2019; re: Incorrect Annexation form. (Kiffer)
- No action.
- d. Discussion and possible action regarding: Legal advice re: use of Legal Counsel; Form of Resolution. (Board/Whittington)
- No action.
- e. Discussion and possible action regarding: Legal documents from Mohave County Superior Court re: property lien. (Administration)
- Director Terrill motioned the Board write-off the \$136.10, Director Reh-Bower 2nd. Directors Terrill, Reh-Bower, Cass and Kiffer voted "Aye." Motion carried. Director Campbell vote was in audible.
- f. Discussion and possible action regarding: Personnel Matter; re: Fire Chief re: hand-delivered letter to Board on 1/28/2019; EEOC matter; possible perjury. (Kiffer)
- Director Terrill noted it should also state 'Terrill' for the item listed. Director Terrill stated for the record there was no perjury. No action.
- g. Discussion and possible action regarding: Personnel Matter; re: Fire Chief Annual Evaluation and Self-Evaluation. (Board/Administration)
- No action.
- h. Discussion and possible action regarding: Personnel Matter; re: Fire Chief Contract. (Board/Administration)
- Tabled indefinitely.
- i. Discussion and possible action regarding: Personnel Matter; re: Fire Chief re: Performance within Administration/Administrative Staff; possible reorganization of Administrative Staff duties, Staff hours, Staff Wages & Benefits; Minutes preparation/overview; Agenda Item List; Agenda Items. (Kiffer/Cass/Reh-Bower)
- Director Reh-Bower presented her argument for restructure of the Administrative Office. She reviewed past duties she was delegated with while under direction of Mr. Flynn, with a prepared breakdown of duties and time for each duty.

Discussion ensued. Chief DeMaio suggested in lieu of his retirement announcement, these things be discussed at new Budget time. Director Kiffer thanked Chief DeMaio for his services and noted in lieu of the Chief's retirement announcement, wanted to know if the Board should look into another full-time Fire Chief a part-time Fire Chief, outsource to other organizations for services, suggesting the Board look into this and continue to make sure services are provided to the constituents in the District. The Board ensued in discussion about Mr. Buldra's fee for certain duties and annual cost vs Administrative Assistant duties and annual cost. Mr. Anthony (member of the public, permission granted to speak) stated the Board needs to figure out what's best for the Community, whether that's contracting out, continuing as-is, etc. noting the keyword is best interest for the Community. Mr. Anthony stated in his opinion he felt they would be better off contracting out for Fire Service. Director Kiffer motioned for the Board to direct the Chair to contact the Chiefs of KFD, BHCDFD, GVFD, along with John Flynn to secure some information about what the cost would be if LMRFD wanted to contract for services for Administration. Director Reh-Bower 2nd. Director Campbell wanted to know where they had the right to interfere with his operations, Director Terrill noted they aren't interfering with his operation, they are preparing for his departure. Directors Kiffer, Reh-Bower, Cass and Terrill voted "Aye." Motion carried. Director Campbell vote was in audible.

- Director Kiffer reviewed Action vs Transcribed Minutes, noting that it can be listed as no action, tabled or motion with description (for Action Minutes) whereas Transcribed were more verbatim and it would help streamline the Minutes for the Administrative Assistant. Director Kiffer motioned to have Action Minutes from this Meeting going forward, Director Reh-Bower 2nd. Directors Kiffer, Reh-Bower, Cass, and Terrill voted "Aye." Motion carried. Director Campbell vote was in audible.
- The Board and Chief discussed review of the Administrative Assistant duties of preparing the Agenda Item List, Minutes being emailed out on the day of the Board Meeting, Posting on the Website, missing Agenda Item from December and Agenda Item wording vs. what was emailed to the Administrative Assistant. Director Cass stated the missing Agenda Item for December was her error. Chief DeMaio advised he would speak with the Administrative Assistant regarding making sure the DRAFT Agenda Item List, is sent on time, along with Minutes.
- j. Discussion and possible action regarding: Administrative Assistant referral for "Fit for Duty" Evaluation. (Kiffer)
- Director Kiffer advised Legal Counsel provided some clarification regarding their inquiry and the Board directed the Chief research physicians with expertise in the area it's regarding, with that employee. Chief DeMaio stated he would follow-up with what he's provided, from that person to see if they don't already have their M.D. Direction only.
- k. Discussion and possible action regarding: Ambulance Billing; RFP. (Buldra)

