



# 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 **5/29/2019** at **1:00 p.m.** and Regular Session on **5/29/2019** 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.*

**\*\*\*NOTE: Executive Session will begin at 1:00 p.m. | Regular Session (for the public) is scheduled to begin at 2:30 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 Reh-Bower called the Executive Meeting to order at approximately 1:22 p.m.

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

- Joe Campbell, Deb Cass, Ellen Reh-Bower and Charlotte Kiffer 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: LMRFD's Legal Counsel invoice(s) re: review of December 2, 2018-March 29, 2019 Statement and review of April 2, 2019-April 15, 2019 Statement. (Kiffer)
  - b. Discussion regarding: Appointment of Board Member. (Reh-Bower)
    - Moved from Executive Session to Business.
  - c. Discussion regarding: Employee the Board per law hires and supervises over. (Cass)
  - d. Discussion regarding: Concerns related to current Suppression Staff and future Staffing for Suppression. (Cass)

- e. Discussion regarding: Concerns related to drug boxes for the District and potential issues. (Cass)
  - f. Discussion regarding: Conflict of Interest pertaining to Director Kiffer's questions to Mr. Whittington. (Kiffer)
  - g. Discussion regarding: Possible appointment of Interim Fire Chief. (Reh-Bower)
  - h. Discussion regarding: Personnel Matter: Interview possible candidate for appointment of Temporary and/or Part-Time/Interim Fire Chief and/or Battalion Chief and FLSA designation re: Mike Pettway. (Cass)
  - i. Discussion regarding: Personnel Matter: Interview possible candidate for appointment of Temporary and/or Part-Time/Interim Fire Chief and/or Battalion Chief and FLSA designation re: Tim Bonnee. (Cass)
  - j. Discussion regarding: Liability for Board Members if other Board Members are refusing to follow the advice of LMRFD Accountant regarding the need for internal controls, keeping the Administration Office open, and continuance of command. (Kiffer)
  - k. Discussion regarding: Accounting and payroll. (Reh-Bower)
  - l. Discussion regarding: Possible additional clerical help. (Reh-Bower)
  - m. Discussion regarding: Administrative Assistant referral for Fitness for Duty Evaluation re: all costs associated; re: District reimbursement to employee. (Kiffer)
  - n. Discussion regarding: Status of Fitness for Duty Evaluation referral re: copy of referral to Board Chairperson and Mr. Whittington. (Kiffer)
  - o. Discussion regarding: Board involvement with current Suppression and Administrative Staff and information released in public. (Cass)
- Director Reh-Bower motioned to enter Executive Session for Items A-O, Director Cass 2<sup>nd</sup>. Directors Reh-Bower, Cass, Kiffer and Campbell voted, "aye."
  - Executive Session began at approximately 1:23 p.m.

#### **4) ADJOURNMENT.**

- Director Reh-Bower adjourned Executive Session at approximately 4:05 p.m.

## **REGULAR MINUTES**

### **1. CALL TO ORDER.**

- Director Reh-Bower called the Regular Meeting to order at approximately 4:14 p.m.

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

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

### 3. PLEDGE OF ALLIANCE.

- Recited.

### 4. APPROVAL OF MINUTES.

- a. Budget Workshop 4/11/2019
  - Director Kiffer motioned to approve the Budget Workshop Minutes from 4/11/2019, Director Cass 2<sup>nd</sup>. Director Reh-Bower noted a change of accessed to assessed on pg. 1. With that noted change, Directors Kiffer, Cass, Reh-Bower and Campbell voted, “aye.” Motion carried, unanimously.
- b. Special Meeting 4/11/2019
  - Director Kiffer motioned to approve the Special Meeting Minutes from 4/11/2019, Director Reh-Bower 2<sup>nd</sup>. Directors Kiffer, Cass, Reh-Bower and Campbell voted, “aye.” Motion carried, unanimously.
- c. Regular Meeting 4/22/2019
  - Item tabled for June Meeting.
- d. Executive Meeting 4/22/2019 (Items: a, b, c, d, e & g) and (Item: h)
  - Item tabled for June Meeting.
- e. Special Meeting 5/1/2019
  - Item tabled for June Meeting.
- f. Special Workshop 5/15/2019
  - Director Reh-Bower noted a change to the top of pg. 2 one line down, change to ‘is’ actively pursuing. Director Reh-Bower motioned to approve the Special Workshop Minutes from 5/15/2019, Director Cass 2<sup>nd</sup>. Directors Reh-Bower, Cass, Campbell and Kiffer voted, “aye.” Motion carried, unanimously.
- g. Special Meeting 5/15/2019
  - Item tabled for June Meeting.

