



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

MINUTES OF JANUARY 21, 2016

1. Call to order:

By Board Clerk Adriance at 6:02 P.M. on January 21, 2016

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

Board Chairman: Dan Reber	Absent
Board Clerk: Doug Adriance	Present
Board Member: Reed Bown	Present
Board Member: Sverre Staurset	Present
Board Member: Tom Oliver	Present
Administrative Assistant: George Burnett	Present

Also present were:

Fire Chief Hunt, Battalion Chief Ojeda and Captain Jackson

3. PLEDGE OF ALLEGIANCE: By invitation of Board Chairman Pledge given by Fire Chief Hunt

4. CALL TO THE PUBLIC:

No comments

CONSENT AGENDA

NOTE: Due to some confusion the board accepted/rejected the following items in the consent agenda until Administrative Assistant Burnett explained the purpose of the consent agenda.

5. CONSIDERATION OF APPROVAL OF MINUTES:

A. Regular session of:

1. Minutes of December 17, 2015
2. Minutes of Special Session of January 7, 2016

Board Member Staurset made a motion to accept the minutes as written and Board Member Oliver seconding the motion to accept the minutes. Motion Passed 4-0-1

6. BEAVER DAM/LITTLEFIELD FIRE DISTRICTS FINANCIAL STATEMENTS:

A. Consideration of approval of the District's Monthly Reconciliation Reports

1. Chase Morgan

A. Reconciliation of Chase Morgan for the month ending November 2015

B. Reconciliation of Chase Morgan for the month ending December 2015

The reconciliation reports for Chase Morgan were not available account of Quick Books issues and Captain Jackson is working on getting those issues resolved. The board did look at the Mohave County's register that was sent to be reconsolidated. Board Member Staurset mentioned to let the record show that we did look at the Mohave County Treasury Statements but we are unable to reconsolidate with Quick Books Account of a glitch in the program.

2. Mountain America

A. Reconciliation of Mountain America for the month ending December 2015

3. American Express

A. American Express of American Express Credit Card Statements for the month of December 2015

B. Consideration of approval of the Warrants from December 18, 2015 through January 21, 2016

After review Board Clerk Adriance did mention that there were too many question marks on the American Express Statement (no receipts available) and that it would not be tolerated and reminded everyone involved to insure that there is a receipt for all purchases made with the credit cards. Board Clerk Adriance did make a motion to accept items 6 (A)(2), 6(A)(3) and 6(B) and Board Member Oliver seconded that motion. Motion passed to accept the above items. 4-0-1

AGENDA ITEMS:

7. REPORTS AND CORRESPONDENCE:

A. Fire Chief's Report:

1. Type 3 Engine update

Fire Chief Hunt – Chief Hunt, Battalion Chief Ojeda and the Board Chairman Reber will fly out on February 2, 2016 to Louisiana and on February 3, 2016 will be the prebuild conference and spend the entire day making sure it will be build the way we want it and fly back on February 4, 2016. They already had the chassis and are doing some preliminary work on it. We had them do away with the light bar and will have the emergency lights on the visor. Chief Hunt also mentioned that we have 4 guys coming back to us and dedicating the summer to us and others that we can pull from.

Board Clerk Adriance asked Chief Hunt that you and Battalion Chief Ojeda are flying out for the prebuilt conference. Did you write all the spec's yourself.

Chief Hunt, not myself, I also talked to other departments, Santa Clara has an engine that's really close to want we want, I didn't want to go with the company because they can be really expensive. But were getting everything that they have plus a couple of things, but we've talked at length, other engine bosses have talked at length, and no it's not just mine.

Board Clerk Adriance mentioned that he just wanted to make sure we're getting the most bang for our bucks with the engine. Chief Hunt explained somewhat how the process works.

2. AFG update

Chief Hunt, the AFG Grant is the FEMA Grant. We've put in for 2 Life Packs 15, that is the defibrillator monitors, we run Life Pack 12's now and he explained the difference between two and also with the comment that the Life Pack 12's have lived out the industry standards

useful life but they will be placed in Rescue's 31 & 32 for use. If we're awarded the AFG Grant that is a 95- 5 grant. We will be responsible for 5% of the total costs. AFG stands for "Assistance Firefighters Grant". We also put in for 10 new turnouts. Board Member Oliver asked what does the defibrillators costs? Chief Hunt, we will be \$90,000.00 for the two of them.

3. VFA update

Chief Hunt mentioned that he put in for a whole bunch of PPE. That's the shirts, pants, helmets, and gloves. I did that so that I could give everyone that goes on these extended attack's maybe one or two extra pair. It's very seldom that you can get to do laundry while on these extended attacks.

