



# LAKE MOHAVE RANCHOS

## FIRE DISTRICT

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### 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 **3-29-2019 at 9:00 a.m.** The meeting was held at **Station 41/Administration 16126 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 Meeting to order at approximately 9:02 a.m.

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

- Director Reh-Bower, Board Clerk acknowledged for the record, there was a quorum present/in attendance for this Special Meeting.
- Directors present: Ellen Reh-Bower, Eric Terrill and Charlotte Kiffer. Not in attendance/present: Director Cass and Director Campbell.

**3) PLEDGE OF ALLEGIANCE.**

- Recited.

**4) 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).*

- Director Kiffer read a letter of Correspondence into the Record from the Dolan Springs, Chamber of Commerce; written and emailed by Carol Ann Rivera. In summarization: She commended Chief DeMaio for his work performed for LMRFD and her concerns for the District.

## 5) BUSINESS.

- a. Discussion and possible action regarding: Clerical duties the Chief performs. (Reh-Bower)
  - The Board and Chief reviewed some of the Clerical duties he performs/assists with, explained as: review of the mail (including, Receivables/Payables), copies of EOB's for Medical Biller, Deposits, assisting with phone calls, Medical Record Requests and Public Record Requests. He explained that he does not have a log in for QuickBooks and that Karen performs the payables through TeamViewer with him and prints remotely. He explained he performs the Deposits in house. Review of TeamViewer function was provided for remote access use and noted that it's through password only. He explained after checks are signed, he places them for outgoing mail. No Action.
- b. Discussion and possible action regarding: IGA's information re: KFD, BHCDFD, GVFD and John Flynn re: information received for possible contract for services. (Kiffer)
  - Director Terrill stated he wouldn't have any further information on this until April relating to GVFD. He explained that Chief Moore reviewed certain processes the Board could consider for the hiring process, such as having an interview panel and narrowing it down to 2 people for the position. He advised that the Board decides the process, for hiring a Chief. Director Terrill noted he has not contacted Mr. Flynn, due to what Mr. Flynn performs and cost. Ms. Jackson provided information regarding contact with MCFOA President, Chief Martin also advising he is the Chief for Mohave Valley Fire District and explained that he expressed interest in assisting LMRFD with the Chief position (application, summary, questions, concerns, requirements, all aspects/navigation, etc.) and to possibly table some of the items on this Agenda for a Special Meeting that Chief Martin could attend.
  - The Board recessed for Ms. Jackson to attempt contact with Chief Martin on arrangements for a Special Meeting. 10-minute recess by Board consensus.
  - The Board reconvened from recess at approximately 9:23 a.m.
  - Ms. Jackson noted that the Administrative Staff stated Chief Martin was out on a call; pending.
  - Ms. Jackson advised Chief Martin's availability for 4/3/2019 at any time.
  - The Board by consensus agreed to a Special Meeting scheduled for 4/3/2019 at 10:00 a.m. at the Dolan Springs Community Council building, address for posting was provided to Ms. Jackson.
- c. Discussion and possible action regarding: Defining job description / job summary for Interim Fire Chief/Fire Chief re: qualifications, standards, testing, certifications, degrees and items like. (Board/Administration)
  - Director Kiffer provided a Chief description from Mt. Lemon Fire District for the Board to review, consider some use of and may find helpful, as an example. The Board and Chief ensued in discussion regarding experience with a CON and not

making the job description definitive to where it weeds out possible candidates who may have other qualifying experience, skills, etc. The Board by consensus agreed to have Ms. Jackson provide Chief Martin with this information through direction to the Chief. Item tabled for Special Meeting.

- d. Discussion and possible action regarding: Assessment process for qualified candidates. (Administration/Board)
  - Item discussed with Item C and tabled for Special Meeting.
- e. Discussion and possible action regarding: Announcement of open position for Interim Fire Chief/Fire Chief for LMRFD; posting of announcement on AFDA, AZ Fire Chief's Association, MCFOA, LMRFD Website and other outlets; posting of application, job description/job summary and items like. (Board/Administration)
  - Director Kiffer noted expanding it to other areas with AZ and NV along with current and past employees having notification. Chief DeMaio explained certifications and where the coverage of those are excepted between States. Item by consensus, tabled and to be discussed with Chief Martin at the Special Meeting.
- f. Discussion and possible action regarding: Administrative Assistant referral for 'Fit for Duty' Evaluation; update. (Kiffer)
  - Chief DeMaio advised he spoke with the company Mr. Whittington had provided. He explained they stated the following: A one day Meeting (approximately 4-6 hours), times provided, cost of \$3200-5000, if overnight accommodations are needed, they can arrange with Embassy Suites for \$145.00 per night plus tax, arrangement of transportation and scheduling is approximately one month out. Director Kiffer inquired about the Administrative Assistant continuation of employment with Chief DeMaio's retirement announcement, as mentioned by a public citizen at the last Meeting. She wasn't clear on the statement made and wasn't sure if it was just presumed, she is leaving because he is. Chief DeMaio advised he has not received a Resignation from Karen. Director Reh-Bower wanted to know if they could know what her intentions are, Directors Kiffer and Terrill stated through the Chief we can ask. By Board consensus they directed the Chief to make this inquiry to Ms. Jackson. Director Kiffer motioned that after the Chief speaks to the Administrative Assistant to find out her intentions of remaining or leaving, if she intends to stay, this referral be made, to PAX. Director Reh-Bower 2<sup>nd</sup>. Directors Kiffer, Reh-Bower and Terrill voted, "Aye." Motion carried.

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

- Specified tabled items will automatically move to the month's Regular Meeting, unless noted otherwise and/or pending more information.
  - Volunteer requirements refined within Application on Website.
  - COBRA information; follow-up/update.

## 7) ADJOURNMENT.

- Director Terrill motioned to adjourn the Special Meeting, Director Kiffer 2<sup>nd</sup>. Directors Terrill, Kiffer and Reh-Bower voted, "Aye." Motion carried.
- Director Terrill adjourned at approximately 9:48 a.m.

SPECIAL MINUTES prepared by: Karen Jackson

Date: 4/3/2019

Revised: 4/17/2019

**Approved: 4/22/2019**