



# 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 **6/4/2019** at **3:00 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 3:06 p.m.

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

- Board Members present: Joe Campbell, Deb Cass, Ellen Reh-Bower and Charlotte Kiffer. Larry Tennant was running late, not present at roll call.

##### 3) PLEDGE OF ALLIANCE.

- Recited.
- Board Member Larry Tennant arrived after Pledge of Allegiance was 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.)*

- NONE.

##### 5) BUSINESS.

- a. Discussion and possible action regarding: Appointment for Board Member Larry Tennant re: Oath of Office and Certificate of Compliance. (Board)
- Director Reh-Bower provided the Oath of Office to Director Tennant for his swearing in as an appointed Board Member; he recited the Oath of Office back. Certificate of Compliance and Oath of Office of Office were notarized. No action.

- b. Discussion and possible action regarding: Nomination of Board Chairperson to fill vacated Chairperson seat. (Cass)
- Discussion ensued about Director Tennant being Chairperson, he respectfully declined. Director Campbell nominated Director Cass for Board Chairperson. Director Kiffer expressed her interest in being Chairperson. Director Tennant 2<sup>nd</sup>. Directors Campbell, Tennant and Cass voted, “Aye.” Directors Kiffer and Reh-Bower voted, “Nay.” Motion carried, 3-2.
- c. Discussion and possible action regarding: Nomination of Board Clerk. (Cass)
- Director Kiffer nominated Director Reh-Bower for Board Clerk. Director Tennant 2<sup>nd</sup>. Directors Kiffer, Tennant, Cass, Campbell and Reh-Bower voted, “Aye.” Motion carried, unanimously.

## **6) EXECUTIVE SESSION.**

1. *Board of Directors may vote to go into Executive Session pursuant to A.R.S. §38-431.03 (A)(1) for personnel matters pursuant for the following matters:*
  - a. Discussion regarding: Personnel Matter re: Tim Bonnee re: Interim Fire Chief Contract re: review regarding terms within Contract. (Board)
    - Director Campbell motioned to exit Public Session to enter Executive Session. Director Reh-Bower 2<sup>nd</sup>. Directors Campbell, Reh-Bower, Cass, Tennant and Kiffer voted, “Aye.” Motion carried, unanimously.
    - Public Session adjourned for Executive Session at approximately 4:44 p.m.
    - Executive Session adjourned at approximately 7:05 p.m.
    - Public Session reconvened at approximately 7:05 p.m.

## **7) BUSINESS.**

- a. Discussion and possible action regarding: Approval of Interim Fire Chief Contract for Tim Bonnee. (Board)
  - Director Cass motioned to have Interim Fire Chief Tim Bonnee paid \$56,900.00 starting 6/1/2019 with Contract under review for approval. Director Campbell 2<sup>nd</sup>. Directors Cass, Campbell, Tennant and Kiffer voted, “Aye.” Director Reh-Bower voted, “Nay.” Motion carried 4-1.
- b. Discussion and possible action regarding: Kingman Dispatch – IGA (Intergovernmental Agreement) Contract re: annual renewal for FY 19/20. (Administration)
  - Ms. Jackson explained the rate has increased approximately \$3,000.00 annually as explained by former Chief DeMaio, noting the call volume was a reason. She explained the Contract has the same standard-issue verbiage along with a Signature page for the Board Chairperson, noting it’s currently listed with Director Reh-Bower and the Chief for signing. It was also explained that it’s paid Quarterly at approximately (rough estimate) \$4,000.00 currently. Director Reh-Bower motioned to renew the Contract with Kingman Dispatch – IGA for FY 19/20, Director Cass 2<sup>nd</sup>. Directors Reh-Bower, Cass, Kiffer, Campbell and Tennant voted, “Aye.” Motion carried, unanimously.
- c. Discussion and possible action regarding: Pick-Up Truck purchase for Chief vehicle, and purchase of equipment and gear for Suppression Personnel. (Cass)
  - Discussion ensued regarding current Brush Truck (Type 6) and its future use for Wildland and in District responses to brush fires, etc. Discussion involving a Command Vehicle for the Chief ensued regarding pricing, mileage, vehicle type, light packages, along with vehicle being able to hold a back board, turnouts and ALS gear. Discussion ensued about looking into locations for donations of a Vehicle and/or better pricing for fleet, along with checking additional surplus locations. More information on a vehicle to be provided by the Chief. Discussion ensued

regarding needed equipment and gear for the Suppression Personnel, such as: turnouts and SCBA's. It was noted that items are being sought from other Organizations for donation, as well. Chief Jenkins (Oatman) is letting LMRFD crews use turnouts, until LMRFD can obtain what is needed. It was explained that certain equipment and gear that is necessity is outdated or reached service life. Chief Bonnee noted currently there is a grant out for the turnouts. The Chief asked for time to provide quotes to the Board about the needed equipment and gear by next Regular Meeting. Tabled to the next meeting.

