



# 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 **1/28/2019** at **1:00 p.m.** and regular session on **1/28/2019** at **2:00 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 1:00 p.m. | Regular Session (for the public) will begin at 2:00 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 Session Meeting to order at approximately 1:07 p.m.

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

- Joe Campbell, Deb Cass, Eric Terrill; Board Chairman, Ellen Reh-Bower; Board Clerk, 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: Personnel Matter; re: Fire Chief Annual Evaluation and Self-Evaluation. (Board/Administration)
- b. Discussion regarding: Legal Counsel review of current Administrative Assistant position; current legal research; Specialists to review. (Kiffer)
- c. Discussion regarding: Legal advice for LMRFD Disciplinary Appeals Policy; draft. (Cass/Terrill)

- Director Ellen Reh-Bower motioned to enter Executive Session, Director Campbell

2<sup>nd</sup>. Director Reh-Bower, Director Campbell, Director Cass, Director Kiffer and Director Terrill voted “aye.” Motion carried, unanimously.

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

- Director Terrill adjourned Executive Session at approximately 1:33 p.m.
  - Director Terrill called a recess for approximately 30 minutes, until Regular Session would begin.
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### **REGULAR MINUTES**

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

- Director Terrill called the Regular Meeting to order at approximately 2:00 p.m.

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

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

#### **3) PLEDGE OF ALLIEGANCE.**

- Recited.

#### **4) APPROVAL OF MINUTES.**

- 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)
- Initially these Minutes were approved upon Director Kiffer’s Motion, but she later rescinded that Motion for approval; Director Kiffer noticed there were Minutes in her email today from the AA, that she has not read. Motion canceled tabled for review/revisions.
- Regular Session 12/27/2018
- Director Kiffer motioned to approve, Director Reh-Bower 2<sup>nd</sup>. Director Kiffer, Director Reh-Bower, Director Campbell, Director Terrill and Director Cass voted “Aye.” Motion carried, unanimously.
- Executive Session 12/27/2018 (Set 1 A3/A4 – Items A, B, C, D, E, F and H and Set 2 A1 Item F)
- Tabled for review/revisions.

#### **5) REPORTS.**

- December 2018 Financial Report(s).** *(The financial report(s) are to be reviewed and approved by the Board).*
- *Revenue for the month of December was \$114,837 which was \$26,636 over budget.*
  - *Mohave County Revenue for December was \$75,200 which was \$41,805 over budget.*
  - *Non-Tax Revenue for the month of December was \$39,636 which was \$15,170 under*

*budget.*

- *Expenses for December totaled \$82,554 which was over budget by \$6,624.*
- *Personnel expenses were \$4,776 under budget.*
- *Managerial expenses were \$14,488 over budget. This variance was caused predominantly by legal fees, timing on ambulance billing and audit fees.*
- *Year to date Revenue is \$654,017 which is \$116,144 over budget.*
- *Ambulance revenue is \$72,049 over budget YTD.*
- *Year to date Expenses are \$462,370 which is \$4,501 over budget.*
- *Legal Fees are \$19,670 over the budget for the year.*
- *Total cash is \$637,691 which is \$46,111, more than December 31, 2017.*
  - Director Kiffer inquired about the Cardiac Monitor funding. Mr. Buldra noted that the manufacture provided a better funding rate, after exhausting outside source searches. Chief DeMaio noted the purchase of the 4 Cardiac Monitors has been completed, in-line with the Board's action to purchase 2 and finance 2, (providing a lower rate would be applied), which has been given for a financing option of 4%. Director Kiffer inquired about the assets for 2017 & 2018, where the difference is coming from. Mr. Buldra explained it's a timing issue with when payroll is processed. Director Kiffer inquired about the amount indicated under Accounts Payable, \$11,724.00. Mr. Buldra explained the majority of that is an A/P Adjustment for the Audit, noting that amount is an accrued amount from the FY 17/18 that was adjusted to reflect for that FY and not current FY.
  - Director Reh-Bower inquired about receiving the Mohave County Statements. Mr. Buldra explained it's the Board's decision, but his recommendation is that it not be included with the monthly Financial Packet, because it does convolute the financial information, stating that Statement can be supplied as a separate document. Mr. Buldra noted the issue is giving too much information, and people don't know where they are looking or what to look for. Director Reh-Bower asked for the Mohave County Statement to be emailed, along with the MediClaim Data Report. Director Reh-Bower inquired about the invoicing from MediClaim Data, and Mr. Buldra along with Chief DeMaio explained Mr. Sherry doesn't bill very consistently also noting there are discrepancies with his billing and LMRFD's records of what's been processed. Mr. Buldra noted that LMRFD is showing more monies received than what MediClaim Data is reporting, adding this is a matter he is researching with Chief DeMaio for what/how it's been reconciled. Chief DeMaio explained all items are sent to Mr. Sherry for processing, they will research where the disconnect is on what's received vs. reported. Director Reh-Bower asked about a breakdown for Tax Receivables and Ambulance Receivables. Mr. Buldra explained he could split out the A/R and put part of the Property Tax Receivable in there and have an Ambulance Receivable Account also. Director Reh-Bower and Mr. Buldra