- Mr. Buldra was unable to speak to this item, due to cellular service. Chief DeMaio suggested the Board review the quotes provided from 2 organizations; Fire Recovery EMS and Frye Fire. Director Cass noted Fire Recovery listed more options on reporting along with customization and that appeared more appealing. Chief DeMaio advised Mediclaim Data Services is aware LMRFD put out for an RFP and suggested a 60-day notice, allowing time for transition. The cost for Mediclaim is 8% and the new rate would be 3.5% a potential estimated cost savings of \$14-16k annually. Mr. Kiffer (member of the public, permission granted to speak) noted the same approximate cost savings, recalling that is what Mr. Buldra has previously stated. Director Kiffer motioned to accept the offer from Fire Recovery EMS, Director Reh-Bower 2nd. Directors Kiffer, Reh-Bower, Cass and Terrill voted “Aye.” Motion carried. Director Campbell vote was in audible.
 - l. Discussion and possible action regarding: Formatting of the Profit and Loss (P & L) Sheet. (Reh-Bower)
- Director Reh-Bower requested the Personnel expenses broken down as follows: Chief, Staff and Suppression Personnel and Vehicle expenses broken down as follows: Fire and EMS. Mr. Buldra advised that is possible to do, also recommending from an accounting perspective not to convolute the accounting and Chief and Karen are assisting with building the fleet into Quickbooks to code it with invoices. The Board was in agreeance to this by consensus and had no further inquiries.
 - m. Discussion and possible action regarding: Periodic contact with Gabe Buldra, CPA for LMRFD. (Reh-Bower)
- Director Reh-Bower asked to periodically contact Mr. Buldra for certain data to plug into spreadsheets, she has prepared, for analysis purposes, to present to State and County agencies for the argument of needing additional funding. The Board ensued in discussion regarding extra expenditure to Mr. Buldra for the inquiries if they were outside of the Contract terms, it was stated by all parties, if the request(s) require more time, Mr. Buldra would advise of the cost beforehand to Director Reh-Bower and she would bring the cost back to the Board. The Board was in agreeance to these terms, by consensus and there were no further inquiries.
 - n. Discussion and possible action regarding: LMRFD Brush Truck vs. another vehicle; repairs/maintenance cost of the 2000 F-550 from 7/1/2016-current. (Reh-Bower)
- Item tabled.
 - o. Discussion and possible action regarding: Develop a Strategic Plan for the Fire Chief; Quarterly Reviews. (Reh-Bower)
- Item tabled.
 - p. Discussion and possible action regarding: Develop a Capital Replacement Schedule. (Reh-Bower)
- Director Reh-Bower presented a rough draft of a proposed 5-year Replacement Plan, to the Board and the Chief, which included an extensive list of LMRFD’s Capital

Equipment and property. With input from the Chief and the Board updated that list to be used for updating the Capital Replacement Schedule. Director Reh-Bower proceeded to query Chief DeMaio for information in order to update the data, noting that as he stated, "It all needs replacement within 5-years, with the total cost for replacement totaling approximately \$760,000." No action.

- q. Discussion and possible action: Review LMRFD Records Destruction Schedules for 2017 & 2018. (Reh-Bower)
- Chief DeMaio did not have the 2017 and 2018 Records Destruction Schedules as requested by Director Reh-Bower. He explained that he was told it was not necessary, that he learned from another source that there doesn't have to be one filed annually. Chief DeMaio is researching material regarding this. Item tabled.
- r. Discussion and possible action regarding: Siren Act 2018 information re: update. (Reh-Bower)
- No action.
- s. Discussion and possible action regarding: LMRFD Grievance Policy (draft); LMRFD Sexual Harassment/Harassment Policy (draft); LMRFD Personnel Evaluation Policy (draft); LMRFD Disciplinary Appeals Policy (draft) and review of prior LMRFD 2010 Policy Manual. (Cass)
- Item tabled.
- t. Discussion and possible action regarding: Unfunded PSPRS Liability; re: 30-year amortization schedule; re: posting on LMRFD website. (Board)
- The Board ensued in discussion regarding sending Mr. Kiffer's links to Mr. Buldra regarding posting of the Unfunded PSPRS Liability to the Website in accordance with Law. The Board by consensus agreed to have the information sent to Mr. Buldra for feedback. Item tabled until next Regular Meeting.
- u. Discussion and possible action regarding: HWY-93 call logs vs. Kingman Dispatch call logs; re: actual vs. reported; comparisons. (Board/Administration)
- Discussion ensued, No action.
- v. Discussion and possible action regarding: Sherwood Email; re: Annexation matter. (Board)
- Chief DeMaio stated that Mr. Sherwood needed to contest this matter through legal channels. No action.
- w. Discussion and possible action regarding: Payroll discrepancy matter re: update. (Terrill)
- Director Terrill indicated he would pursue this matter. Item tabled for next Regular Meeting.
- x. Discussion and possible action regarding: Review of Gabriel & Ashworth invoices and payments. (Kiffer)
- Director Cass noted she forwarded the final invoice to Director Terrill. Director Terrill noted he would check for it. Director Cass noted that the final invoice does not reflect the \$2500.00 down payment and she would resend to Director Terrill. Item tabled for next Regular Meeting.