### 5. REPORTS. (Karen, the print size is different in the a. and b.)

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

Mr. Buldra reported for the Month of April the Financials were:

- Revenue for the month of April was \$111,195 which was \$7,023 under budget.
- Mohave County Revenue for April was \$106,240 which was \$12,828 over budget.
- Non-Tax Revenue for the month of April was \$4,955 which was \$19,851 under budget.
- Expenses for April totaled \$59,870 which was under budget by \$18,107.
- Year to date Revenue is \$911,054 which is \$100,342 over budget.
- Ambulance revenue is \$15,483 over budget YTD.
- Year to date Expenses are \$758,031 which is \$30,151 under budget.

- Total cash as of April 30, 2019 is \$544,000 which is \$22,427 less than April 30, 2018.
  - Review and inquiry ensued regarding the assets of properties owned by LMRFD (which did not include the Dolan Springs land), City of Kingman 4<sup>th</sup> Quarter payment for Dispatch Services was verified, it was discussed that Dispatch Services is an annual FY Contract and needing to be renewed. The new ambulance biller is online and will be doing the past billing for January-April 2019. Brush Truck review of payments; 2 payments to B&B for Brush Truck, A/P inquiry regarding \$12,186.65 that stays the same; Mr. Buldra stated that is a rolling A/P balance when Karen goes in and pays bills that balance will fluctuate. Review of accrued payroll, noting that is an annual adjustment and accrued liabilities, which is rolling liabilities also reviewed was the Legal fees balance at \$45,795.00 to date. Review of 2 invoices paid were Praxair and Westside Disposal, noting it could have been a timing from the bills coming in. Director Reh-Bower motioned to approve the April 2019 financial report, Director Cass 2<sup>nd</sup>. Directors Reh-Bower, Cass, Campbell and Kiffer voted, “aye.” Motion carried, unanimously.
- 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.)*
- The Administrative Assistant provided and read the Chief’s Report for the Meeting since the Chief was not in attendance. The report was prepared by Chief DeMaio and directly read as prepared.
- AMR transports, none. Chief Call-Outs-After Hours, zero due to mechanical breakdown. Transports 34, Refused 7, Refused Billed 2, DOA 2, Fire 7, Service Calls 8, Good Intent 7, False Alarms 6. Total Calls:75. Hwy-93 calls: 11.
  - *Meadview Schedule (April actual, May to-date and June tentative)*
    - See schedule provided.
  - *Meetings/Conferences/Trainings*
    - Run Review and Prehospital Care.
  - *District Properties*
    - Nothing new to report.
  - *District vehicles/apparatus*
    - WT-438 back in service and C-401 in shop for intermittent stalling problem.
    - SCBA fill station repair and maintenance has been approved, parts ordered, and technician started on the 20<sup>th</sup>, doing repairs, air quality tests on all 3 units.
  - *Other*
    - Contrary to rumors, Firefighter/Paramedic Dick Gardner submitted his resignation.