- reviewed the “Contingency Fund,” noting it’s included in the total amount, rather than a separate budget item and is conformed to proper accounting procedures/reporting. Director Reh-Bower asked for a breakdown on Chief, Administration and Suppression wages to also be provided. Chief DeMaio called a point of order to Chair Terrill, stating these are action items and not agendized, that any addendums or changes to the report need to be on next month’s Agenda and by changing/adding reports there may be more cost incurred than what the Contractual Agreement states with Mr. Buldra. Director Reh-Bower asked about Liability payments reporting for December and Mr. Buldra noted that was a timing issue, they will reflect on January.
- Chief DeMaio noted the Chase Credit Card Points would be cashed-out Quarterly.
    - Director Kiffer motioned to approve the December 2018 Financial Report, Director Cass 2<sup>nd</sup>. Director Kiffer, Director Cass, Director Terrill, Director Reh-Bower and Director Campbell voted “aye,” motion carried, unanimously.
  - b. Discussion and possible action regarding: Review and acceptance of FY 17/18 LMRFD Audit Report from Brian Richards. (Richards)
  - Mr. Richards provided a brief overview of FY 17/18 LMRFD Audit. Mr. Richards noted there weren’t any Internal Control issues present, the District follows and is within compliance of Title 48 as well. Mr. Richards reviewed the Accounting Standards and provided a brief detail of the changes that were effective this year for accrual reporting. Mr. Richards reviewed financial changes through the year; assets, revenues and expenditures. Some of the items explained were: liabilities, monies in & out, reports, carry-over (Contingency Fund), projections and contribution rates. Mr. Buldra answered Director Reh-Bowers question about tracking fixed assets by stating fixed assets, property tax revenue, and pension liabilities are done on an annual basis. In summarization; calculations, fund balance for carry-over, cash on hand, receivables, accrual statements, scheduling of report projections, and total assets were reviewed as well. It was noted LMRFD took in more money for FY 17/18, than expected. Mr. Buldra noted that a disclosure correction will be revised by Mr. Richards before the final Audit is provided for approval, to remove the “uncompensated absences pay-out,” as LMRFD does not have this Policy. The Board ensued in discussion regarding finalization date of the Audit Report to the Mohave County Board of Supervisors. Mr. Buldra explained it needs to be reviewed and approved no later than the February Meeting, in order to be filed on time. Item tabled for review.
  - 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.)*
    - December 2018 LMRFD Run-Report

- AMR: 0, HWY-93: 13, Transports: 24, DOA: 4, Refusals Billed: 4, Refusals: 4, Fires: 2, Service: 5, Good Intent: 7 and False Alarms: 2. Total December 2018 Calls: 52.
- *Meadview Schedule: December 2018 actual coverage; February 2019 tentative coverage.*
  - December Actual: 24 covered days (+1 than what was scheduled), January Actual (as of 1/28/19):17/31 days covered (+1 than what was scheduled, due to a new POC being hired), February Tentative: 21/28 days scheduled. Chief (C-401) Calls After-Hours (only Calls, not other District business): 9.
- *Meetings/Conferences/Trainings*
  - Run-Review, Pre-Hospital Care Committee and WACEMS.
- *District Properties*
  - *Title search (item is on Agenda)*
- *District vehicles/apparatus*
  - C-401: water pump and glow plugs, A-1165: low fuel pressure sensor light, performed calibration and replaced fuel filters (fixed issue), coolant leak (in Ford's shop) possible water pump (no update on findings to date). WT-428: 3 new batteries, possible starter issue (District Mechanic is assessing).
- *Projects in the works*
  - Ongoing Grants and attended a DOHS Meeting in Parker for a Radio Grant (grant was not funded this cycle). Extrication equipment from WACEMS Grant is due for delivery to the District in February.
- *Other*
  - Website update containing information about free smoke detectors from the American Red Cross, adding a link to American Red Cross on Website as well (if not already there).
  - POC new hire.

