



BEAVER DAM/LITTLEFIELD FIRE DISTRICT
P. O. Box 579
Beaver Dam, Arizona 86432
Phone (928) 347-5114
www.beaverdam-littlefieldfire.org



Minutes A.R.S. §38-403.01

The Fire Board of the Beaver Dam/Littlefield Fire District Governing Board held a special board meeting, open to the public on **July 22, 2014 at 5:30 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 July 22, 2014

1. Call to order: By Board Chairman Reber at 5:34 P.M. on July 22, 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 (note: Chief Ojeda left at 6:19 P.M. on a family emergency), and Captain Jackson

3. Pledge of Allegiance: Given by Fire Chief Hunt

4. Call to the Public for comment and non-agenda items: No comments

5. Old Business:

A. Presentation by Brenda Tranchina, SPHR of Human Resource Strategies on matters concerning updates on the Personnel Policy Manual. Discussion and possible action(s) on any possible changes needed.

Introductions were made before Ms. Tranchina began her presentation. This was a discussion only on a personal policy manual that is in the draft phase. Items discussed was how the board/chief wanted to handle different sections of the manual. There was no action taken during this meeting.

The first item Ms. Tranchina discussed concerned the volunteers and the stipend that they received. She mentioned that it was against the law and needed adjustment because the call stipend that we're paying and structured was way over the 20% allowed for volunteers. Ms. Tranchina also mentioned in talks over the phone with Chief Hunt, was what the board could do to maintain our volunteer status. There were several options including having reserves/part paid that would be paid by the hour at the starting wage for a firefighter to assist with station manning and to handle calls during certain times and to have volunteers that would be available with a stipend of a certain amount per call and a process that would allow them to become a reserve/part paid member of the department.

The next item discussed was the difference of exempt and non-exempt personnel and who is entitled to overtime compensation after 40 hours per work week. Also discussed was what 7 day period would be considered the work week. The discussion also centered about at what point the reserves would be compensated for overtime and how that works. Ms. Tranchina mentioned a couple of ideas that the majority of departments use that is allowed.

Discussed was also how the board wanted to have a due process for disciplinary problems, which is required by law but the process is left up to the board.

Also discussed were pre-employment physicals, which Ms. Tranchina mentioned is needed, if only for a base line, if personnel where to have regular physicals and the requirement that would be followed. Ms. Tranchina mentioned the guidelines within the NFPA guidelines for continued physicals of personnel.

Ms. Tranchina also mentioned the need for a drug screening policy to have in place including a policy that would include a medical marijuana policy geared towards employees that are employed in a sensitive occupation. Also discussed was what to do about an alcohol policy and how it should be applied. Discussed was the idea of a zero tolerance policy or have some sort of leeway that would follow the policies adopted by the FAA, the trucking industry and others.

Ms. Tranchina also discussed what types of compensation the board should consider giving the full time employees such as personal time off, annual leave, sick leave and bereavement leave and how to handle them. The discussion also continued on medical insurance, retirement benefits, time off for jury duty and the length of time they would have for it.

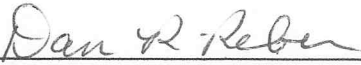
Discussion also continued on having some type of merit system in place for advancement.

The discussion touched on other items that would be included as required by different laws that are in place at the Federal and state levels.

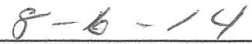
Ms. Tranchina said that when she got back home a draft of the policy manual would be sent to the chief for any adjustments, returned to her then a final draft sent to the board for consideration and possible adoption if no changes were necessary.

- 11. Adjournment:** Motion made by Board Member Adriance to adjourn with Board Member Maughan Seconding. Motion unanimously passed and meeting adjourned at 8:03 P.M. on July 22, 2014.

Reviewed and approved by:



Dan Reber
Beaver Dam/Littlefield Fire District
Governing Board Chairman



Date

Ref: SD Card #1
File: #3
Rec: #1