



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

MINUTES OF APRIL 21, 2016

1. Call to order:

Called to order by Board Chairman Reber on April 21, 2016 at 6:08 P.M.

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

Board Chairman: Dan Reber	Present
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:

Battalion Chief Ojeda and Captain Jackson. Fire Chief Hunt arrived at 6:15 P. M.

3. PLEDGE OF ALLEGIANCE: By invitation of Board Chairman

Pledge given by Board Clerk Adriance

4. CALL TO THE PUBLIC:

No Comments

CONSENT AGENDA

Approval of Routine Orders of Business. Documentation concerning the matters on the Consent Agenda may be reviewed at the Beaver Dam/Littlefield Fire District Office, located at 630 N. Highway 91, Beaver Dam, Arizona. Any Board Member may request an item be pulled off the agenda for further discussion.

5. CONSIDERATION OF APPROVAL OF MINUTES:

A. Regular session of:

1. March 17, 2016

6. BEAVER DAM/LITTLEFIELD FIRE DISTRICTS FINANCIAL STATEMENTS:

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

1. Chase Morgan

A. Reconciliation of Chase Morgan for the month ending March 2016

2. Mountain America

A. Reconciliation of Mountain for the month of March 2016

3. American Express

A. American Express Credit Card Statement for the month of March 2016

4. Consideration of approval of the Warrants from March 18, 2016 through April 21, 2016
Board Member Staurset made a motion to approve the Consent Agenda with a comment. Board Member Staurset mentioned to the board that the board members make a commitment to reading the Consent Agenda before the meeting, especially the financial documents. Board Clerk Adriance seconded the motion to accept the Consent Agenda. Motion approved to accept the Consent Agenda. 5-0-0

AGENDA ITEMS:

7. REPORTS AND CORRESPONDENCE:

A. Fire Chief's Report:

1. VFA update

Fire Chief Hunt mentioned that he received the approval of the VFA Grant and ordered the 15 sets of PPE for the Wildland Division and they have been received.

Board Clerk Adriance talked about leaving and maintaining the PPE at the Fire Station instead of letting the wildland firefighters being able to take it home.

Fire Chief Hunt mentioned that the wildland firefighters that are employees of the district does take them home and we've got the others back.

2. Topock Fire

Fire Chief Hunt and 1 other fire fighter took a Type 6 Engine (B-11) to the Topock Fire (near Needles, Ca.) and were there for 2 days.

3. Type 3 Engine, walk around

Fire Chief Hunt asked the board if they would like to take a look at the new Type 3 Wildland Engine. The board adjourned at 6:21 P.M. and went out to look at the new engine. While looking it over and the placement of the equipment the board had some good comments on it. The board reconvened at 6:42 P.M.

B. Fire and EMS report for the month of: March 2016

Battalion Chief Ojeda gave the Fire and EMS report for the month of March 2016. It was noted that there were 8 fire related responses with 1 out of district to assist Mesquite, Nv. It was also noted that there were 52 medical responses for a total of 60 fire and medical responses for the month of March 2016.

C. Board Chairman's Report:

Board Chairman Reber had no comments.

Public Comment:

8. OLD BUSINESS:

A. Discussion and possible action on how to handle the compensation time earned by the Fire Chief.

**The Board may vote to discuss this item in Executive Session pursuant to ARS § 38-431.03 (A)(1).*

Board Chairman Reber said I believe that the question is how were going to handle that, whether you should get it.

Fire Chief Hunt interrupted the Board Chairman and asked to see the e-mails since his is in the office, if you don't mind. I've got a couple of questions, I think that there was some stuff I would like to have clarified. So on the original one I'd like to know whose verbage this is, I think it was George's (Administrative Assistant), he says that the board does not even have a written contract on his hiring or appointment, something I wish they had. Fire Chief asked Administrative Assistant Burnett if that was my position.

Administrative Assistant Burnett mentioned that is what he wrote, yes sir.

Fire Chief Hunt continued to read the other part of the e-mail despite Board Member Staurset trying to say something. The other part of the e-mail read in part that it is believed that he'd rather be paid for the compensation time. He did ask Administrative Assistant Burnett where I got that.

Administrative Assistant Burnett mentioned that it's been rumored.

Fire Chief Hunt mentioned he's got a lot of heartache about this whole thing.

Board Member Staurset mentioned that he also has heartache about that e-mail as well.

Fire Chief Hunt mentioned that he thinks somebody is trying to undermine me.

Board Member Staurset mentioned that he doesn't think there's a reason for Administrative Assistant Burnett to put an opinion or personnel matters in these e-mails, it's absolutely uncalled for and when I saw it, I immediately mentioned it.

Fire Chief Hunt mentioned several times in the past I felt like I was getting stabbed in the back, and I even asked him not to do that and it continues, and so this is strike #2.

Board Member Staurset makes a motion to go into Executive Session to these kind of issues because I think that it's appropriate to do so under ARS §38-431.03. Board Clerk Adriance seconded that motion. The board goes into Executive Session. See Item #11.

The Board reconvened the meeting at 7:25 P.M.

Board Chairman Reber mentioned that in the Old Business, Item 8 (A) in the discussion on how to handle the compensation time earned by Fire Chief Hunt. We've decided that we need to have more information and we're going to set this back a month and do some studying and try to handle it next month.

Fire Chief Hunt mentioned in the meantime I can't add or subtract compensation time? There was some further discussion on the matter and was decided that he could take compensation time or PTO but not accrue compensation time.