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

Battalion Chief Ojeda gave the monthly and a year-end report. For the month of December we had total of 10 fire incidents and 40 EMS incidents. Total for the year were 144 Fire incidents and 509 EMS incidents for a grand total of 653 incidents that were responded to for the calendar year ending December 31, 2015.

C. Board Chairman's Report:

Nothing to report

Public Comment:

8. OLD BUSINESS:

A. Discuss, review and possible action of the Net Assets Inventory.

Please see remarks in item 9(E).

B. Discuss, review and possible action of the Capital Outlay Project Timeline.

Chief Hunt asked the Administrative Assistant Burnett if he could get a copy of the Capital Outlay Project Timeline to the board members, especially the new board members. He also mentioned that we're in the red on several of our apparatus, we know that and that we're also in a catch-up mode right now. Chief Hunt mentioned several pieces of equipment that may be outside of service standards useful life, including a couple of ambulances.

Board Member Staurset asked what happens when you have an ambulance outside the standards, does that leave any implications (liability) for us if we pick up patients for transport. Chief Hunt, when they get to the 10 year mark, then yes. When you get to Utah then it's a seven year mark. Chief also mentioned that Battalion Chief Ojeda keeps a really good service record and maintenance records on them. This really helps to protect in the event something like that. Discussion continued on the subject of "outside the industry standards" with Chief Hunt mentioning that it only applies to the vehicle and not the equipment.

9. NEW BUSINESS:

A. Comments from the AFDA Participants.

Board Member Staurset – It was absolutely terrifying exciting, told the wife when I got home I might put in my resignation. But it was exciting and it was great to watch all the firefighters. I wish people could go to that and see the people and watch the presenters and all that. I don't think anybody knows how different fire departments are from a little hole in the wall with thousands of acres to the fire department with 200,00 – 300,000

people in their area. So it was very educational and hope that we as a board can do justice to you guys that have to do the work.

Fire Chief Hunt – as a ground pounder I was glad and as a chief of a small department I still get to be in the ditches. I was so glad to see the Arizona Division of Forestry offer a couple of classes down there. The one that stood out for me was the Arizona Forestry update. Board Member Oliver mentioned that you should of been in the billing one!

Board Member Staurset – I did make one observation, with all the information that the board members need to know, and that there are 4 statutory classes we need to take, he was wondering if each one of the board members would be interested in maybe to know one area more than the others so that we as a board could lean on them to make a better decision on matters. Board Clerk Adriance – now that we have a five member board maybe we can look at something like that.

Board Member Oliver – I got into this one class that got into the co-operative agreements and that sort of thing. One of the things they got into was this 3.25% tax rate, he mentioned that a lot of departments are struggling with that apparently with that tax rate cap. They are thinking of removing that cap. Another thing that is coming up is the PSPRS (Public Safety Personnel Retirement System). Right now they give retirees an automatic 4% raise each year regardless of any COLA and it's killing the system, so one of the things that the legislature is going to try and do is to change it into a COLA system.

Battalion Chief Ojeda – it's like the billing class that we went to. They are working on trying to pay within 30 days after billing. Board Member Oliver – it almost sounds like they want to have a pool of money that they can pay the departments from and then recover the money from the feds. Battalion Chief Ojeda – another problem that they have, the state has one rate and the federal has a different rate, so that they are trying to make them the same and even on the hotel rates also. They are also saying that you can now go into the computer, sign in and submit your bill. Every year they were changing in how to do it. We can now even charge for the time it takes to itemize the bill and submit it.

Administrative Assistant Burnett – The agenda now has a new format with the Consent Agenda. The purpose is for the board to review all the items needing to be acted on and get approval in one blanket motion. He also mentioned that the resolutions that we have old and new needs to be superseded by another resolution no matter the circumstances. For the old resolutions that are no longer of value then we can create one resolution to supersedes them all. E-mails are to be used as we're a public identity, you can no longer use personal e-mails for official business.

Board Member Staurset – This was a big discussion in our legal class. I really cringed at the penalties. Violations of the open meeting laws and violations of the record keeping law are the two areas that people can go to jail and they gave some examples of where people have gone to jail. People used the computer and then erased the emails afterwards. They also mentioned that with any business that is transacted has to be done by the departments e-mail. The public can subpoena or put in a public request for all of those things and they are

entitled to get them all. Your personal computer can also be confiscated if your using it by the AG. It comes down to this, all business transactions and communications are to be done on the official department e-mail and can't be deleted.