- Response to Director Reh-Bowers email dated 5/21/19:
  1. Succession plan: I was never asked or tasked to make or draft a succession plan, nor did I think it was my job to do since I was being forced out. The Board has one employee, the Chief, it is the Boards responsibility to hire or replace a Chief with a qualified replacement. I think it is very odd to ask me at the last minute what MY plan was. It was MY plan to stay employed. The plan to remove me was from certain Board Members and THEY should have had a plan to replace me with a qualified applicant. I cannot in good faith recommend any current fulltime employee for the job of Chief or otherwise to take over day to day operations and administration, due to lack of formal education, complaints and lack of support from former and current employees. As stated in the Workshop, placing the wrong person in power will only compound the already bad situation the District finds itself in. I understand the District is looking for answers, I do not have one.
  2. As stated in last Budget Year Workshop when a .45 cent an hour raise was approved for Suppression Personnel, it was long discussed on how much the District could afford in raises, the .45 cents we gave was the max and more was discussed, but was not considered because that would put the District in deficit spending. This is reflected in the Minutes from the Workshop and Mr. Buldra can attest to this as well. I do not have the current wages or wage scales for the other Districts in the area. Chief Cunningham only suggested if the LMRFD Budget could handle it, (which it cannot), increasing wages would be a way to attract new employees.
  3. The NTN Database was tabled by the Board and no further information was requested. But I believe the plan I presented was \$700.00 per year. The information was provided in the Board Packets that month and can be referred to from there.

Director Kiffer inquired with Mr. Buldra about monies available for Personnel, inquiring about a one-time sign on bonus if they are a Paramedic, health insurance coverage, and additional wage increases to POC's. Mr. Buldra advised currently the District offers PSPRS and health insurance for full-time Personnel. He explained one is mandated by law. Mr. Buldra explained that the current model is what this operates under, suggesting a reevaluation of a different model, but also noting Capital needs addressed. Discussion ensued regarding a Part-Time Fire Chief and the savings of approximately \$30,000.00 which was noted would be addressed in other Agenda items.

Director Kiffer stated that at all the Board Meetings she had been at, the Chief indicated he wanted to retire, and wanted to retire on 5/31/19. She stated, if the Chief changed his mind it

was incumbent upon him, to bring it before this Board for consideration, noting the only thing received was an email resignation. Discussion ensued regarding options the Chief had and what he could have presented to the Board. Inquiry was made regarding a donation; it was clarified by the Administrative Assistant she just found out last week there was one received.

**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.)*

- Supervisor Jean Bishop; expressed her hope the Board could move forward and beyond the impasse to appoint a new Member today and hire an Interim Fire Chief. She stated she understand the political struggles and explained the BOS role if they had to appoint, noting the soonest would be 8/19/19. She stated it's not healthy for the District, suggesting tossing a coin for a Board Member and noting they aren't doing the community any favors by sticking to your guns. She advised per their legal counsel they can't get involved until the 90-day mark and then it's another 60-days to appoint. She asked them to make a compromise, stating nobody is going to be happy, to just do it.
- Donna Isenhower; she expressed her thoughts and views regarding appointment of Fire Chief. She expressed her support for Mike Pettway for Interim Fire Chief, explaining that he lives here and can provide faster response with boots on the ground than a chief responding from an hour away. She explained that he has lived here for 25 years, worked for the LMRFD for 20 years, and stayed through good times and bad times, with his family as well as himself making personal sacrifices for his dedication to his job. She explained that when somebody else doesn't show up, he shows up to cover.
- Douglas Braaten; made a statement about 1 Part-Time person working in Meadview, asking what they can effectively do, stating they can't drive an ambulance, fight a fire, saying they just sit there and can't do anything.
- Larry Tennant; disagreed with Douglas' statement and said one man can save a life, that a life is more important than a building. He stated, one Paramedic, trained with equipment can save a life. He stated a life is more important than a dollar bill.
- Director Reh-Bower read aloud correspondence received from Carol Ann Rivera in support of Mr. Pettway for Interim Fire Chief and she also read aloud correspondence related to an Interim Fire Chief having the qualifications and meeting the needs of the CON from Phyllis Aitken a Volunteer for the District in the Office.