**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.)*

- Pat Kelley-Staab; Spoke about the EEOC matter and noted she hoped that someone checked into VFIS covering this matter under liability. Ms. Kelley-Staab also noted in November Director Kiffer contacted her about speaking with the Investigator for the EEOC matter and she acknowledged she would. Ms. Kelley-Staab indicated she

never heard from the Investigator, and the Report states that she declined the interview, Ms. Kelley-Staab contacted Ms. Satchel advising her that she didn't decline the interview and it was then noticed that Ms. Satchel was calling an incorrect phone number, leaving messages and the person it belonged to didn't inform Ms. Satchel it was the wrong number, only assuming that Ms. Kelley-Staab was declining. Ms. Kelley-Staab wanted it to reflect that Ms. Satchel's statement was untrue and that she is a little upset about it.

- Walt Kiffer; Spoke about testing his printer with the 11x17 option, providing examples to the Board. Mr. Kiffer noted the numbers Mr. Buldra provided with 33.55% pays pension liability (19.8% unfunded and 13.7% normal) in his breakdown it's 60% goes to the unfunded liability, stating if the payment total is \$125k, 60% of that is \$73,770. Mr. Kiffer noted if the pension is amortized over 20 years that is 1,475,400,000.00, adding if the unfunded is \$855,000 the District is safe in fulfilling that at today's snapshot.
- Christine Baker; Spoke about the Agenda not being on the Website (yesterday), also stating there was a Fire in Meadview (last week) that burned a house down, stating LMRFD made it before the fire was out, adding that it didn't do anything for the people there, stating this Fire Report isn't needed for Meadview, stating "it does absolutely nothing." Ms. Baker requested that more information be provided on the Chief's Report with information regarding DOA's, wanting to know how many people died because LMRFD didn't get there on time. Ms. Baker also stated she didn't understand what the Auditor was talking about because she can't see anything, noting she doesn't have a Report or Agenda. She stated that is the job of the Administrative Assistant, Karen Jackson, adding that "she needs to be fired, now, immediately, this cannot go on, we need to have the documents here..." Ms. Baker further went on saying she can't believe Ellen (Director Reh-Bower) doesn't have access, noting it looks like a lot more is going on.
- David Anthony; Requested future Agenda Items: HWY-93 Kingman Dispatch logs vs. LMRFD logs, equipment (i.e. trucks) wanting to know alternatives in another vehicle vs. having the Brush Truck Out-of-District.
- Colleen Mart; Inquired about fuel discounts.
  - Chief DeMaio responded, noting that a discount is provided with a Maverick Discount Card.
- Mr. Sherwood; email received on 1/15/2019. (Administration)
  - Chief DeMaio read the email correspondence aloud, Mr. Sherwood expressed his distaste for the annexation process that took place in LMRFD and wanted to "un-annex," from the District.

## 7) BUSINESS.

- a. Discussion and possible action regarding: Personnel Matter; re: Fire Chief Annual Evaluation and Self-Evaluation. (Board/Administration)
- Item tabled until February.
- b. Discussion and possible action regarding: Legal Counsel review of current

Administrative Assistant position; current legal research; Specialists to review.  
(Kiffer)

- Director Kiffer noted the Chief has provided Specialists information for an evaluation. Director Kiffer noted that this item can be included on the Special Meeting, suggesting the Chief find out the cost, time-frame and if the evaluation can be performed. No Action, Direction only; report at Special Meeting.
- c. Discussion and possible action regarding: LMRFD Disciplinary Appeals Policy; draft for possible approval. (Cass)
- Items C, D, E & F are included in this discussion. The Board ensued in discussion of the Policies provided, 2010 past Policies (LMRFD & NACFD); when under Moore/Flynn direction) and suggested reviewing the materials, noting the past Policies are outdated, also adding material that was learned in AFDA can be possibly applied. Chief DeMaio advised we haven't reinvented the wheel on these Policies, we've borrowed other District's Policies and brought in drafts. Chief DeMaio noted the Policies the Board has are from 2009, which are extremely outdated and there is no separation of defining Sexual Harassment/Harassment, for example. Chief DeMaio noted that the draft Policies were actually written by the LMRFD District's Attorney and provided to other Districts, and Legal Counsel can provide an overview of them. Chief DeMaio stated he's viewed the old Policy Manual and a lot of Policies don't apply for how the District is operating today. Director Kiffer stated she had emailed the 2010 Policies to the Board Members and she handed out to the Board Members and the Chief the portions of the 2010 Policies that included Sexual Harassment, Discipline, Grievance and Appeal Procedures to be able to compare with the DRAFT policies on those topics the Board is now reviewing. Consensus was to review the 2010 Policies and update them, as well as eliminate those policies no longer appropriate. Director Terrill asked the Board Members to come prepared to do that at the next meeting. Chief DeMaio noted that a Harassment Policy encompasses different types of harassment including Sexual Harassment. Pending; No Action.
- d. Discussion and possible action regarding: LMRFD Grievance Policy; draft for possible approval. (Cass)
- Item included with Item E.
- e. Discussion and possible action regarding: LMRFD Sexual Harassment/Harassment Policy; draft for possible approval. (Cass)
- Item included with Item E.
- f. Discussion and possible action regarding: LMRFD Personnel Evaluation Policy; draft for possible approval. (Terrill)
- Item included with Item E.
- g. Discussion and possible action regarding: Payroll discrepancy matter re: update. (Terrill)
- Director Terrill stated he was advised it's still in review and will do a follow-up. Pending/Tabled, No Action.

