



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 **June 18, 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 JUNE 18, 2015

- 1. **Call to order:**
Called to order at 5:59 P. M. on June 18, 2015

- 2. **Roll call of Board Members:**
Board Chairman: Dan Reber Present
Board Clerk: Doug Adriance Present
Board Member: Gene Maughan Absent
Board Member: Bill Burch Present
Board Member: Tom Oliver Telecommunicated via Skype
Administrative Assistant: George Burnett Present
Also present were: Fire Chief Hunt and Captain Jackson

- 3. **Pledge of Allegiance:**
Given by Board Clerk Adriance

- 4. **Call to the Public for comment on non-agenda items:**
No comments made

- 5. **Approval of Minutes:**
A. Regular session of:
 - 1. Minutes of May 21, 2015
Board Clerk Adriance made a motion to accept the minutes as presented with Board Chairman Reber seconding the motion. Motion to accept the minutes of May 21, 2015 passed. 4-0-1

- 6. **Reports and correspondence:**
A. Fire Chief's report:
 - 1. Update on Medic 11
Fire Chief Hunt mentioned that Medic-11 had a fuel injector break and got sucked into a cylinder and caused significant damage that they were going to have to put a short block in. He also said that this would probably extend the life of Medic-11 so that it wouldn't have to be replaced as soon.
 - 2. Teaching another S-130 and S-190 wildland class
Fire Chief Hunt said that they were in the middle of the classes this week and should

be done by Friday, June 19, 2015. He also mentioned that everyone in class is doing well.

3. Wildland update

Fire Chief Hunt mentioned that we haven't been called out to the East Side of the strip yet and with 2 fires going the BLM isn't spread too thin and they were also able to get law enforcement out there with them. He also mentioned that the wildland trailer is complete and ready to go, and the word is being spread around that we have it available.

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

Fire Chief Hunt gave the monthly fire and EMS report; we had 11 fire incidents and 35 EMS incidents for a total of 46 incidents for the month of May 2015.

C. Fire Board Chairman's Report

Nothing to report

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. Resolution 2015-001 (Stop Burning), discussion and possible action.

There was discussion on the effective date. Chief Hunt mentioned that the BLM was considering putting a ban on open fires and suggested that the effective date be June 30, 2015. Board Clerk Adriance made a motion to accept the date of June 30, 2015 as the effective date of Resolution 2015-001 with Board Chairman Reber seconding the motion. Motion passed to have Resolution 2015-001 (Stop Burning) effective June 30, 2015. 4-0-1

B. Consideration of creating a board policy manual. Discussion and possible action

This item was tabled and Administrative Assistant Burnett was directed to get new proposal costs associated with creating a board policy manual.

8. **New Business:**

A. Review proposals for a full audit of the fire district that is now required. Discussion and possible action on awarding the contract.

After reviewing the proposals received, discussion concerning the associated extra costs that came with one of the proposals, and with the proposals nearly identical the Board of Directors decided to award the contract to Hinton Burdick out of Mesquite. Board Chairman Reber made a motion to award the contract to Hinton Burdick with Board Clerk Adriance seconding the motion.

Motion passed to award the contract for full auditing services to Hilton Burdick. 4-0-1

B. Discussion and possible action on a Firefighter Relief and Pension Fund check from the Arizona State Treasury.

Captain Jackson – There really is no discussion needed, we don't have a pension and relief fund. The check has to be returned.

C. Discussion on funds for Medic 11's repair and where they should come from. Action is required.

Captain Jackson went over the funds available for the repairs for Medic-11. Chief Hunt mentioned that the costs associated with putting in a short block will probably approach the \$10,000 mark. The best possible solution is to take the funds out of the contingency funds. Board Clerk Adriance made a motion to pay for the repairs for Medic-11 out of the contingency funds with Board Chairman Reber seconding the motion. Motion passed to pay for Medic-11's

repair out of the contingency funds. 4-0-1

D. Discussion and possible action on a Wildland addition to the Personnel Policy Manual.

There was discussion that when the Personnel Policy was written that a wildland fire policy was left out. The person that created the policy made the correction by adding how our reserves, volunteers, and full time personnel were to be paid while on wildland fires.

Board Clerk Adriance made a motion to accept the revision of the policy manual as presented with Board Chairman Reber seconding the motion. Motion passed to accept the revision of the policy manual. 4-0-1

E. Discussion and possible action on the Property & Causality Renewal Questionnaire Policy through VFIS.

After some discussion regarding the questionnaire and the assurance that both Captain Jackson and Administrative Assistant Burnett compared the two previous years and it was the same Board Chairman Reber made a motion to accept the Property & Causality Renewal Questionnaire with Board Clerk Adriance seconding the motion. Motion passed to accept the renewal policy questionnaire. 4-0-1

9. 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

After discussion and review of the district's monthly reconciliation reports and also of the warrants, item 9 (E), Board Clerk Adriance made a motion to accept the reconciliation reports and the warrants, item 9 (E), with Board Chairman Reber seconding the motion. Motion passed to accept the reconciliation reports and warrants. 4-0-1

B. Discussion and possible action of the Budget Review

C. Discuss Monthly Budget Projected Revenues

After discussion and a couple of comments with Administrative Assistant Burnett letting the board know that item 9 (B & C) would be conciliated into one item, Board Clerk Adriance made a motion to accept the budget review and projected revenues with Board Chairman Reber seconding the motion. Motion passed to accept the monthly budget review and projected revenues. 4-0-1

D. Discuss and Possible Action on proposed Capital Outlay Projects

No Discussion or action.

E. Discuss and Possible Action on the Warrants from May 22, 2015 through June 18, 2015
Action taken in Item 9 (A) with the district's Monthly Reconciliation Reports

10. Future Agenda Items:

- A. Discuss, Review and possible action of Net Assets
- B. Board policy manual and costs associated with it.
- C. Fire Chief Hunt on Medic-11 and the actual cost of repair
- D. Capital Outlay Projects

11. Next Regular Board Meeting:

The next regular scheduled board meeting is on July 16, 2015 at 6:00 P. M.

12. Calendar of Events:

See attached sheets or you may visit the web site at beaverdam-littlefieldfire.org

13. Adjournment:

Board Chairman Reber made a motion to adjourn with Board Clerk Adriance seconding the motion
Motion Passed to adjourn at 7:56 P.M. on June 18, 2015. 4-0-1

Reviewed and approved by:



Dan Reber
Beaver Dam/Littlefield Fire District
Governing Board Chairman



Date

Ref:
SD card #2
File #1
Rec: #11