



BEAVER DAM/LITTLEFIELD FIRE DISTRICT
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Minutes A.R.S. §38-403.01

The Fire Board of the Beaver Dam/Littlefield Fire District Governing Board held a meeting, open to the public on May 7, 2014 at 6:00 P.M. at the Beaver Dam/Littlefield Fire District, Fire Station No 1 located at 630 North Highway 91 in Beaver Dam, Arizona for discussion of Public Business.

Minutes of May 7, 2014

1. **Call to order:** By Board Member Doug Adriance at 6:09 P.M. on May 7, 2014
2. Roll call of Board Members:
Board Chairman: Dan Reber Absent Arrived at 6:10 P.M.
Board Member: Doug Adriance Present
Board Member: Gene Maughan Present
Administrative Assistant: George Burnett Present
Also present were:
Fire Chief Hunt, Battalion Chief Ojeda and Captain Jackson
3. **Pledge of Allegiance:** Given my Chief Hunt
4. Call to the Public for comment and non-agenda items: No remarks
5. **Approval of Minutes:**
 - A. Regular session of:
 1. April 3, 2014
 2. Special session of April 29, 2014Board member Adriance made a motion to accept both minutes as written and corrected. Board member Maughan seconded the motion. Motion passed and accepted.
6. **Reports and correspondence:**
 - A. Fire Chief's report:
 1. Update on the Type 3 Engine: Chief Hunt stated that the BLM is replacing the fuel pump and tires on the vehicle and also that the engine was in Phoenix. Arrangements will be made to go and pick it up as soon as it's ready.
 2. Update on the Wildland Division: Chief Hunt stated that we are up and in service and currently we're first up in the Arizona District and also we're first up for the Arizona Resource Group and Mohave County Group and that is national.

3. Update on the Wildland Classes S-130 and S-190: Chief Hunt stated (also the instructor), that the classes are in session and he has 8 students. He has 7 local firefighters and 1 person from Mesquite Fire Department that would also like to go out with us, and he's also looking at becoming a Line Paramedic. Damon will be doing the field exercise.

B. Fire and EMS report for the month of April 2014 - Chief Ojeda gave the report which is 8 fire related calls and 20 medical call for a total of 28 calls for the month.

C. Fire Board Chairman's Report:
Nothing to report

7. Old Business:

1. Discussion on the Ham Radio Operators request for a tower and repeater at Station #3.
There was no one in attendance from the group. No discussion.
2. Discussion on surveying the property. Tabled, see item 6 below.
3. Discussion and possible action on the policy manuals (Board Policies and Personnel Policies).
Administrative Assistant Burnett brought it to the attention of the board that it was tabled last month, so that they review it.

Board Member Maughan mentioned he couldn't find the information in his packet from last month.

Administrative Assistant Burnett reviewed the proposals for the Personnel Policy and the Board Policy. The price for the Personnel Policy Manual from Human Resource Strategies was for \$6500.00 and that included a visit if necessary plus expenses. The other proposals were in the neighborhood of \$160.00 per hour and that would include travel time if it became necessary for a visit. The proposals for a Board Policy all ranged in the pricing of \$400 to \$500 with the highest at \$2500.

Discussion continued with Board Member Adriance mentioning that since we needed a Personnel Policy we better get it going since it'll take 3 to 6 months for completion.

Administrative Assistant Burnett recommended that we go with Human Resource Strategies plus she comes highly recommended.

Board Member Maughan asked Captain Jackson if they had \$6500.00 in the budget for a policy manual.

Captain Jackson – We'll put it in the budget.

Board Member Adriance mentioned that a Board Policy Manual may change since we're looking at going from a 3 member board to a 5 member board. He suggested we hold off on the Board Policy Manual.

Board Member Maughan – If we have to do it then we've got to put money into the budget. Since we have to do it then it's got to get done.

Board Member Adriance – We need to do it to protect the district, the board, the chief and the employees.