**7. BUSINESS.**

- a. Discussion and possible action regarding: LMRFD's Legal Counsel invoice(s) re: review of December 2, 2018-March 29, 2019 Statement and review of April 2, 2019-April 15, 2019 Statement. (Kiffer)
  - Pending information from the Attorney, no action.
- b. Discussion and possible action regarding: Appointment of Board Member. (Reh-Bower)
  - Addressed with Item P as combined.
- c. Discussion and possible action regarding: Employee the Board per law hires and supervises over. (Cass)
  - No action.
- d. Discussion and possible action regarding: Concerns related to current Suppression Staff and future Staffing for Suppression. (Cass)
  - No action.
- e. Discussion and possible action regarding: Concerns related to drug boxes for the District and potential issues. (Cass)
  - Director Cass clarified that 6 Paramedics are needed to maintain the CON and for the drug boxes also. 1 Paramedic per shift. No action.
- f. Discussion and possible action regarding: Conflict of Interest pertaining to Director Kiffer's questions to Mr. Whittington. (Kiffer)
  - No action.
- g. Discussion and possible action regarding: Possible appointment of Interim Fire Chief. (Reh-Bower)
  - Director Cass motioned to offer Tim Bonnee the Interim Fire Chief position, Director Campbell 2<sup>nd</sup>. Directors Cass, Campbell and Kiffer voted, "aye." Director Reh-Bower voted, "nay." Motion carried 3-1. (This motion was also conducted on Item X).
- h. Discussion and possible action regarding: Personnel Matter: Interview possible candidate for appointment of Temporary and/or Part-Time/Interim Fire Chief and/or Battalion Chief and FLSA designation re: Mike Pettway. (Cass)
  - Item combined with Item G & X by consensus.
- i. Discussion and possible action regarding: Personnel Matter: Interview possible candidate for appointment of Temporary and/or Part-Time/Interim Fire Chief and/or Battalion Chief and FLSA designation re: Tim Bonnee. (Cass)
  - Item combined with Item G & X by consensus.
- j. Discussion and possible action regarding: Liability for Board Members if other Board Members are refusing to follow the advice of LMRFD Accountant regarding the need for internal controls, keeping the Administration Office open, and continuance of command. (Kiffer)
  - No action.
- k. Discussion and possible action regarding: Accounting and payroll. (Reh-Bower)
  - Discussion ensued regarding Mr. Buldra concerns about internal controls,

noting payroll and receivables. He explained how the District adopting the use of Paychex would address those concerns. Director Cass asked what the cost to Mr. Buldra would be for this, he explained he would be able to provide that for no additional services. He explained there is a fee for Paychex, noting the cost is \$2,500.00 for the first year and approximately \$2,000.00 thereafter. Director Kiffer motioned to approve Paychex systems, Director Reh-Bower 2<sup>nd</sup>. Directors Kiffer, Reh-Bower, Cass and Campbell voted, “aye.” Motion carried, unanimously.

- l. Discussion and possible action regarding: Possible additional clerical help. (Reh-Bower)
  - No action.
- m. Discussion and possible action regarding: Administrative Assistant referral for Fitness for Duty Evaluation re: all costs associated; re: District reimbursement to employee. (Kiffer)
  - Director Kiffer stated that it would be transportation, lodging, per diem for meals and mileage. No action.
- n. Discussion and possible action regarding: Status of Fitness for Duty Evaluation referral re: copy of referral to Board Chairperson and Mr. Whittington. (Kiffer)
  - Director Kiffer stated that referral will be made by the next Fire Chief. No action.
- o. Discussion and possible action regarding: Board involvement with current Suppression and Administrative Staff and information released in public. (Cass)
  - No action.
- p. Discussion and possible action regarding: Interview applicants for Board Member vacancy. (Board)
  - Director Kiffer asked Ms. Aitken if she was still running for the open Board seat, Ms. Aitken advised no, she would prefer to stay volunteering in the Office. Interviews were conducted by the Board Members to each prospective candidate for the open seat as follows: Mike Karash was not present he provided a letter, Ms. Koeppen attended the interview via phone, Mr. Fleming was not present, and Mr. Tennant was in the audience. In their applications and those present in person and by phone, each of them provided information regarding their experiences, involvements with other organizations, Board history, personal work-history, and other various areas for information. Director Kiffer noted negative examples of Mike Karash’s past tenure on the Board as to why she could not support his return to the Board. Director Reh-Bower motioned for Theodora Koeppen to fill the vacant Board seat, Director Kiffer 2<sup>nd</sup>. Directors Reh-Bower and Kiffer voted, “aye.” Directors Cass and Campbell voted, “nay.” Motion failed, 2-2. Director Reh-Bower motioned to approve Mr. Fleming to fill the vacant Board seat, no 2<sup>nd</sup>. Motion failed. Director Cass motioned to approve Mr. Tennant to fill the open Board seat,



