



# 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 **May 15, 2019 at 2:30 p.m.** The Meeting was held at **the Dolan Springs Chamber of Commerce** located at **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.*

#### MINUTES

##### 1) CALL TO ORDER.

- Director Reh-Bower called the Special Meeting to order at approximately 2:35 p.m.

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

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

##### 3) PLEDGE OF ALLIEGANCE.

- Recited.

##### 4) APPROVAL OF MINUTES.

- a. Executive Minutes 1/28/2019 (Set 1 A3/A4)
- Director Cass motioned to approve the Executive Minutes from 1/28/2019, Director Reh-Bower 2<sup>nd</sup>. Directors Cass, Reh-Bower, Campbell and Kiffer voted, "aye." Motion carried, unanimously.

##### 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.)*

- None.

##### 6) BUSINESS.

- a. Discussion and possible action regarding: Review of Workshop Meeting with GVFD re: Fire/EMS IGA (Intergovernmental Agreement) pursuant to A.R.S. 48-805 16 (a) and (c) with associated cost/negotiations of IGA (Intergovernmental Agreement) for Fire/EMS services with GVFD; potential process to fill Chief position vacancy during interim. (Board)

- Director Reh-Bower advised that GVFD wasn't interested because LMRFD didn't have the Personnel. Director Kiffer noted that staffing for the Ambulance seemed to be the critical issue and once staffing was adequate there may be an option later. No action.
  
- b. Discussion and possible action regarding: Information for Part-Time Interim Fire Chief/Fire Chief or Full-Time Interim Fire Chief/Fire Chief re: associated costs/benefits. (Kiffer)
- Discussion ensued regarding Chief's DeMaio's responsibility in hiring personnel until he departs on 5/31/19 and the vitality regarding having Suppression Staff. They spoke about advertising for positions with the NTN Database. A recommendation provided by former Fire Chief Dave Estenson on behalf of Mr. Pettway, as read aloud by Director Reh-Bower was provided. It was noted that 2 people applied for Chief and discussion ensued regarding liability of drug boxes. It was advised that drug box handling by an EMT was not permissible, even in a supervisory position and the Chief was to provide the email communication regarding such information provided by Heather Miller stating so. The Board by consensus agreed to review and speak to the 2 candidates who've applied at the 5/29/19 Meeting. No action.
  
- c. Discussion and possible action regarding: recommendations from CPA; re: Part-Time Office Assistant and internal controls with lapse of staffing coverage in office. (Kiffer)
- Director Reh-Bower called for a recess to await Mr. Buldra's connection for the item. Recess called at approximately 2:55 p.m. for approximately 15 minutes.
- The Board and Mr. Buldra ensued in discussion regarding the transitional changes with the Chief's upcoming departure. They spoke about internal controls due to the lapse of coverage when the Chief exits. It was noted that there is a Volunteer, Ms. Aitken currently assisting the Administrative Assistant and she was thanked for her volunteerism. They spoke in reference to A/R and Payroll, securing procedures, handling processes, functions performed, and concerns related to what the Chief currently performs and who would be doing that, also discussing alternative options, one being a Board Member assist with mail process, since the Chief would be unavailable. The concern Mr. Buldra expressed was lack of employed staff with LMRFD in the Office to assist with these duties in the absence of a Chief and that a volunteer is not employed by the District and doesn't have the same responsibilities. Other alternatives provided were hiring of an Office Assistant, mail forwarding options, etc. It was explained to Mr. Buldra that GVFD would not be assisting LMRFD, due to lack of Full-Time Personnel. The Board spoke about the Budget containing a position for Office Assistant and bringing that to the next Meeting for discussion to possibly hire for. Mr. Buldra noted he would be at the 29<sup>th</sup> Meeting to discuss options related to staffing a position, payroll, A/R, mail and a Chief. Mr. Buldra stated he would speak with the Attorney regarding a Board Member assisting with mail until there's a Chief and/or staffing in the Office. The Board Members discussed a Part-Time Office Assistant for \$16,000.00 and working hours for the Administrative/District Office to have the doors open, blood pressure checks, burn permits and general coverage/assistance. The Board continued with discussion regarding what the Accountant Mr. Buldra had recommended and whether to place an ad now or visit this topic on the 29<sup>th</sup>. Director Reh-Bower motioned to place an ad to hire for an Office Assistant, Director Kiffer 2<sup>nd</sup>. Chief DeMaio stated that was a little muddy and Director Reh-Bower stated she was doing what the Accountant recommended. Directors Kiffer and Reh-Bower voted, "aye." Director Cass voted, "nay." Director Campbell initially voted, "aye" and changed his vote to "nay" after Board Member Cass' clarified the item to him, also explaining it would be discussed again on the 29<sup>th</sup>. Director Campbell asked if the Volunteer was going to continue to assist and Director Cass advised that the Volunteer said she would, Director Cass also stated she couldn't justify spending \$16,000 when there is a Volunteer, for free. Director Campbell agreed. Director Kiffer re-explained what the Accountant stated regarding the Volunteer not being an employee of the District and what his recommendations

were, and Director Campbell's vote remained a "nay." Motion failed.

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

- Specified tabled items will move to following/next month's Regular Meeting, unless noted otherwise and/or pending more information.
  - Items A, B & C.

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

- 5/29/2019 at 2:30 p.m. (Regular Meeting) Dolan Springs, AZ.

**9) ADJOURNMENT.**

- Director Kiffer motioned to adjourn the Meeting, Director Reh-Bower 2<sup>nd</sup>. Directors Kiffer, Reh-Bower, Cass and Campbell voted, "aye." Motion carried, unanimously.
- Director Reh-Bower adjourned at approximately 3:22 p.m.

MINUTES prepared by: Karen Jackson

Date: 5/21/2019 & 6/10/2019

Revised: 6/17/2019

**Board Approved: 6/24/2019**