



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 **March 19, 2015 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 MARCH 19, 2015

1. **Call to order:** By Board Chairman Reber at 6:04 P. M. on March 19, 2015
2. **Roll call of Board Members/Affirmation of Quorum:**
Board Chairman: Dan Reber Present
Board Clerk: Doug Adriance Present
Board Member: Gene Maughan Present
Board Member: Bill Burch Present
Board Member: Tom Oliver Present
Administrative Assistant: George Burnett Present
All Board Members and the Administrative Assistant were Present. A Quorum is present.
Also present were:
Fire Chief Hunt, Battalion Chief Ojeda arrived at 6:20 P.M., Captain Jackson arrived after a medical.
3. **Pledge of Allegiance:**
Given by Board Clerk Adriance
4. **Call to the Public for comment on non-agenda items:**
No comments were made
5. **Approval of Minutes:**
A. Special session of February 26, 2015
Board Chairman made a comment that there was a typo on page 4 of the minutes and to correct it with Board Member Maughan stating that on page 1 there was an item needing correction.
Board Clerk Adriance made a motion to accept the minutes with the corrections and Board Member Maughan seconded the motion. Motion passed unanimously. 5-0-0
6. **Reports and correspondence:**
A. Fire Chief's report:
 1. Wildland Classes
Chief Hunt mentioned that the wildland fire classes that were scheduled were cancelled until further notice. He had almost a full class but there were some dropouts and he extended the class to a couple of other fire districts but they already had them scheduled.

2. Refresher Wildland Class

Chief Hunt said that they held a refresher wildland class on March 12, 2015 at the fire station and that he also was the main instructor. There are 9 certified wildland firefighters ready to go

B. Monthly Fire and EMS Reports for the month of: February 2015

The monthly fire and EMS Reports were given by Battalion Chief Ojeda. There were a total of 12 fire responses and a total of 33 EMS responses for a total of 45 responses for the month of April 2015

C. Fire Board Chairman's Report

1. Comment on refund for AFDA lunch tickets not used

Board Chairman Reber announced that AFDA did refund \$125.00 for the unused meal tickets account of board members wife's were unable to attend account of unforeseen circumstances.

Public Comment: Public comment/input is welcomed after each agenda item of Old and New Business. Individual comments are limited to three minutes per individual and must pertain to the specific agenda item.

7. Old Business:

A. Update on the Eagle Scout Project for Station #2 – David Curtis.

Mr. Curtis was not able to attend the meeting but did send an e-mail which the chief did read to the board. In it he stated that he has raised \$350.00 for the project with others that might donate to the cause. Also if he does not have the sign cut out it would be \$319.20 and the size would be 6 by 4 which would cover the old sign.

He also stated that he put an article of what he was trying to do in the Desert Valley Times and to please let him know if any donations are made. He also said that he has scouts in St. George that would be willing to help along with Troop 42 in Littlefield.

He has decided to put up the sign on the 28th of March or another date in April that is acceptable to the Board Chairman, and also would be buying the sign next week. Again he thanked the board for their time.

B. Discussion and possible action on a creating a board policy manual

This item was discussed with the understanding that you can't use the ADFA manual for a policy manual and was tabled for further action and the board instructed the administrative assistant to research and report back

C. Update and possible action on going to electronic meetings – Administrative Assistant Burnett

Administrative Assistant Burnett mentioned that he talked with a few fire districts which also included AFDA.

AFDA - E-mails the packets to the board members and do not provide tablets to them. The board members are responsible for packets after that.

Heber-Overgard Fire District – They record and video tape there meetings. The packets are E-mailed to their accounts (Web E-mail). Board members responsible for packets and also does not provide tablets for them.

Green-Valley Fire District – They use Chrome Books laptop with keyboard in a PDF format. Board members use a program called Notable where they are able to make notes with-in the agenda without officially changing it.

Sun City West – Their procedure is the same as AFDA and Heber-Overgard Fire District

Golden Valley West – Their board voted down using an electronics meeting format because they felt they were not ready for it. They still use an all paper packets.

Administrative Assistant Burnett also checked with Littlefield Unified School District – they use a simple Android Tablet with a downloaded PDF app with a file manager installed. The person creates the agenda with all attachments into a PDF file format, down loads it into a flash drive then uploads them to each of the tablets where the board members pick them up a few days before the meeting.

The matter was tabled for further action and the administrative assistant was given the task of finding out more and getting the pricing on tablets and a laptop computer for exclusive use as the board's computer.

D. Web Site Update – Administrative Assistant Burnett

Administrative Assistant Burnett said that the web site is complete. Chief Hunt mentioned that he had a problem with using the web mail as that the administrative assistant was able to go into each account and if he wanted to read all the E-mails he could. It was explained that any web site administrator could do that. Board Member Maughan had a problem with using the E-mail system, he wants all the E-mails sent to his personal E-mail account. He mentioned that he gets all of E-mails from Canyon Lands sent to his personal account.