- y. Discussion and possible action regarding: VFIS covering cost of Private Investigator for EEOC matter. (Kiffer)
- Chief DeMaio stated he inquired about this and was told “probably not.” Director Kiffer motioned to have the Chief get a written response from VFIS as to whether or not the cost of the Private Investigator would be covered under our Policy and if not, why not. Director Reh-Bower 2nd. Directors Kiffer, Reh-Bower, Cass and Terrill voted “Aye.” Motion carried. Director Campbell vote in audible.
- z. Discussion and possible action regarding: Purchase of LMRFD Board Member shirts for new Board Members. (Kiffer)
- Chief DeMaio spoke with Mr. Porzio who helped fund the purchases of the Board Member shirts, through donations from recycling cans and would need sizes, but this would probably be the last time as the can donations have declined. Direction provided to place the shirts order.
- aa. Discussion and possible action regarding: Resolution 2019-001; Annexation into LMRFD; Baxter property. (Administration)
- Item tabled until next Regular Meeting.
- bb. Discussion and possible action regarding: Invoice and information from Chicago Title Company re: limited title report for District properties. (Administration)
- Chief DeMaio explained per Chicago Title Company the free report provides no more information than what the County can provide, the limited title report will provide the information needed for \$100.00 vs paying for the more expanded report. Director Terrill motioned to pay the \$100.00 for the limited title report, Director Cass 2nd. Directors Terrill, Cass, Reh-Bower and Kiffer voted “Aye.” Motion carried. Director Campbell vote was in audible.
- cc. Discussion and possible action regarding: Subscription to NTN Database (for LMRFD Suppression Personnel). (Administration)
- Item tabled.
- dd. Discussion and possible action regarding: Grant Writer for LMRFD; re: information and cost. (Administration)
- Chief to research for more information, with more specifics. Direction only.
- ee. Discussion and possible action regarding: Possible purchase of video recording equipment for LMRFD Meetings and posting of videos. (Administration)
- Chief DeMaio reviewed the cost of video recording equipment needed, with an approximate cost of \$340.00 to get that started and either posting to YouTube or LMRFD Website (depending on cost/space). Director Reh-Bower motioned to approve the purchase, Director Kiffer 2nd. Directors Reh-Bower, Kiffer, Cass, Campbell and Terrill voted “Aye.” Motion carried. Director Campbell vote was in audible.
- ff. Discussion and possible action regarding: Possible purchase of cellphone and service provider for Fire Chief for LMRFD business. (Administration)
- No action.

8) 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.
 - Fire Station 42; status.
 - Grant Writer cost/services.
 - Board Meeting scheduling.

9) NEXT REGULAR BOARD MEETING DATE & LOCATION.

- March 25, 2019 at the Meadview Civic Center, Meadview, AZ
 - Public portion will be at 1:30 p.m.

10) ADJOURNMENT.

- Director Cass motioned to adjourn the Regular Meeting, Director Kiffer 2nd. Directors Cass, Kiffer, Campbell, Reh-Bower and Terrill voted "Aye." Motion carried, unanimously.
- Director Terrill adjourned at approximately 4:44 p.m.

MINUTES prepared by: Karen Jackson

Date: 2/28/2019

Revised: 3/11/2019 & 3/14/2019

Approved: 3/25/2019