



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 21, 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 MAY 21-2015

1. CALL TO ORDER:

By Board Chairman Reber at 6:05 P.M. on May 21-2015

2. ROLL CALL OF BOARD MEMBERS/AFFIRMATION O 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
Also present were:
Fire Chief Hunt and Captain Jackson

3. PLEDGE OF ALLEGIANCE:

Given by Administrative Assistant Burnett

4. CALL TO THE PUBLIC FOR COMMENT AND NON-AGENDA ITEMS:

There were no comments made

5. APPROVAL OF MINUTES:

A. Regular session of: April 16, 2015:

Board Member Maughan said that since the error was corrected he made a motion to accept the minutes as written with Board Clerk Adriance seconding the motion. Motion passed unanimously. 5-0-0

6. REPORTS AND CORRESPONDENCE:

A. Fire Chief's report:

Fire Chief Hunt reported that the ISO review is done and we're currently waiting for the rating although he doubts that he'll see any changes from the last one. Fire Chief Hunt also stated that they made a visit to the BLM in St. George Today (5-21-2015) and that they came back with a bunch of supplies for the Wildland Trailer and he also mentioned that the Wildland Trailer is almost complete.

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

Fire Chief Hunt gave the EMS Report which included a total of 15 fire responses and 46 EMS responses for a total of 61 responses for the month of April 2015.

C. Fire Board Chairman's Report

Nothing to report

7. PUBLIC COMMENT:

No comments were made

8. OLD BUSINESS:

A. Discussion and possible action on the proposed 2015-2016 FY Budget, discussion and possible action on the review of the projected for the next 2 Fiscal Years budget.

The board went through the budget and asked several questions regarding several line items in the budget for clarification and one item was concerning C Shift. It appears that it does not show up in the next two years budget projections. Both Captain Jackson and Fire Chief Hunt felt that including it would be unwise since it's uncertain on what will happen within the next 2 years. Board Clerk Adriance made a motion to accept the FY 2015-2016 Budget as presented with Board Member Burch seconding the motion. Motion passed unanimously to accept the budget as presented.

5-0-0

B. Discussion and possible action regarding hiring a full-time/part-time employee

Since the proposed budget passed this item is taken care of without comment

C. Discussion and possible action regarding possible retirement benefits for employees

This item was not included in the proposed budget and may reappear during next year's budget hearing.

D. Discussion and possible action regarding on the replacement of the recording equipment (mics & recorder). Administrative Assistant and the Board Chairman to comment.

Administrative Assistant presented the board with the reasons for new recording equipment and the benefits for it. Board Member Maughan made a motion to go ahead with the purchase of the new recording equipment with Board Chairman seconding the motion. Motion passed to purchase the recording equipment unanimously but not until after the new fiscal year starts. 5-0-0

E. Discussion on the electronic meetings. Administrative Assistant

Administrative Assistant Burnett stated that because of the time frame from receiving the tablets and the scheduled meeting the tablets were not completely set-up and also if it not been for Sheree from the school district spending time and basically setting up the tablets and showing him how to merge all the documents into one readable format they wouldn't even have the tablets for tonight's meeting. He also said that he would need everything back to finish setting up the tablets.

9. NEW BUSINESS:

- A. Discussion and possible action on Resolution 2015-001 (order to stop burning).

After some discussion Fire Chief Hunt felt that he is comfortable in holding off on this until the next meeting since we've had cooler weather and also some rain fall in the past few days. Board Clerk Adriance made a motion to table this item until the next regular scheduled meeting with Board Member Maughan seconding the motion. Motion passed unanimously to table the resolution. 5-0-0

- B. Discussion and possible action on increasing the administrative assistant hours. Board Chairman No action taken on this matter since the budget was passed earlier and is dismissed.

- C. Discussion and possible action on purchasing/subscribe to Adobe Acrobat Pro for computer

Administrative Assistant Burnett mentioned that he had only a 30 day free trial and if it wasn't approved then the agenda items would not be in order and difficult to read and set up. Board Member Maughan made a motion to purchase the Adobe Acrobat Pro for the computer and amended his motion in item 8(D) to also get the recording equipment at the same time using the monies to be taken out of the department's contingency fund for this fiscal year in the amount of \$1100.00. Board Clerk Adriance seconded the motion. Motion passed unanimously to purchase both the recording equipment and the Adobe Acrobat Pro. 5-0-0

10. BEAVER DAM/LITTLEFIELD FIRE DISTRICT ACCOUNTS:

- A. Review, discussion and possible approval of the District's Monthly Reconciliation Reports.

1. Chase Morgan
2. Mountain America
3. American Express Credit Cards

After reviewing the districts monthly reconciliation reports, Board Chairman Reber made a motion to accept the reconciliation reports with Board Clerk Adriance seconding the motion. Motion passed to accept the reconciliation reports unanimously. 5-0-0

- B. Discussion and possible action of the budget review and monthly budget project revenues.

After review the board decided to pass the budget review and monthly projected revenues with Board Clerk Adriance making a motion to accept the review with Board Chairman Reber seconding the motion. Motion passed unanimously. 5-0-0

- C. Discuss, Review and possible action of Net Assets.

Captain Jackson mentioned that he finally received a listing of the net assets and worth from the auditors. There was some confusion on some of the items on the list and Board Member Maughan made a motion to table the asset list until after the full audit is complete later in the year. Board Chairman seconded the motion, with the motion to table the item passed unanimously. 5-0-0

- D. Discuss and possible action on proposed Capital Outlay Projects

This was a discussion item only with Captain Jackson mention that he had moved some monies into the Capital Outlay Projects and that the board has to set-up a time table for the replacement of the Capital Outlay Projects.

E. Discuss and possible action on the warrants from April 17, 2015 through May 21, 2015. Board Member Maughan made a motion to accept the warrants with Board Chairman Reber seconding the motion. Motion passed to accept the warrants unanimously. 5-0-0

11. FUTURE AGENDA ITEMS:

- A. Discussion and possible action on the selection of an auditor for the Fire District (full audit now required).
- B. Discussion and possible action regarding the formulating of a Board Policy Manual.
- C. Discussion and possible action on Resolution 2015-001
- E. Discussion and possible action concerning the Net Assets item

12. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting will be held on ~~June 22, 2015~~ at 6:00 P.M. at station #1

13. CALENDAR OF EVENTS:

The calendar of events was available on the board members tablets and is also available on the districts web site.

14. ADJOURNMENT:

Board Member Maughan made a motion to adjourn with Board Chairman Reber seconding the motion. Motion passed unanimously and the meeting was adjourned at 8:04 P.M. May 21, 2015. 5-0-0

Reviewed and approved by:



Dan Reber
Beaver Dam/Littlefield Fire District
Governing Board Chairman

6-18-15
Date

Ref:
SD card #2
File #1
Rec: #9