Director Campbell 2nd. Directors Cass, Campbell and Reh-Bower voted, "aye."  
Director Kiffer voted, "nay." Motion carried, 3-1.

- q. Discussion and possible action regarding: Appointment for Board Member to fill vacated position; re: Oath of Office and Certificate of Compliance. (Board)
  - Appointment of Board Member to fill vacated seat was handled with Item P. Oath of Office and Certificate of Compliance will be administered at the 6/4/19 Special Meeting by Board consensus.
- r. Discussion and possible action regarding: Board Chairperson re: vacated position and Director Reh-Bower making unilateral decisions for the Board without Board approval or knowledge. (Cass)
  - Item tabled with Adjournment Motion (see below).
- s. Discussion and possible action regarding: Nomination of Board Chairperson to fill vacant Chairperson seat and nomination of Board Clerk.
  - Item tabled with Adjournment Motion. (see below).
- t. Discussion and possible action regarding: Chief's succession plan. (Reh-Bower)
  - Item tabled with Adjournment Motion (see below).
- u. Discussion and possible action regarding: Board to authorize someone to contact KRMC, AZ DHS and other vendors/outlets/partners of transition LMRFD will be going through. (Reh-Bower)
  - Item tabled with Adjournment Motion (see below).
- v. Discussion and possible action regarding: NTN (National Testing Network) vs. Daily Dispatch for hiring processes/announcement. (Reh-Bower)
  - No action.
- w. Discussion and possible action regarding: Battalion Chief job description, hiring for Battalion Chief position and/or ad and placement of position in FY 19/20 Budget. (Kiffer)
  - Item tabled with Adjournment Motion (see below).
- x. Discussion and possible action regarding: LMRFD Interim Fire Chief/Fire Chief hiring and application process, announcement and ad re: Part-Time or Full-Time position. (Reh-Bower)
  - Discussion ensued about hiring a PT vs. a FT Chief. After discussing with each of the candidates, consensus was reached to offer the temporary Interim Chief position with a salary range \$52,000.00-55,000.00 for a 40-hour work week/on-call, 8:00 a.m.-5:00 p.m. in conjunction with the shift schedule, no mileage reimbursement, to not be on social media, and the person selected would return to their normal shift assignment if they were not selected for the permanent position, especially since there is no guarantee the person selected for the temporary position would be hired permanently. The qualifications and experience of each candidate was reviewed. Consensus was reached to use the DRAFT Contract prepared by LMRFD attorney Bill Whittington for Chief DeMaio and that the Board

review it and make changes and its contingent with the candidate selected. Discussion ensued regarding Chief and/or Firefighter residency requirements as defined in SB 1231, and only a medic being able to retrieve the drug boxes. Director Cass motioned to accept Tim Bonnee as our Interim Fire Chief. Director Campbell 2<sup>nd</sup>. Directors Cass, Campbell and Kiffer voted, "aye." Director Reh-Bower voted, "nay." Motion carried, 3-1. Because Mr. Bonnee was going to be out of town, the Board agreed by consensus to schedule a Special Meeting on 6/4/19 at 3:00 p.m. to meet with Mr. Bonnee to work out the Contract details.