- h. Discussion and possible action regarding: Attorney contact; review of current procedure. (Terrill)
- Director Terrill advised they are \$19k over Budget with Attorney expenses and need to put the brakes on. Director Terrill stated he has received calls on a Sunday from Mr. Whittington and Mr. Whittington's response to that was he always calls on Sunday, also adding he randomly contacts Ms. Jackson. Director Kiffer suggested funneling the contacts through the Chair, which was discussed last time. The Board ensued in discussion of the Chair authorizing contact and putting something in writing to Mr. Whittington and if it's unauthorized it's not being paid for. Director Kiffer wanted to know why he needed a Board Packet also, Director Cass noted he should only need the material applying to Executive Session. Director Kiffer noted she doesn't want to limit the contact the Chief or Administrative Assistant have with Legal Counsel, but it should be in conjunction with the Chair. Chief DeMaio suggested the Board also review and possibly re-work the written Agreement between them and Mr. Whittington that was supplied in 2016 as the Chief believed it rolls over if not formally renewed; he also stated he would supply a copy of that to the Board. Chief DeMaio stated, Mr. Whittington's free day is Sunday and that's when he handles business without interruption and when he is contacting the Administrative Assistant on a Sunday, we are now paying for her to work and that's not a regular scheduled work day. Director Kiffer motioned to review Legal Counsel's Contract/Agreement and notify via writing by the Board Chair to Mr. Whittington his Contract/Agreement is being reviewed and services need to be kept to a minimum and the Chair is to be the funnel for any contact from the Board, Staff and with Legal Counsel. Director Reh-Bower 2<sup>nd</sup>. Director Kiffer, Director Reh-Bower, Director Cass, Director Campbell and Director Terrill voted "Aye." Motion carried, unanimously.
  - i. Discussion re: Nomination of Board Chair and Clerk not listed as items for possible action on Special Agenda. (Kiffer)
  - Director Kiffer stated a Special Agenda/Meeting was scheduled for December and when the Agenda came out it was missing the Board Chair and Clerk nominations (that were requested, by two Board Members) and she wanted clarification as to why that happened. Director Cass stated she didn't know why it wasn't put on there. Chief DeMaio stated it's not his position to add/delete items on an Agenda, stating that is between the Chair and Administrative Assistant. The Board ensued in discussion regarding the list of requested items and where the ball dropped. Ms. Jackson was asked if she knew what happened, she stated she didn't know and would research the emails that were received. Director Terrill asked the Chief if he could direct Ms. Jackson to research the emails/matter. Chief DeMaio agreed to the request of direction. Member of the Public requested to speak, Chair gave permission. Ms. Kelley-Staab stated she was provided an Agenda to post for this Special Meeting and there was nothing provided to rescind the Meeting, Chief DeMaio stated that cancelation occurred 10 minutes prior to the Meeting, stating it's hard to rescind something in that time-frame, Director Terrill agreed. Director Cass



stated there wasn't a quorum. Ms. Kelley-Staab wanted to know if she should have posted a cancelation notice. Ms. Jackson stated it was posted to the front page of the Website. Item tabled.