d. Discussion and possible action regarding: Referral regarding Fitness for Duty Evaluation re: Administrative Assistant. (Kiffer/Cass)

- It was explained that Legal Counsel advised the Board that the District is responsible for the mileage, meals, hotel, and the transportation for the employee; the District would be responsible for the daily wage for the employee's husband only if she was incapable of driving herself; That receipts would be turned in and the Board would reimburse for the expenses incurred. It was explained the location is in Phoenix and that it was a 1-day appointment and the information should be in the Office for the referral to be made. The cost of the visit is \$2,000-5,000 with a Report going to the Attorney. The Chief was provided the Administrative Assistant job description to provide the Physician and to make the referral for the Evaluation. No action.

e. Discussion and possible action regarding: Reimbursement of overpayment from PSPRS to former employees. (Reh-Bower/Administration)

- It was advised that this was an error on PSPRS side, and they have left the option to the District's affected to retrieve the funds from the participants. One of the 2 participants is deceased. The monies overpaid are from 7 years ago and Ms. Jackson noted it was not at fault of the District. Director Tennant motioned to write-off the balance, Director Cass 2<sup>nd</sup>. Directors Tennant, Cass, Kiffer, Campbell and Reh-Bower voted, "Aye." Motion carried, unanimously.

f. Discussion and possible action regarding: Resolution 2019-002 Records Retention. (Reh-Bower)

- Explanation of the laws regarding Records Management was provided and it was explained the reason for the Resolution was to show intent to work productively to ensure Records compliance. Director Reh-Bower motioned to adopt Resolution 2019-002, Director Cass 2<sup>nd</sup>. Director Cass noted a change on month notated on Resolution from May to June. With that change, Directors Reh-Bower, Cass, Campbell, Tennant and Kiffer voted, "Aye." Motion carried, unanimously.

g. Discussion and possible action regarding: LMRFD Personnel – Social Media/Correspondence/Communication Policy draft. (Cass/Reh-Bower)

- Item tabled for Director Tennant to review.

h. Discussion and possible action regarding: LMRFD Interim Fire Chief/Fire Chief/Resident Fire Chief re: hiring and application process, announcement and ad re: Part-Time or Full-Time position. (Reh-Bower)

- Discussion regarding Part-Time/Full-Time Chief and the application process took place with changes made via discussions that were agreed upon to the application process documentation; benefits, salary, qualifications, Part-Time and Full-Time, along with hours of operation for a Chief and possible housing in St. 42 as part of employment package . Director Cass and Director Campbell didn't agree with a Part-Time Chief. Discussion of a Battalion Chief and a Part-Time Chief ensued. Resident Fire Chief was discussed, with the idea of St. 42 being living quarters for a Chief, with a reduction in pay as compensation for housing. Director Tennant favors a Full-Time Chief, noting it's better for the public and for the responsibilities. Director Campbell stated he had 27 years in the Fire Service and it's important for the people to know who the Chief is. It was acknowledged that there are Budget constraints involved as well. Director Tennant motioned to make an application for Full-Time and an application for Part-Time.

Discussion continued with Part-Time or Full-Time Chief applications and coordinating that on the application along with Part-Time Chief salary being defined.

- Discussion ensued regarding ad locations; NTN, Daily Dispatch, AFDA and other AZ organizations; direction was to have Chief Bonnee and Karen research and bring to the June Meeting. Director Cass stated, everything's been filled in on that, we need a motion. Director Kiffer so-moved, Director Reh-Bower 2<sup>nd</sup>. Motion carried, unanimously.
  - i. Discussion and possible action regarding: Volunteer Suppression and Non-Suppression Applications for LMRFD. (Reh-Bower)
- Director Cass motioned to accept the Applications with the correction to the P.O. Box, Director Campbell 2<sup>nd</sup>. Directors Cass, Campbell, Kiffer, Reh-Bower and Tennant voted, "Aye." Motion carried, unanimously.

## **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.
  - Daily Dispatch & NTN costs
  - Monthly Shift/Suppression Schedule in Chief's Report
  - Status of Shift/Suppression Personnel
  - Application Invitations (status)

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

- June 24, 2019 in Meadview, AZ.

## **10) ADJOURNMENT.**

- Director Cass adjourned the Special Meeting at approximately 7:06 p.m.

MINUTES prepared by: Karen Jackson

Date: 6/18/2019 & 6/22/2019  
Revised: 7/10/2019 & 7/15/2019  
Board Approved: 7/25/2019