



Beaver Dam/Littlefield Fire District
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Minutes A.R.S. §38-403.01

MINUTES OF OCTOBER 15, 2015

1. Call to order:

Meeting called to order by Board Clerk Adriance in the absence of Board Chairman Reber at 5:58 P.M. on October 15, 2015

2. Roll call of Board Members/Affirmation of Quorum:

Board Chairman: Dan Reber	Absence
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: Pledge given by Mr. Tom Gates

4. CALL TO THE PUBLIC:

No Comments made

5. APPROVAL OF MINUTES:

A. Regular session of:

1. Minutes of September 17, 2015

Board Member Burch made a motion to accept the minutes as written with Board Member Oliver seconding the motion. Motion passed to accept the minutes as written. 4-0-1

6. REPORTS AND CORRESPONDENCE:

A. Fire Chief's Report:

1. Type 3 Engine update

Chief Hunt stated that he has one bid back for the Type 3 Engine and Ferrara will be here tomorrow (10-16-2015) or next week and he has also asked Pierce Manufacturing for a bid.

2. Grant – BLM-Wildland Training Funds

Chief Hunt stated that he mentioned a couple of months ago about a grant for wildland training and he has been in contact with Shawn Jaca from the BLM about hosting several classes here this winter that will be funded by them (BLM) through the grant that they will get. He would like to hold the 131, 190 and 290 classes. He also would like to hold a

211 and a 212 class.

3. Tender 31 update

Chief Hunt mentioned that he and Chief Ojeda found that the alternator had gone bad in Tender 31 and also had a bad seal leak. They were able to replace the bad seal and also the alternator, they also did routine maintenance on it at Station 1.

B. Fire and EMS report for the month of: September 2015

Chief Hunt gave the fire and EMS report for the month of September 2015 with 12 fire responses and 37 EMS responses, for a total of 49 responses for the month.

C. Board Chairman's Report:

Board Clerk Adriance asked Chief Hunt besides getting proposals for a new engine, has he looked any used ones. Chief Hunt said he has and it was discussed a little last month, but the problem is you really don't know what you're getting. You don't know the maintenance records or anything else about it.

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.

Mr. Tom Gates was given the floor. Mr. Gates would like to clear up an item; there is an agenda item that's been on there for a while. For the record she (Debbie Gates) came on working part-time at 28 hours per week without benefits, she realizes that. She was never offered benefits, which she realizes. If in the future, if the board realizes that she needs some benefits, that is to be determined. But he would like it for the record; she has never refused benefits if they are offered, if they are offered they will consider or she will consider it. Mr. Gates doesn't want it later down the road, that if something came up and the board is saying well, you refused all benefit's, so we're not going to give you any. No other comments were made.

7. OLD BUSINESS:

A. Discussion, review and possible action on the Board Policy Manual

During discussion Board Member Oliver mentioned that he had written Brenda of a few errors with Administrative Assistant Burnett acknowledging that he did receive an updated manual from Brenda late last night (10-14-2015). Board Member Oliver moves to accept the Board Policy Manual as revised with the changes that came in yesterday. Board Member Oliver withdraws the motion with Board Member Burch countering with a motion to put it off for 30 days. Board Clerk Adriance seconded the motion. Motion passed to table the item until next board meeting. 4-0-1

B. Update on the information from the attorney on the new part-time employee refusing any benefits.

Board Clerk Adriance mentioned that refusing is the wrong word. Chief Hunt said refusing is not actually going to be in the letter. Chief Hunt mentioned that he had talked with Bill Ekstrom again and he expected a letter in his e-mail by now, but has not received it. The discussion continued on in part that she was not entitled to benefits being a part-time employee.

Board Clerk Adriance mentioned that whole reason for this is the fact that, for the lack of a better term, that Obamacare requires that benefits be given to anybody working in excess of 30 hours per week. Discussion continued that they don't want to have the government or FLSA coming at the end of the year and say, guess what you owe this amount for the entire year.

8. NEW BUSINESS:

A. Discussion and possible action on a request for some type of relief for an ambulance debt. Board Member Maughan made a motion to remove the charges. He mentioned that he knows the lady and she has no money except social security. Board Clerk Adriance seconded the motion to relieve the debt. Motion passed to remove the debt. 4-0-1

B. Discussion and possible action on removing public information (records) from an old computer that is no longer used.

Board Clerk Adriance mentioned that it's his understanding that the information are public records and have to be maintained somehow and can we transfer them to an external hard drive before we wipe the computer. Captain Jackson mentioned that we could use a flash drive. Administrative Assistant Burnett mentioned that agenda's, minutes, resolutions and some other records are permanent records and have to be maintained and saved. Discussion continued and it was decided to use a flash drive, it has less of a chance of getting erased and securing it.

C. Discussion and possible action on reviewing, updating and any action on resolutions.

Administrative Assistant Burnett went over some basics of how resolutions are handled, he mentioned that there were a couple of resolutions that had not been superseded and still could be considered still in force. Chief Hunt mentioned that they have been superseded by the virtue that the companies no longer exist and the other one by virtue of an agreement on charges with Arizona State BLM. Administrative Assistant Burnett will attempt to find all resolutions, go over them with Board Chairman Reber who can meet with Fire Chief Hunt to find out which ones need to be taken care of.

D. Discussion and possible action on purchasing new baseball caps for x-mas gifts for all employees.

This was a discussion item only that was brought by Chief Ojeda to see if the board was on board about doing this for all the fire fighters. After discussion they told Chief Hunt that they were on board. No motion or approval needed by the board.

9. Beaver Dam/Littlefield Fire District Accounts:

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

1. Chase Morgan

Captain Jackson mentioned that he had not received all of the paper work from the County treasury to complete the reconciliation for the month.

2. Mountain America

3. American Express

B. Discussion and possible action of the Budget Review and the monthly projected revenues.

C. Discuss and Possible Action on the Warrants from September 18, 2015 through October 15, 2015

There was concern that there were receipts missing or nonexistence, and the auditor would come back. There has to be receipts for all transactions on the American Express Credit Cards or the individual may be help responsible for the charges. After further discussion and answers Board Member Adriance made a motion to accept all of the financial statements (9A – items 2 and 3) and items B and C. This excludes the Chase Morgan reconciliation statement. Board Member Burch seconded the motion. Motion passed to accept all of the financial statements except the Chase Morgan account. 4-0-1

10. Future Agenda Items:

A. Discuss, Review and possible action of Net Assets

B. Discuss and Possible Action on proposed Capital Outlay Projects

C. Discuss and possible action on the Board Policy Manual

11. Next Regular Board Meeting:

The next regular scheduled board meeting will be **NOVEMBER 19, 2015** AT 6:00 P.M.

12. Calendar of Events:

The calendar of events is available on the Board Members Tablets and also on the Web Site.

13. Adjournment:

Board Member Maughan made a motion to adjourn with Board Clerk Adriance seconding the motion. Motion passed to adjourn. 4-0-1. Meeting adjourned at 7:06 P.M. on October 15, 2015

Signed: Dan R. Reber Date: 11-19-15
Board Chairman