



BEAVER DAM/LITTLEFIELD FIRE DISTRICT

P. O. Box 579

Beaver Dam, Arizona 86432

Phone (928) 347-5114



*Minutes A.R.S. §38-403.01 February 5, 2014*

The Fire Board of the Beaver Dam/Littlefield Fire District Governing Board held a meeting, open to the public on February 8 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 February 5, 2014

1. **Call to order:** by Board Chairman Dan Reber at 6:04 P.M. on February 5, 2014

2. **Roll call of Board Members:**

Board Chairman: Dan Reber	Present
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. Members of the Scenic Betterment Committee, one member of the Beaver Dam/Littlefield School District Board and two members from the fire department.

3. **Pledge of Allegiance:** Chief Ojeda.

4. **Call to the Public for comment and non-agenda items:**

Tom was recognized by the chairman. He stated that what he has to say has nothing to do with the personnel at the fire station or the fire district. He also stated that he has been on a number of runs as a volunteer because of the changes made while gone. He felt like he was put out when he arrived and was wondering why? He feels like he's a valuable member of the department even though he's not an EMT and wondering why he's even here and maybe he should go back to Idaho (home).

This is purely hear-say and rumors but he hears talk about reducing pay to the volunteers for reimbursement and rumors have it, it could be 20% of the full-timers pay. He's concerned that we could get into trouble because personal will be saying I don't need to be there & turn their radio's off.

Second, he hears the board is concerned about doing thing legally, a lot of it coming from the FLSA (Fair Labor Standards Act). He also mentioned he was a Human Resource Manager.

Board Member Maughan asked if he could interrupt, he stated that he's not following Tom and furthermore the board has not discussed any of the issues he's raising.

Board Chairman mentioned that there was only a 2 minute allowance and if this something that we may have to put on next month's schedule. Tom asked if he could continue for a moment. He was given the opportunity to continue.

Tom: He questions the credentials that the board has doing research on the FLSA and giving legal advice. You have an administrative assistant who is researching the FLSA and we need to hire an expert to research it. Board Member Adriance interrupted.

Board Member Adriance: The matter you're commenting on is on the agenda, he's sure of where it's coming from is the members of the board and the AFDA Conference last month and will be discussed. Nothing has been decided, it is what it is. The attorneys at AFDA has come up with questions that we need to seriously consider with the department and that is on the agenda.

Board Member Maughan: It is, but where did he get all this information?

Board Chairman Reber: We'll put it on the agenda for next month, but stay, some of the items that may be discussed may answer your questions.

Board Chairman decided to go item 8 (new business).

**5. Approval of Minutes:**

A. Regular session of:

1. Minutes of January 8, 2014 – Board Member Maughan made a motion to accept the minutes as written with Board Member Adriance seconding. Motion passed to accept minutes as written.

**6. Reports and correspondence:**

A. Fire Chief's report:

1. AFG and VFA Grant updates

Chief Hunt gave the updates and mentioned that both grants were in on time and it now just a waiting game. He also updated the board members on the FF I & II skills tests. All personal passed. There was also discussion about giving those that passed the FF I & 11 Fire Academy a plaque. It was discussed before in previous meetings and Chief Ojeda said it would cost approximately \$60.00 per plaque. The board saw nothing wrong with doing that.

B. Fire and EMS report for the month of January 2014

Chief Ojeda gave the monthly fire and EMS report, noting that there were a total of 60 responses during the month of January. The breakdown was 7 fire related responses and a total of 53 EMS responses. Board Member Maughan is still looking for graphs. Capt. Jackson said he could come in anytime and he assured Mr. Maughan he would receive one.

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

**7. Old Business:** No old business

**8. New Business:**

A. Beaver Dam/Littlefield School District – Water and Heli Pad

School District was a no show except for one (1) board member (Rena Moerman)

Board Chairman asked her if she represented the school district?

Rena – "No I can't, I'm just a board member, I thought they were going to be here".

After the reports and correspondence (#6) there was still no one from the school district that had arrived and the board chairman asked if there was a resolution to the Heli Pad? Chief Ojeda said no there hasn't been.

Discussion then turned to Board Member Maughan who was to follow up with Canyonlands on it. He said that whenever he talked with C. J. he was always told that the person he wanted to talk to was no longer there.

They have been through an upheaval and Mr. Maughan hasn't been able to get anything done.

Chief Ojeda – Are we going have to survey the property again. Board Member Maughan said that the fire district would have to pay for that survey. He also said that he believe the Heli Pad belongs to the school, not Canyonlands.

Board Chairman – I guess the water thing came up again, thought we had it settled.

Rena Moerman (School Board Member) – They had to replace the well pump to the tune of \$8500.00 dollars. While the well pump was being replaced the school started receiving calls from ADOT, The sheriff's Department and others about why the water was out. The school board and the administration had no idea that there that many persons were on the well, and can't find any record of them being on it or how it came about. The believed that Canyonlands and the fire department were the only ones on the system. Now they have about 7 on it. The school board and administration felt that they could work around the \$500.00 donation that the fire department gives them. The school district cannot become a water company. The school district and administration continues to try and figure out what can be done to resolve the issue.

B Scenic Betterment Committee – Annexation Represented by Patsy Rubel

Patsy introduced herself as the committee chairperson. There are several residences that have aspired to annex into the fire district and was wondering if there is a current boundary impact statement.