Board Clerk Adriance mentioned that there has to be an administrator that can go in and retrieve any E-mails asked for (Ex. Between any two staff members or the administrative assistant and another staff member) in response to any open meeting Records Law or request or any other reason. He also mentioned that state law requires districts to use a single server for this reason.

8. New Business:

A. Discussion and possible action on adding another full-time employee.

Chief Hunt mentioned that Tom and Debbie are in Idaho leaving him without any EMT's north of the freeway except for Victor. Victor has his own business and not able to respond very often. He said that this leaves him to respond after hours while he waits for assistance from the Scenic area. Discussion continued and it was mentioned that Tom and Debbie had packed up and probably would not be back.

Board Clerk Adriance said that he must think about it with some of the other board members also expressing the need to think about it. There was no action taken on this item and was tabled until a later date.

B. Discussion and possible action on scheduling a Budget Workshop session.

After some discussion it was decided that they should hold a special session. It was decided that the best date for this would be on April 2, 2015 at 6:00 P.M. Board Chairman Reber made a motion hold the special meeting on April 2, 2015 with Board Member Burch seconding the motion. Motion passed unanimously. 5-0-0

C. Discussion and possible action on adjusting the Administrative Assistant Hours.

Administrative Assistant Burnett gave the board information on how much time is spend on the different duties he spends. For 1 meeting a month and the time spent keeping up the web site amounted to approximately 20 hours per month, not including any special meetings or other duties that require an unknown amount of time. This would help the administrative assistant from coming to the board each month requesting the time. After further discussion and with the knowledge that the board already has assigned 2 projects for him to research and report back Board Member Burch made a motion to up the hours of the administrative assistant to 20 hours per month with Board Chairman Reber seconding the motion. Motion passed unanimously. 5-0-0

D. Discussion and possible action on the records Management Center.

Administrative Assistant Burnett mentioned that he was looking at the site for records and retention and noticed that the site mentioned that the district's annual report and annual approved budget should be forwarded to the Arizona State Library, Archives and Public Records. He send them an e-mail asking them if they received these records from another state agency (Ex: Mohave County) and they mentioned that the reports came directly from the district's themselves.

He also mentioned that there was a couple of the board members had mentioned that after approval of the written minutes that the recording should be erased. The matter of fact that no public records, including electronic records, not listed in this schedule are not authorized to be destroyed. He also mentioned that he would be sending the required information to them for the last 3 years. Apparently none of the other administrative assistants were not forwarding them or aware of the need to.

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

A. Review, discussion and possible approval of the District's Monthly Reconciliation Reports for the month of March 2015

1a. Chase Morgan

2a. Mountain America

3a. American Express Account

After reviewing the reconciliation reports and having a question that was asked by Board Clerk Adriance and answered, Board Clerk Adriance made a motion to accept all the reconciliation reports for the month with Board Member Oliver seconding the motion. Motion passed unanimously. 5-0-0

B. Discussion and possible action of the Budget Review

After reviewing the Budget Balance sheet and Captain Jackson also added the Monthly Projected Budget Revenues to it and that it would be included in the monthly Budget Review based on the actual revenues of the previous year from the same month, Board Clerk Adriance made a motion to accept the Budget Review and the Projected Revenues with Board Chairman Reber seconding the motion. Motion passed unanimously. 5-0-0

C. Discuss, Review and possible action of Net Assets

There was no discussion on this matter account Captain Jackson has not received a full list from the auditor yet.

D. Discuss Monthly Budget Projected Revenues

See item 9(B) for information

E. Discuss and Possible Action on proposed Capital Outlay Projects

This item was tabled and moved to the Budget Workshop being held on April 2, 2015

F. Discuss and Possible Action on the Warrants from February 6, 2015 thru March 19, 2015

After review Board Chairman Reber made a motion to accept the warrants with Board Member Burch seconding the motion. Motion passed unanimously. 5-0-0

10. Future Agenda Items:

- A. Discussion on selection of an Auditor for the Fire District (Full Audit now required)
- B. Discussion and possible action regarding going to electronic meetings
- C. Discussion and possible action regarding in formulating a Board Policy Manual
- D. Discussion on the water use agreement with the Littlefield Unified School District.
- E. Discussion and possible action regarding hiring another full-time employee

11. Next Regular Board Meeting:

April 2, 2015 @ 6:00 P.M. Budget Workshop, open to the public

April 16, 2015 @ 6:00 P.M. Regular Scheduled Meeting

12. Calendar of Events:


See Attached Pages

13. Adjournment:

Board Member Burch made a motion to adjourn with Board Chairman Reber seconding the motion.

Motion passed unanimously. 5-0-0 Meeting adjourned at 8:10 P.M. on March 19, 2015.

Reviewed and approved by:



Dan Reber

Beaver Dam/Littlefield Fire District
Governing Board Chairman



Date