- y. Discussion and possible action regarding: Volunteer Suppression and Non-Suppression Applications for LMRFD and Office Assistant position overview and job description. (Reh-Bower)
  - Item tabled with adjournment motion (see below).
- z. Discussion and possible action regarding: Wage Increase for Suppression/EMS personnel, per Chief Cunningham's suggestion. (Reh-Bower)
  - Item tabled with adjournment motion (see below).
- aa. Discussion and possible action regarding: Sign up Bonus for Suppression/EMS personnel, as incentive to work for us, in-line with Chief Cunningham's suggestion. (Reh-Bower)
  - Discussion ensued with Mr. Buldra regarding the current staffing model, monies available in the budget for additional POC support but no sign-on bonus. No action.
- bb. Discussion and possible action regarding: Income and Expenditures related to operating CON report. (Kiffer)
  - Discussion ensued with Mr. Buldra regarding CON income and costs overall. He advised, if they didn't have the CON, he'd be concerned with the District supplying much of any staffing and it would be detrimental to the organization. No action.
- cc. Discussion and possible action regarding: Line item insertions for FY 19/20 re: Volunteer Support, Part-Time Office Assistant and Annual Physicals per NFPA for Suppression Personnel re: overview of expense. (Reh-Bower/Cass/Kiffer)
  - Discussion ensued about the budget and costs for staffing, including hiring a P-T office staff person, annual physicals. Director Reh-Bower motioned to approve Volunteer Support in the Personnel category for \$10,000.00, Director Kiffer 2<sup>nd</sup>. Directors Reh-Bower, Kiffer, Cass and Campbell voted, "aye." Motion carried, unanimously. Director Reh-Bower motioned to approve the Part-Time Office Assistant for new Budget year, Director Kiffer 2<sup>nd</sup>. Directors Reh-Bower and Kiffer voted, "aye," and Directors Cass and Campbell voted, "nay." Motion failed. Director Reh-Bower motioned to approve Annual Physicals, Director Cass 2<sup>nd</sup>. Directors Reh-Bower, Cass, Kiffer and Campbell voted, "aye." Motion carried, unanimously.

- dd. Discussion and possible action: Research and purchase phone for Chief/Operations/Board; line item in budget to reflect associated costs. (Reh-Bower)
- Director Reh-Bower motioned to direct the new person that will be in charge to research cellphone information and bring to the Board with a Contract, Director Cass 2<sup>nd</sup>. Directors Reh-Bower, Cass, Campbell and Kiffer voted, “aye.” Motion carried, unanimously.
- ee. Discussion and possible action regarding: Review of Chief’s request for PTO and subsequent report; Arizona’s Fair Wage and Healthy Families Act section 23-372; Industrial Commission of Arizona re: sick leave. (Kiffer/Buldra)
- Mr. Buldra provided information the Board based on what Chief DeMaio provided, under his Interim Contract, PTO, his understanding of additional hours he would accrue for coverage, and accrual for sick policy. This was performed with a recalculation back to the Chief’s hire date based on all 3 factors, and in speaking with the Attorney, to isolate the 3 pools of PTO accrual, so to speak, to address them individually. Discussion ensued about whether Mr. Buldra should use a 2 weeks per year for vacation as claimed by the Chief or if it should be 40-hours a year for vacation as per the Chief’s April 2016 Contract. Then Mr. Buldra reviewed the Contract and Minutes from April 2016 and found nothing indicating an 80-hour PTO, and Mr. Buldra advised he didn’t have anything from John Flynn pertaining to the 80-hours accrual for vacation and it was 40-hours per year as the Contract is written. Discussion ensued about the 2017 Arizona’s Fair Wage and Healthy Families Act pertaining to Firefighters PTO, since sick time was not addressed in his Contract when that law took place for AZ Sick Time. Discussion ensued regarding Policies and if the Chief fell under the Sick Policy or Contract. Mr. Buldra stated he has requested that the verbal PTO agreement between the Chief and John Flynn be put in writing, and nothing has been provided. Director Reh-Bower motioned to have the Chief’s PTO calculation be at 40-hours per year, per Contract and agreed to the calculated \$2,846.63 sick accrual. Director Kiffer 2<sup>nd</sup> the motion. Directors Reh-Bower, Kiffer, Cass, Campbell voted, “aye.” Motion carried, unanimously.
- ff. Discussion and possible action regarding: Utilizing Paychex Systems, Bill.com and overview of mail procedure. (Buldra)
- Item discussed with Item K.
- gg. Discussion and possible action regarding: Picard matter update and Payroll Audit 2016-2019. (Kiffer/Reh-Bower)
- Discussion ensued about the need to have a complete audit of payroll in light of the employee embezzlement. Director Reh-Bower motioned to have Gabe order a payroll audit ASAP. Discussion ensued about a cursory review of the