Chief Ojeda – There is not because whoever is doing the annexation has to pick up an area. There is not one going on right now, no.

Patsy - She would like to get contact numbers of the people she has to work with concerning the annexation and if there can be one impact statement going on at the same time?

Chief Ojeda – Yes there can be as long as it's touching any existing district boundary there can be more than one impact statement.

Board Chairman – That's the hold up right now, it has to be adjacent to an existing boundary.

Patsy – Who does the impact statements?

Chief Ojeda – you, the people do.

Discussion went on that some people say that they can't afford this. Discussion also centered on the costs of not belonging in the district. It was noted that they would be invoiced for the services and it usually runs into thousands of dollars.

There have been instances in which fire districts would not respond in areas outside of the district's boundaries and after assurance that there were no life threatening occurrences they would watch the house burn down because they were not paid by the homeowner to put it out. This has never been our policy to do that, but the homeowner would be invoiced.

It was asked how long they have, Chief Ojeda responded that is usually a year but he thinks the Mohave Board of Supervisors can extend that.

It was asked that if your home is insured wouldn't it cover the costs involved. They would have to ask their insurance company about that.

Board Chairman thanked everyone involved for being here. Board Chairman then went back to item #5, approval of minutes.

C. Updates from the AFDA Conference

1. Human Resources – Board Member Adriance

There were several questions brought up during the open meeting laws and George sat in on those. He will have an update later.

Financial reporting requirements were passed last year and were starting to get up to speed. New financial. New financial reports that are required to be given to the board on a monthly basis. Some of them are included in this meeting which Damon will go over. The other aspects that Tom has brought up about the rumors, one aspect about financial was about pay. I was told on by one of the attorneys that works with AFDA was the running rate the came up with was 20% of a full timers pay to stay in line with FICA pay for volunteers. If you go over that they can determine your paying your employees and are no longer considered to be volunteers. The question is what that does to the department. We don't have a problem paying our employees now with what we are. We thought it was fair, but have to understand what the legal ramifications are if we continue. We were just given this information at the meeting.

We need to find out how it will affect the volunteers if they are converted by the state of Arizona to paid employees, are we no longer a volunteer, but paid employees. What does that do to the grants, insurance status, etc. We need to make sure that what we're doing is OK.

We do need a policy manual, for example since Arizona has a medical marijuana law, what is your policy in regards to this. We need to have an HR Specialist and attorney to write one and the board needs to consider this, it's going to cost some money. We don't have to reinvent the wheel to do this.

2. Open Meeting Requirements – Administrative Assistant Burnett

Learned basically on how to conduct meetings, making sure the agenda's and minutes coincide. One thing that we learned is that the original agenda's need to be signed by myself and posted, and that the minutes need to be signed by the Board Chairman, with the originals having to be sealed and under lock and key. After they have been signed they can be copied for public inspection and filing.

Board Member Adriance – Another thing that the board approved a web site, another thing they pushed is if you don't have a web site to get one because the state will be requiring it.

Administrative Assistant Burnett - I do have a web site.

Board Member Adriance – The web site is on the agenda and will be discussed later.

Chief Hunt – It's not on here, nothing has been identified as discussion or action items, it that because the items was for discussion only?

Administrative Assistant Burnett – The new business was for discussion only. Discussion continued on whether it should be noted on the agenda as discussion/action items. It was pointed out that on the front page of the agenda, second paragraph that all items are set for possible action.

3. Financial Reporting Requirements – Capt. Jackson

I spent two (2) days in financial classes dealing with budgets and excel. Got some great ideas on how to project the future budgets to ensure we can survive down the road, we need to project what it's going to take to keep the equipment running, to project replacements to continue to survive.

Chief Hunt – Damon and I took a look at the next year’s budget, it’s a rough draft but it looks promising and better than this years.

Financial requirements are such that when I bring the reconciliations to you, I’ll go over those with you, those requirements are, it needs to have the original bank statement, accompanying that you will need to sign them showing that you did see them and it becomes your responsibility now and also you approve them. Discussion continued on the other reporting requirements that the board will have to sign and approve. If we are going into the negative (over the approved budgeted items) then it will be up to the board to notify the Mohave County Board of Supervisors within 10 days. It was also brought up that the board may consider an I Pad for each board member.

4. Web page update – Administrative Assistant Burnett

I did get a web page hosted through Host Gator. The board member have some information on this since they a controlling this. The costs for this year was billed at \$266.00, but they recalculated it and we were billed us at \$256.90. Discussion continued on the web site, content, costs per year, and also if they are going have to add more hours to the administrative assistant to maintain the site and update it.

**9. Beaver Dam/Littlefield Fire District Warrants:**

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

Discussion was what the District’s Monthly Report would look like and the information it’s going to contain

B. Discussion and possible action of warrants from January 9 through February 5, 2014

Board Member Maughan made a motion to accept the warrants with Board Member Adriance seconding it.  
Motion Passed

**10. Calendar of Events:**

A. Next board Meeting will be March 5, 2014

**11. Adjournment:** Board Chairman Reber made a motion for adjournment with Board Member Adriance seconding. Motion passed and meeting was adjourned at 7:58 P.M. on February 5, 2014.

**(THIS IS A WORKING DRAFT UNTIL APPROVED BY THE BOARD)**

Reviewed and approved by:

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Dan Reber  
Beaver Dam/Littlefield Fire District  
Governing Board Chairman

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Date