- j. Discussion and possible action regarding: Review and notice of Gabriel & Ashworth invoices and payments. (Kiffer)
- Director Kiffer wanted clarification regarding the retainer fee being applied and if a final invoice had been received. Ms. Jackson (through email to Director Kiffer) notified that no other invoices have been received to pay as of to date. Director Cass stated the invoices were coming to her email first, she checked with Director Terrill and he hadn't received any as new Chair. Director Kiffer asked Director Terrill to do a follow-up on the invoice. Item tabled.
- k. Discussion and possible action regarding: Adjusted invoice for annexation payment/ credit for invoice. (Kiffer)
- Director Kiffer was advised the credit was applied for the annexation issue. No Action.
- l. Discussion and possible action regarding: Review of email dated 3/26/2018 from Director Terrill and current proposed ADA accommodations for Director Terrill. (Cass/Kiffer)
- Director Cass wanted to clarify that it was suggested she didn't care about Director Terrill's request/issue and that was not the case. She noted in her March email she responded back thanking Director Terrill and stating she would see what she could do to help. Director Cass stated, "She did speak with Tony and Karen regarding changing the fonts bigger on his documentations." She said that was as far as she went with it as she thought that's where she needed to go. Director Kiffer added that she had overheard Director Cass say, to which Director Cass added that is why she wanted to clarify that. Director Kiffer noted that after Director Cass spoke with staff, it still continued. Director Kiffer asked if the District has received any formal complaint, Chief DeMaio replied, "Not that I'm aware of." Director Kiffer wanted to know if what Mr. Kiffer showed him would work, Director Terrill stated it would. Chief DeMaio noted the District's printer doesn't support that paper size and a purchase would need approved. Director Terrill stated what Staff is doing is working now too. Director Kiffer motioned for the Chief to work with Mr. Kiffer on purchasing the most efficient printer in creating 11x17 documents to enable our Chair to be able to read all the documents. Director Cass 2<sup>nd</sup>. Director Kiffer, Director Cass, Director Reh-Bower, Director Campbell voted "Aye." Director Terrill abstained. Motion carried.
- m. Discussion and possible action regarding: Review of Ambulance Revenue increase; Ambulance Receivables; Tax Receivables; LMRFD District Personnel vehicle cost breakdown (fuel/repairs & maintenance); LMRFD apparatus cost breakdown (fuel/repairs & maintenance). (Kiffer)
- Director Kiffer wanted to know if there was anything tangible regarding this for a visual review. Mr. Buldra noted that a comparison report could be ran, and Chief

DeMaio noted for fuel it's broken down on the fuel log for which employee fuels up for how much, the vehicle ID and mileage. Mr. Buldra noted, this is not being broke down in QuickBooks, also adding that for the apparatus breakdown in the memo line it's indicated for which repair applies to what vehicle. Mr. Buldra wanted to know the time period to reflect this information, Director Kiffer stated this was a Call to the Public inquiry last month and followed up on the item as a request on the Agenda. Mr. Buldra respectively explained that it should go through the proper channels and be a Public Records Request for those documents. Director Terrill asked if any Member of the Public would like to speak to this item. Member of the Public, Walt Kiffer stated he recalled asking about the Ambulance Revenue portion but doesn't recall asking for the other information. Mr. Kiffer wanted to know more information regarding the fluctuation of Ambulance Revenue. Chief DeMaio explained that an increase in rate charges occurred for the Ambulance side and that was not included in the Budget at the time of expected monies. Chief DeMaio explained the rate increases were for Base Rate, Mileage and Stand-By. Chief DeMaio noted the fuel cost is starting to decline but has been trending higher, on average at .50 cents. Chief DeMaio noted the collection rate is trending at 80% currently. Mr. Buldra noted he's seen an increase within last 12 months of what's being charged and collected. Mr. Buldra noted when the Budget is prepared, we try to be conservative in areas, because there are unknown expectancies, noting he does increase the Budget in review of historical volume. No Action.

- n. Discussion and possible action regarding: LMRFD current Board By-Laws review; possible adoption of draft revised LMRFD By-Laws and Rules of Procedures; Grandfather in clause. (Cass/Kiffer)
- Director Kiffer wanted advice from the Attorney on what items can be considered and applied as "Grandfathered-In." Item tabled.
  - o. Discussion and possible action regarding: A.R.S. 48-805 Section B, Item E; additional charge associated. (Reh-Bower)
- Director Reh-Bower inquired about access to QuickBooks to review financial documents, such as payroll and to also have reports accessible for funding research. Director Reh-Bower explained these reports could help gather information for other funding for LMRFD. Mr. Buldra stated that QuickBooks access would be 'read-only' and there's a \$500.00 (one-time) fee for a license and a monthly fee for server use of approximately \$45.00. Mr. Buldra also explained release of material is not suggested unless it's after month-end closes out and all reports are accurate, if any reports are provided prior to month-end they should be through a Records Request. Director Reh-Bower stated she was looking to go back 12 months' for collected data, to present to "somebody." Director Reh-Bower stated she was using 2015 information, Director Cass inquired how she had 2015 information, if she did a Records Request. Director Reh-Bower explained, it was public record at the time. The Board ensued in discussion regarding the fees associated with this request. Director Cass asked if Director Reh-Bower was going to provide a list to the Board on what she was going to do with the information, along with Organizations. Director Reh-Bower read

