



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

## **MINUTES OF DECEMBER 17, 2015**

### **1. Call to order:**

Board Chairman Reber called the meeting to order at 6:08 P. M. on December 17, 2015

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

Board Chairman: Dan Reber Present  
Board Clerk: Doug Adriance Present  
Board Member: Vacancy  
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:**

The Pledge of Allegiance was given by Board Chairman Reber

### **4. CALL TO THE PUBLIC:**

Board Member Burch asked to speak. The floor given to Board Member Burch and he asked the Board to accept his resignation account of personal reason. Board Clerk Adriance made a motion to accept Board Member Burch's resignation with Board Member Oliver seconding the motion. Motion passed unanimously 3-0-0. The board is down to 3 members and still represents a quorum to proceed with the meeting.

### **5. APPROVAL OF MINUTES:**

#### **A. Regular session of:**

#### **1. Minutes of November 19, 2015**

Board Member Oliver stated that there was an error that needed to be fixed. Board Clerk Adriance made a motion to accept the minutes with the correction with Board Chairman Reber seconding the motion. Motion passed to accept the minutes with the corrections made. 3-0-0

## 6. REPORTS AND CORRESPONDENCE:

### A. Fire Chief's Report:

#### 1. Update on the AFG Grant

Fire Chief Hunt mentioned that all the narratives and the figures for the grant and will get it in shortly. Chief Hunt explained what we doing to the new board appointees. He also mentioned that the figures came in at just under \$100,000 with us having to put out 5% of that.

#### 2. Wildland Fire Classes

Fire Chief Hunt mentioned that there were several new guys that want to come into our wildland division, one was in just yesterday (12-16-2015) and filled out an application and he also has a buddy who is really interested for their summer jobs and they'll be going to college in the fall. I'll probably teach the S 130 and S 190 classes sometime in late January or early February but really don't have a date yet.

Chief Hunt also mentioned that Battalion Chief Ojeda and himself were able to get into a facilitator class at Dixie and would be able to teach the classes without a sponsor.

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

Fire Chief Hunt went over the Fire and EMS report with a total of 6 fire related calls and 48 EMS calls for a total of 54 responses for the month of November 2015.

Board Member Oliver asked what the difference between ALS and BLS is. Chief Hunt said Advance Life Support and Basic Life Support. Did you gave or did not have to give medications.

Captain Jackson mentioned that he had to stop tracking ALS because of the definition of ALS.

### C. Board Chairman's Report:

Board Chairman Reber mentioned if the Gates went on a call to the Petersen's. There was a person that had come out and talked with Larry (one of our EMT's), he didn't recognize the two of you. He thought that they came from Mesquite. But he was very appreciative of the way you handled the call. Board Chairman stated that he really appreciated your work and the way you handled the call.

**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. AFDA handouts, update and possible action on scheduling who is going.

Administrative Assistant gave the board members an update on the AFDA Conference being held in Laughlin, NV in January. He noted that the deadline for the room reservations was on December 28, 2015 and the last date for registering for the conference was January 8, 2016 and he would need the information as soon as practical.

B. Part-time employee update and possible action on benefits.

Fire Chief Hunt mentioned that what the attorney sent back to him. He read the letter from the attorney and after looking back at it, what we would have to do is we would be held to paying overtime to the part-time position. Now to date she hasn't gone over into the overtime yet. But there may be a time that doesn't come that we have to pay a little bit of overtime to her. The chief stated that to him it's worth having the extra coverage and if we have to pay overtime, it may be because they are out on a revenue generator and that would pay for it anyway. The Chief's position is that we add to this discussion is that if the position goes into overtime that we pay the overtime. Board Clerk Adriance stated that we would have to since the FLSA requires us to pay overtime. The Fire Chief mentioned that he really doesn't

really see that happening. EMT Debbie Gates mentioned that she didn't get that, did you say 40 hours per week or 80 hours every 2 weeks. Fire Chief Hunt mentioned that there are 2 parameters, 40 hours per week but it has to go for multiple weeks, but you also have to meet the 212 hours in a 28 day cycle. He invited EMT Gates to come in and see him tomorrow morning and he'll show her the parameters in the policy manual if you don't have one at home. This was a discussion only and no action was taken.

C. Type 3 Engine update and possible action

Fire Chief Hunt mentioned that he has all of the bids. One of the manufactures back out of bidding citing a back log of orders. The discussion continued with the chief mentioning that the administrative assistant came to him with information on the proper procurement procedures citing the Arizona Revised Statutes. He stated that he didn't know that he was doing that and felt like he was left out of the loop. However Fire Chief Hunt did acknowledged that he did learn that there is an Arizona Revised Statute that has to be included in the contract.

Board Chairman Reber mentioned that the only thing that might be of concern is how we got the bids and that there might be something going on between you and the bidders. The discussion continued on over several other items with Board Member Oliver asking what do we do? Are we going to do it? Board Chairman asked the board if we want to go ahead with this tonight.

Board Clerk Adriance mentioned that being in the unique position that we're in, being that there's only 3 on the board making a very important decision, do we want to make this large of a decision with just a 3 member board or do we put it off until next month when we have a 5 member board?

Board Member Oliver asked if any of the bids have a cutoff date? In other words, do we have to respond by a certain date?

Fire Chief Hunt responded no. Chief continued to discuss the issue and why he felt it was important to get the final go ahead. He also brought the newly appointed board members up to date with what we were trying to do and at least get some type of response from them.

Board Chairman Reber mentioned that the board has pretty well committed ourselves, and if we're going to try and get it here for this fire season, then he feels like the board needs to push ahead. The discussion continued with the board members explaining their own doubts and reasons to go ahead with this. Up to this all the board members feel that they are satisfied that it would be a good investment for the district.