Board Member Maughan made a motion to move ahead with Brenda's proposal on the Policy Manual with Board Member Adriance seconding that.

Discussion continued on whether we should add additional funds for expensed if a visit is necessary. The board unanimously approved the motion with expenses added to the budget.

4. Discussion and update on the realignment of the boundary line with Canyonlands Healthcare and costs. This was a discussion only to bring the board up to date on the cost of the title transfer.
5. Discussion and possible action on reimbursement for Larry Lydon in the amount of \$1465.00 for the successful completion of the Advanced EMT Class.

After discussion that we're not paying for classes until after successful completion. Classes that they may take would be reimbursed. Chief Hunt mentioned that they really got burned after the first EMT class and has decided to only reimburse employees after successful completion and passing the class.

Board Member Maughan made a motion of paying Larry with Board Member Adriance seconding the motion. Motion passed.

6. Discussion and update on the surveying.
Chief Ojeda – Surveying the property has been done and the little rectangle on the map, he did survey that and he also found the 2 markers on the North side of the property and he uncovered those. He's going to do the legal description and record the map. Chief Ojeda has already called the school, they don't want the Helipad on their property.

The little triangle on the front isn't in the district and he couldn't combine the 3.

Discussion continued on the surveying of the property when Board Chairman Reber asked what had to be done with the piece of property that isn't in the district.

Chief Ojeda – We're going have to annex it into the district, similar to what we're going through now. He will find out what needs to be done.

8. New Business:

1. Discussion and possible action on the auditor's report ending June 30, 2012
Kevin from Hinton Burdick, PLLC gave the auditor's report. Some areas that he highlighted is on page 3, Financial Highlights, Kevin went through these.

During the discussion of the audit, Kevin did mention one thing that needed to be done. They have not received an inventory of our Capital Assets for 3 years. We do need an updated list of those assets. Captain Jackson will be getting the lists together and comparing the lists that they have and adding/deleting the necessary item to update that list.

Board Member Adriance doesn't have any questions, he remembers the budget but asked Kevin on the audit for Fiscal Year 2012-2013.

Kevin – they are 90 – 95% done pending items that need to be resolved. Once the items have been resolved and we get them the information then it will be completed.

Discussion continued on with the emphasis on the time line of the 2013-2014 Fiscal Year ending June 30, 2014 to do the audit/review.

Board Member Adriance made a motion to accept the 2012 financial audit with Board Chairman seconding the motion. Motion passed and accepted the 2011-2012 financial audit.

2. Discussion and possible action on whether to stay with a 3 member board or a 5 member board. Request of the Mohave County Election Office.

Board Member Adriance made a motion to request a 5 member board if we meet the criteria.

There was discussion on the advantages to a 5 member board vs a 3 member board and what happens if we can't fill the positions.

Board Member Maughan said that he believes that the county appoints them to the board.

Chief Hunt asked a question on how many meetings a member do can by telephone.

Board Member Adriance – every meeting, he doesn't know of any restrictions currently in place.

Board Chairman Reber went ahead and seconded the motion. Motion passed and send a request to the Elections Committee.

9. Beaver Dam/Littlefield Fire District Warrants:

A. Review, discussion and possible approval of the District's Monthly Report

B. Discussion and possible action of warrants from April 4, 2014 through May 7, 2014

After reviewing the Districts Monthly Report and the warrants there were a couple of questions that was answered by Captain Jackson, Board Member Adriance made a motion to accept both with Board Member Maughan seconding the motion. Motion passed and signed.

10. Calendar of Events: See calendar

11. Adjournment:

Board Chairman Reber made a motion to adjourn with Board Member Adriance Seconding. Motion carried and the meeting was adjourned at 7:00 P.M. on May 7, 2014

Reviewed and approved by:

Dan R. Reber

Dan Reber
Beaver Dam/Littlefield Fire District
Governing Board Chairman

6-4-14

Date