aloud a prepared document indicating in summarization she would like to pursue Legislative at the County and State level, requiring all properties served by a Fire District to pay into supporting that District, also having Policies and Procedures in place for the longevity of the District, and better management of funds before pursuing additional tax dollars. Director Reh-Bower further read, noting that prior Chief Moore and Administrator Mr. Flynn succeeded at a State level in lobbying for a County-Wide Fire District, but it failed at the Board of Supervisor level, stating they didn't have an appetite for it at that time. "It's time the County Board of Supervisors get an appetite for alleviating the gross injustice of a handful of taxpayers supporting the entire NW corner of AZ for Fire and EMS protection." She stated she needs current facts and data to support arguments to the County BOS, State Legislators and anybody else who will listen." Director Reh-Bower noted the LMRFD tax-payers are burdened by the tourists. Chief DeMaio asked if Director Reh-Bower had stated a County-Wide Fire District. Director Reh-Bower indicated, that's what they were going for, noting it's not specifically something she would try for, also adding that it's an option. Director Reh-Bower stated she's looking for Legislative changes. Director Kiffer wanted clarification and asked, "You're looking for specific information to secure additional funding for the Fire District?" Director Reh-Bower replied, "Absolutely." Director Reh-Bower noted, specific organizations would be, for example, Kingman Dispatch and the call logs for HWY-93, noting that pulling 2 guys out of our District can cause a burden, she included Revenue on a monthly basis and Personnel Cost Analysis (showing cost for Personnel in different zones; HWY-93, Meadview, etc.). Chief DeMaio advised the collection rate is at 80% currently for LMRFD. Chief DeMaio noted he's been providing the Run-Report for HWY 93 in his Chief's Report and what the Board should focus on is the District has a CON with the State of AZ, regardless of the number of runs, or fuel cost, the District is bound to respond to those areas, adding the CON covers approximately 2000 sq. miles. and is a for profit CON. Chief DeMaio explained those calls are being billed for, unless they are a false call. Director Reh-Bower stated, that's not the issue, clarifying the concern/issue is that LMRFD should be receiving funding from somewhere else to help support that. Member of the public asked to speak, Chair Terrill granted request. Mr. Knisely asked about the 80% collection rate, if it included the HWY-93 calls. Chief DeMaio stated the collection rate of 80% is overall, including HWY-93. Chief DeMaio advised you will never see 100%, nobody ever does, explaining that even AMR (River Medical) was surprised LMRFD is receiving such a high collection rate. Chief DeMaio explained the collection rates aren't broken down by area. Director Reh-Bower noted that is one of the breakdowns that would be helpful, noting that in 2015 30% of those calls were on HWY-93 and 51% of those were collected (data from MediClaim). Director Reh-Bower noted it was less collected on the HWY. Chief DeMaio stated that report and collection rate (of 2015) isn't indicating false calls/dry runs, etc. Director Reh-Bower stated, these calls were billable from MediClaim, they don't report calls that aren't able to be billed. Director Cass asked if Director Reh-Bower wanted MediClaim Reports also? Director Reh-

Bower acknowledged that as part of the request. Mr. Buldra stated, we don't have access to MediClaim files, we can get reports, upon request. Director Cass asked if that would cost anything, Mr. Buldra didn't know, stating he doesn't work for them. Director Cass stated, that's one of her questions if they would charge extra for what Director Reh-Bower is wanting to know. Member of the Public, Christine Baker was acknowledged to speak by Chair Terrill. Ms. Baker inquired about the \$45 per month for server access, asking who gets that money. Mr. Buldra advised that LMRFD has an IT company that hosts our QuickBooks file and that's their rate for server access. Ms. Baker stated, "That is a giant rip off." Mr. Buldra advised it's very affordable. Director Reh-Bower stated she didn't recall this, Mr. Buldra stated that's what we set up with Mr. Flynn, also advising it's a lot cheaper than a server. No Action.