The Board agreed to have the chief open the bids.

Pierce Manufacturing could not bid

Rosenbauer International Bid was \$348,291.00

Ferrara Fire Apparatus Bid was \$340,815.00

Board Member Oliver made a motion to accept the bid and buy the truck with reference to the bid made by Ferrara Fire Apparatus with Board Clerk Adriance seconding the motion. Motion passed to allow the chief to go ahead with the Type 3 Engine from Ferrara Fire Apparatus. 3-0-0

D. Net Assets, discussion on where we are on it, possible action

Fire Chief Hunt asked that this item be tabled until the next regular scheduled meeting on January 21, 2016. This item is tabled until January 21, 2016.

E. Discuss and possible action on proposed Capital Outlay Projects

Fire Chief Hunt also asked the this item be tabled until the next regular scheduled meeting on January 21, 2016. This item is tabled until January 21, 2016.

**8. NEW BUSINESS:**

A. Board Vacancy; introduce resolution 2015-003, discussion and possible action.

*The Board may vote to go into executive session in accordance with A.R.S. § 38-431.03(A)(1) then return to the open meeting.*

Administrative Assistant Burnett introduced resolution 2015-003 (Notice of Board Vacancy) to the board. He also stated that we had received 4 applications for the position(s) available; however 1 is not a registered voter and has to be for at least 29 days before appointment.

Board Chairman Reber made a motion that we put out a notice that we are filling the vacancies that have occurred on the Beaver Dam-Littlefield Fire District Board because of Gene's (Board Member Maughan) death and Bill's (Board Member Burch) resigning and to make a resolution to interview tonight to fill those vacancies. Board Member Oliver seconded the motion. Motion passed 3-0-0 and Resolution 2015-003 (Notice of Board Vacancy) accepted.

Board Chairman Reber mentioned that we need a motion to go into an executive session, Board Member Oliver made a motion to go into an executive session with Board Member Reber seconding the motion. Motion passed to go into an executive session at 6:20 P.M.

Board Chairman reconvened the open meeting at 7:25 P. M. Board Chairman Reber stated that this is kind of interesting to all of us. I don't know how many years it's been since we've had a vacancy to fill, but it seems like it's been 5-6 years. No matter how it comes out tonight we appreciate the input from the community. This is what we're going to do. Each of us is going to write 2 names that we would like to see on the board. We'll tally those to see where we're at.

The applicant with the most votes would replace Board Member Maughan and the other applicant voted in would replace Board Member Burch. The two top vote getters were Reed Bown who will replace Board Member Maughan and Sverre Staurset, ESQ. who will replace Board Member Burch. Both appointees will finish the unexpired terms of the incumbents that they replaced. Board Clerk Adriance mentioned that logistics wise, again with state laws require you to be sworn in and when you get sworn in the paper work has to be notarized and we don't have a notary tonight so we will plan a special meeting. There was discussion what would be the best date to hold it. Board Clerk Adriance made a motion to plan a special meeting to swear in of our 2 vacancies on January 7, 2016 at 6:00 PM and notices to the board of supervisors and seconded by Board Member Oliver. Motion passed to hold the special meeting on January 7, 2016 at 6:00 P.M. 3-0-0

B. Web Site - introduce Resolution 2015-004, discussion and possible action

Administrative Assistant Burnett mentioned that this resolution came about account that as the web site manager he had gotten 3 requests to advertise on our web site. He also mentioned that after researching those they were suspect and were not even in this county. Board Clerk Adriance mentioned that our web site is public domain and is informational in nature only. Board Clerk Adriance made a motion in adopting the resolution that we allow NO advertising on our web site with Board Member Oliver seconding the motion. Motion passed 3-0-0

C. Audit Statement of Understanding

Administrative Assistant Burnett mentioned that this is a copy of the Audit Statement of Understanding that he had to have the Board Chairman sign for the auditors to be able to continue our full audit and is longer then usual. This was a discussion item only and no action taken.

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

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

1. Chase Morgan November 2015

Due to a technically this reconciliation report was not available and will be reviewed on the next regularly scheduled meeting on January 21, 2016

2. Mountain America November 2015
3. American Express November 2015

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

C. Discuss and Possible Action on the Warrants from November 20, 2015 thru December 17, 2011

Board Clerk Adriance asked what Larsen Apparatus is. Chief Hunt mentioned they do the apparatus testing for us.

Board Clerk Adriance made a motion to accept item 9 (A2) Mountain America, Item 9 (A3) American Express and item 9 (C) Warrant account with Board Member Oliver seconding the motion. Motion passed. 3-0-0

**10. Future Agenda Items:**

- A. Swearing in of the new appointed board members on January 7, 2016
- B. Review of the reconciliation report from Chase Morgan for November 2015
- C. Discuss, Review and possible action of Net Assets
- D. Discuss and possible action on proposed Capital Outlay Projects

**11. Next Regular Board Meeting:**

A special session has been scheduled for **January 7, 2016** at 6:00 P.M

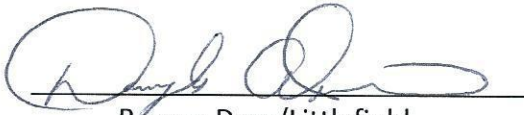
The next regular scheduled meeting is set for **JANUARY 21, 2016** at 6:00 P.M.

**12. Calendar of Events:**

The calendar of events is available on the Board Members Tablets, the web site and also at Fire Station #1.

**13. Adjournment:**

Board Chairman Reber made a motion to adjourn the meeting with Board Clerk Adriance seconding the motion. Motion passed to adjourn. 3-0-0 Meeting adjourned at 8:49 P. M. on December 17, 2015.



Beaver Dam/Littlefield  
Fire District – Board Clerk

1-21-2016

Date