B. Web Site Statistics for 2015 Administrative Assistant Burnett

Administrative Assistant Burnett went over the site stats for the year 2015, with the site having 6,547 views and visitors from 58 countries. He also mentioned the search engines that were used. He also said that the web site format is a static type web site and no personal information is available. Mostly used for informational purposes only and asked the board to consider adding more news articles to keep people up to date on what is happening.

C. Agenda Revision Format: Administrative Assistant Burnett

Administrative Assistant Burnett went over the revised agenda format and explained the reason behind the change in hoping to help move along the meeting.

D. Discuss, review and possible action for reimbursement for successful EMT completion for Roberto Caja.

Board Clerk Adriance – Is he committed to stay on here with the department? Chief Hunt mentioned that he wanted to get on with Mesquite but can't because he works for Mesquite. He also lives in Scenic. Board Member Staurset made a motion to reimburse Roberto Caja the \$922.00 for the EMT class he has completed with Board Member Oliver seconding that motion. Motion passed for reimbursement 4-0-1.

E. Discuss, review and possible action on Auditors e-mail request.

Administrative Assistant Burnett explained the e-mail request on items needed for the completion of the Audit and that he was working on part of it. He also explained that we have not done an inventory in at least 3 years and that it was needed to be done. The auditors did furnish the last inventory they had.

Board Member Staurset made a motion for the Fire Chief Hunt to complete the task within 30 days with Board Clerk Adriance seconding that motion. Motion Passed. 4-0-1

F. Discuss, and possible action on the possibility of having a review of costs involved for joining the Public Safety Retirement System.

Battalion Chief Ojeda – There is a process to get into the PSPRS. First the board has to commit to a review and also the costs associated with having someone come out and review the books and the cost is somewhere in the \$1,500.00 - \$2,000.00 range. Discussion centered around the process of getting the review. It would also require another 5 member board consisting of a board chairman, 2 civilians, and 2 employees on that board.

Discussion continued on how we can handle the problem with no retirement system.

Board Member Oliver believes that we need to get this started and since it's on the agenda we should move forward. Board Member Bown agreed it should get started.

Board Member Oliver made a motion to have Battalion Chief Ojeda call PSPRS and find out what we need to do and also spending the \$2,000.00 fee to start this project with Board Member Bown seconding that motion. Motion passed 4-0-1.

G. Discuss, review and possible action for a partial reimbursement for Comchi Marti EMT class that was attended.

Discussion was centered on why the college dropped her out of the EMT class without her knowledge and was possibly centered on a complete breakdown of communication. It was also mentioned that her instructors even went to the college because she was doing so well

with her test scores in the 90% range throughout he attendance. She did get some money back and the department is looking to get her the other \$392.00 refund back. The department is looking at sending her to an EMT class in Utah on the next one held there. Board Member Staurset made a motion to reimburse Comchi Marti her \$392.00 with Board Member Oliver seconding that motion. Motion passed. 4-0-1

H. Discuss the possibility of creating a resolution in support of AFDA in lifting the 3.25 % Tax Levy on property taxes.

After some discussion on the benefits and pitfalls of this particular item Board Member Oliver made a motion to create a resolution in support of the measure with Board Clerk Adriance seconding that motion. Administrative Assistant Burnett was instructed to put the resolution together. Motion passed. 4-0-1

10. OTHER FINANCIAL INFORMATON:

A. Discussion and possible action of the Budget Review and the monthly projected revenues. After reviewing the budget and the monthly projected revenues the board saw no problems.

11. FUTURE AGENDA ITEMS:

- A. Discuss the possibility of board members getting more training in specific areas.
- B. Discussion of making a policy change and adopting a policy for retention after training.
- C. Discuss and consider allowing individual home owners that would like to come into the Fire District within the allowable Arizona Statutes involved.
- D. Discuss and any possible action on the Capital Outlay Program Timeline.
- E. Discuss and any possible action on joining the PSPRS or maybe look into an alternative system.

12. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is **FEBRUARY 18, 2016** at 6:00 P.M. Arizona Time. Any special meeting scheduled will appear in the minutes.

13. CALENDAR OF EVENTS:

The Calendar of Events is on the board's tablets, the web site and also at station #1

14. ADJOURNMENT:

A motion was made to adjourn and seconded but due to back ground noise could not decipher who had made the motions, however Board Clerk Adriance did adjourn the meeting at 8:00 P. M. on January 21, 2016.


Beaver Dam/Littlefield
Fire District – Chairman
Governing Board


Date