- p. Discussion and possible action regarding: LMRFD Board of Directors access to financial documents; additional documents and fee for preparation from Mr. Buldra. (Reh-Bower)
- Item included with Item O. No Action.
- q. Discussion and possible action regarding: Review of LMRFD payroll procedures. (Reh-Bower)
- Director Reh-Bower stated she understood there was a situation and there were payroll weaknesses, asking what the procedures are. Chief DeMaio explained the process as; he does the scheduling for the District, at the end of a pay-period the time sheets are turned in by employees, he then reviews the time sheets with the schedule (matching to days listed/worked), total hours are calculated and signed, each pay period folder contains the time sheets and schedule, all the information is sent to Ms. Jackson and she double checks it and then inputs it into QuickBooks for processing, she sends the Payroll Report back (to Chief DeMaio) for matching of what was input (hours, etc.), then the Payroll Report is sent to Mr. Buldra for review and once Mr. Buldra and Chief DeMaio sign off on it, Ms. Jackson completes Payroll. Director Reh-Bower stated, "Ok, it sounds like you're pretty well covered." Director Reh-Bower asked if that is what was happening previously. Chief DeMaio stated there was a gap, and once found and with any situation, we will exploit that gap and the situation was taken care of. Chief DeMaio explained Internal Controls and Procedures were put in place, to make sure that gap was closed. No Action.
- r. Discussion and possible action regarding: Secure Payroll and Receivables functions for LMRFD. (Reh-Bower)
- Director Reh-Bower inquired about Payroll and Receivables being at an unsecured location. Chief DeMaio stated, Payroll doesn't leave the Office, there are no Receivables (checks, bills, etc.) that leave the Office, adding that they are in the Office at all times. Director Reh-Bower stated she understands Payroll is done at a private location on a private computer. Chief DeMaio replied, "No," clarifying it's done via TeamViewer on the sever that Mr. Buldra was talking about with QuickBooks. Director Reh-Bower wanted to know, "If the person doing Payroll were to die, if

there was a back-up person?” Chief DeMaio advised Mr. Buldra, adding that Director Reh-Bower has been attending the Board Meetings for a long time and Director Kiffer has addressed this matter previously, with research to outside resources. Chief DeMaio noted if it was an immediate emergency, Mr. Buldra and himself would handle Payroll, if it became a long-term basis, they would come to the Board for contracting out. Director Reh-Bower wanted to know what would happen if Payroll was moved to Mr. Buldra permanently, asking “can we just do that?” Chief DeMaio responded, noting Mr. Buldra’s fees for Payroll were quite high. Director Reh-Bower indicated she assumed Mr. Buldra was already doing quite a bit of the work. Chief DeMaio stated, when Director Reh-Bower was employed by the District she took the laptop and documents to her home, asking if that was correct. Director Reh-Bower stated, she took the laptop home, adding that the documents all remained at the Office/Station. Chief DeMaio explained he doesn’t feel that we are doing anything different now, noting the laptop doesn’t leave the Office, we Teamview in and Director Reh-Bower was shown that function when she listened to the recording. Chief DeMaio explained Ms. Jackson is on the District server, and the District’s computers, with access via Teamviewer. Director Reh-Bower wanted to know if that was all secured. Chief DeMaio acknowledged that it’s all secured. Chief DeMaio further explained that no documents leave the District Office, unless there is necessity and he hasn’t found necessity yet. Chief DeMaio explained he handles the Receivables function of getting the mail, (separating payables and deposits), explaining he copies the information for MediClaim Data Services and sends that to them, all checks are deposited with records in the Office. Director Kiffer stated, with note to Mr. Buldra being more expensive for Payroll function, we’ve never done a comparison with cost of Mr. Buldra vs. the Administrative Assistant. Director Kiffer stated she wanted to go on record with that, noting it’s just been a blanket statement. Chief DeMaio and Mr. Buldra advised a prepared cost statement of that was provided. Director Kiffer acknowledged that, adding “We’ve never looked at what that cost is compared to what we are paying someone else do to those services, stating it’s not just salary it’s all the other costs that go with it.” Director Kiffer explained she didn’t want anyone to think the Board just ignored it, it’s been a blanket statement and wanted to be clear about that. Member of the Pubic, David Anthony requested to speak, permission granted by Chair Terrill. Mr. Anthony wanted to know if the Chief was the only one with access with everything being secured. Chief DeMaio stated he was and that everything is locked up in the Office, including the keys. Mr. Anthony thanked him and stated he’s been there when nobody was around and wanted to make sure nothing was just laying out in the open. Chief DeMaio noted it’s all locked up, not laying around anywhere. No Action.

s. Discussion and possible action regarding: Clerk of LMRFD to perform email/media release of (Agenda’s, Minutes & Public Notices) from public contact list. (Reh-Bower)

- Director Reh-Bower requested permission to supply emails out to Public Citizens with Agendas, Minutes and Notices. Director Reh-Bower noted, “There’s

elderly/disabled people who can't make a Meeting or to the posting locations and this could be helpful to them." The Board ensued in discussion with stipulations that it would be Agendas, Minutes, and Notices, not contain any personal commentary, or release of other materials. Director Cass questioned setting the precedence as Clerk in performing this and another Clerk for the Board may not want to or be capable. Director Reh-Bower stated, the Board could remove it at that time. Discussion ensued regarding email space and a 'no return to sender' enclosure on the emails, also listing Director Reh-Bower's email contact on the Website for the Public to request to be on the Contact List. Discussion ensued about email space and other alternatives, such as a separate email for this type of correspondence. Director Kiffer motioned that the current Clerk of the LMRFD be able to send via email to the people who've requested the information; Agenda's, Minute's, and Public Notices. Director Cass 2<sup>nd</sup>. Director Kiffer, Director Cass, Director Reh-Bower, Director Campbell and Director Terrill voted "Aye." Motion carried, unanimously.