payroll records when the embezzlement was found, and Mr. Buldra explained how the Paychex system works and how payroll will be approved.

Director Reh-Bower rescinded her motion. Director Reh-Bower provided an update to the Picard matter, advising that an arraignment for Mr. Picard is 6/10/19 at 8:30 a.m. with Judge Lambert, in Division 7. No action.

- hh. Discussion and possible action regarding: Resolution 2019-003 re: Copperpoint. (Buldra)
- Mr. Buldra read aloud Resolution 2019-003, noting Volunteer Firefighter is \$800/mo./each and Volunteer Workers is \$400/mo./each. Director Reh-Bower motioned to approve Resolution 2019-003, Director Cass 2<sup>nd</sup>. Directors Reh-Bower, Cass, Campbell and Kiffer voted, “aye.” Motion carried, unanimously.
- ii. Discussion and possible action regarding: Tentative FY 19/20 Budget review and possible approval of draft; re: Notice of 20-day posting and public hearing. (Buldra/Board)
- Discussion ensued about reallocating monies in the approved budget. Director Cass motioned to approve draft Budget #1 the one without the Part-Time Office Assistant, Director Campbell 2<sup>nd</sup>. Directors Cass, Campbell and Reh-Bower voted, “aye.” Director Kiffer voted, “nay.” Motion carried 3-1.
- jj. Discussion and possible action regarding: LMRFD Board By-Laws re: draft By-Laws set; re: draft Social Media/Correspondence/Communication Rule and draft Appointment of Board Member Article V included within. (Cass/Reh-Bower)
- Item tabled with Adjournment Motion (see below).
- kk. Discussion and possible action regarding: LMRFD Personnel – Social Media/Correspondence/Communication Policy draft. (Cass/Reh-Bower)
- Item tabled with Adjournment Motion (see below).
- ll. Discussion and possible action regarding: Mutual Aid Agreement with LMRFD and GVFD. (Kiffer)
- It was explained that no such Mutual Aid Agreement can be located between the 2 Districts. No action.
- mm. Discussion and possible action regarding: Resolution 2019-002 Records Retention. (Reh-Bower)
- Item tabled with Adjournment Motion (see below).
- nn. Discussion and possible action regarding: Reimbursement of overpayment from PSPRS to former employees. (Reh-Bower)
- Item tabled with Adjournment Motion (see below).
- oo. Discussion and possible action regarding: Thank you to Volunteers and paid employees who are leaving LMRFD. (Kiffer)
- Director Kiffer stated on behalf of herself and fellow Board Members that

they thanked the Volunteers and paid staff from the bottom of their hearts for all their hard work. No action.

**8. CONSIDERATION OF FUTURE AGENDA ITEMS.**

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

**9. NEXT REGULAR BOARD MEETING DATE & LOCATION.**

- June 24, 2019 in Meadview, AZ.

**10. ADJOURNMENT.**

- Director Cass motioned to adjourn the Meeting and table all the other stuff on our items, Director Campbell 2<sup>nd</sup>. Directors Cass, Campbell, Reh-Bower and Kiffer voted, "aye." Motion carried, unanimously.
- Director Reh-Bower adjourned the Meeting at approximately 7:00 p.m.

MINUTES prepared by: Karen Jackson

Date: 6/3/2019 & 6/9/2019 &  
6/10/2019

Revised: 6/18/2019

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