t. Discussion and possible action regarding: Siren Act 2018; research/information. (Reh-Bower)

- Chief DeMaio stated there's a lot of information about this, it's connected to the Farm Act 2018, but there is no portal yet to apply for the Grant, which there is a total of 10 million in funding for the United States. The Siren Act stands for Supporting and Improving Rural Emergency Services Needs. Chief DeMaio noted this is written into the Farm Act, it is not its own separate thing, and tentatively set to kick-off in 2023. Chief DeMaio stated he's asked which Governmental Agency would have this available to apply for, noting it's not been opened up/available yet. Director Reh-Bower suggested for the Chief to continue his research on it, they both agreed. Chief DeMaio stated he would report on this again next month and if nothing has changed, he would report on it when more information is available. Item tabled.

u. Discussion and possible action regarding: Resolution 2019-001; Annexation into LMRFD; Baxter property. (Administration)

- Item tabled due to Legal Counsel's email received indicating the LMRFD staff is using the wrong Annexation Form and the Chief is to research this. Director Cass is to send the Chief the Annexation information the Board Members received from Mr. Whittington months ago when the same situation occurred. Item tabled.

v. Discussion and possible action regarding: Approval for Fire Chief to sign a document from Title Company to release any information regarding LMRFD District owned property/properties to the Fire Chief for further information/research. (Administration)

- Chief DeMaio requested permission from the Board to sign documentation provided by Chicago Title for them to release any information pertaining to LMRFD properties (i.e. titles, liens, deeds, etc.) and the cost is \$347.00 for the insured material. Chief DeMaio stated they will do a conditional report for free, but it's uninsured. Director Kiffer suggested looking at that report first, before paying for the insured portion that may contain limitations. Director Kiffer wanted to know who has been paying

taxes on these properties. Chief DeMaio stated LMRFD is exempt as a Governmental Agency. Director Kiffer motioned for the Chief to enter the Agreement with the Title Company to do the free search and the Board to review that search to make a determination at a later date. Director Campbell 2<sup>nd</sup>. Director Kiffer, Director Terrill, Director Cass, Director Reh-Bower and Director Campbell voted “Aye.” Motion carried, unanimously.

w. Discussion and possible action regarding: Subscription to NTN Database (for LMRFD Suppression Personnel). (Administration)

- Chief DeMaio explained this is for the National Testing Network Database, this is something many other agencies are using in terms of hiring Fire Personnel, it includes the Physical Agility Testing, Drug Screens, Written Exams, etc. Chief DeMaio explained for example hiring 5 people listing certain criteria and they will pull that from their Database. Chief DeMaio advised they have not returned a quote back, he noted that BHCFD, GVFD, NACFD, KFD, etc. are all using this Database, the cost is based on District/Department size. Item tabled.
- x. Discussion and possible action regarding: Special Meeting date/time and location for Board & Staff to review AFDA Winter Conference 2019. (Kiffer)
- Director Kiffer requested a Special Meeting to discuss the information learned at AFDA and see what the Board and Staff may want to apply. The Board agreed on 2/14/18 at 1:00 p.m. for a Special Meeting.

#### **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.
- Annexation Issue (Sherwood Email)
- PSPRS Liability
- Agenda issue for Meeting (1/28/19); Posting
- Attorney Invoice review
- Gabriel & Ashworth Invoice
- Siren Act 2018 (follow-up)
- Brush Truck vs Another vehicle for Chief
- HWY 93 (Kingman Dispatch Log vs LMRFD Log)

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

- February 25, 2019 at the Meadview Civic Center, Meadview, AZ

#### **10) ADJOURNMENT.**

- Director Cass motioned to adjourn the Regular Meeting, Director Kiffer 2<sup>nd</sup>. Director Cass, Director Kiffer, Director Reh-Bower, Director Campbell and Director Terrill voted “Aye.” Motion carried, unanimously.
- Director Terrill adjourned the Regular Meeting at approximately 5:16 p.m.

MINUTES prepared by: Karen Jackson

Date: 1/31/2019

*Revised: 2/18/2019*

**Approved: 2/25/2019**