B. Discuss the possibility of board members becoming more proficient in specific areas.

Board Member Staurset started this discussion that he would be willing to become more proficient in the area of personnel matters with Board Clerk Adriance mentioning that he could become more proficient in the Open Meeting Laws. Board Member Oliver felt like he would give the financial area a go.

Board Member Bown mentioned that this may be the last meeting or next month's meeting may be the last as he'll be up in Idaho for a few months but would be able to attend through Skype. Board Chairman felt like being Chairman is enough for him.

C. Discussion and possible action on surplus equipment.

Board Member Staurset made a motion to list the old tender that is sitting in the ADOT Lot for sale and Board Clerk Adriance seconded that motion. Motion passed to sell the tender. 5-0-0

Discussion then continued as to handle the sale.

1. Will be advertised in the local paper and also on the web site

2. All bids will be sealed and noted on the envelope "SEALED BID, DO NOT OPEN UNTIL 6-18-2016".
 3. It will be sold "as is".
- E. Update of any on moving excess Liability Funds from Mountain America to the General Budget. Discussion and possible action.
- Caption Jackson mentioned that he hasn't been able to do anything much yet, but mentioned that the board did approve that he could move the money and keep a reasonable amount to cover the liabilities. That will happen when the auditor comes over to do her quarterly work and assure that all the of the other liabilities are covered.

9. NEW BUSINESS:

- A. Discussion and any possible action with getting into the station safe located in the Captains Office, which may hold titles and other information.
- It seems that there is a combination to it and several person have tried it, but to no avail. Board Clerk Adriance mentioned that he use to work for a safe company and he would try, but if he can't they would have to get an expert.
- B. Discussion and possible action on a phone, Wi-Fi, hot water and air conditioner in the office area at station #2 for the Administrative Assistant. (Administrative Assistant Burnett)
- Fire Chief Hunt has some heartburn about this myself and I've seen pictures of the office. I know he went and bought a new chair when there's a perfectly good chair (pointing). My understanding was when we identified a room over there it was just a place to have stuff that needed to be locked away, locked away. He can do his Wi-Fi here, he can make his phone calls here, we have hot water here and air conditioning here. That was just going to be a room to have what needed to be locked away. Is that correct?
- Fire Chief Hunt continued that it's turned out to be quite an elaborate office over there. Part of the reason I have some of the heartburn with this is, you guys hold me to my budget Really tight, and if I get outside of it I'm reprimanded pretty strictly. Correct? I think that if I tried to go out of budget I've got to be able to really (emphases) convince you guys why I'm over budget on something.
- We've assigned your administrative assistant to 12 hours per month. Correct?
- So let's go back, July 2015, 42 hours; August 2015, 27.5 hours; September 2015, 37.25 hours.
- Board Chairman Reber – that isn't on the agenda chief, we may be trouble.
- Fire Chief Hunt – I'm just discussing, I'm just explaining why I have a heartburn, doing what We're doing. I think we're putting in a whole lot of money.
- #1 – So to get to the bottom line of this thing is that his budget is used up and he's spent \$4,149.00 over budget already. And we throw all this money over there that I thought was supposed to be a room to have as a secure place to lock the stuff away. We've gotten the stuff out of the office. Discussion continued on several items and he mentioned that he would like to make it an agenda item.
- Board Member Staurset mentioned that from his observation that there is no way that you can do the work that's done for us (the board) in 12 hours.
- Board Chairman Reber mentioned that he thinks we need to spend some time on what his role is and get that straight also.
- Board Member Staurset mentioned that it's the board that sets his hours.
- Fire Chief Hunt – OK

Board Member Staurset – and the board sets his salary and set his hours, if we don't like the hours he puts in, we're the ones that do something about it. You shouldn't have anything to do about it chief.

Fire Chief Hunt – Thank you, I'll remember that, because I've been told that 8 ½ years opposite.

Board Member Staurset – Now you're being told different, because that's what the rules say.

Discussion continues on about the budget and who has control over the administrative and gets heated at times, until Board Chairman Reber puts an end to it suggesting that this matter be moved until next month. The discussion continued on whether we should continue this matter or not.

Board Clerk Adriance made a motion to table this item for further study Board Member Bown seconding that motion. Motion passed to table this item for further study. 5-0-0

10. OTHER FINANCIAL INFORMATON:

- A. Discussion and possible action of the Budget Review and the monthly projected revenues. The board felt that the budget expenses and projected revenues looked very satisfactory. This was a discussion item only.
- B. Review and discussion on the Wildland Receipts and Expenses. (Captain Jackson)
Captain Jackson mentioned that we've received all of the checks from all of the wildland fires the district was on and that we are \$66,000 in the black after all expenses had been paid.
- C. Review and discussion on the Expenses by Vendor
This was a discussion item only.

11. EXECUTIVE SESSION

The Board may move to discuss items in an Executive Session pursuant to ARS § 38-431.03 (A)(1), (3) and (4), which authorizes discussion and consideration of employment, assignment, appointment, promotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of the District.

1. Motion to adjourn to executive session.
Board Member Staurset made a motion to go into Executive Session. Board Clerk Adriance seconded the motion. Motion passed to go into Executive Session at 6:50 P.M. 5-0-0
2. Motion to return to open meeting to vote on items discussed in Executive Session, as needed.
Board Clerk Adriance made a motion to adjourn the Executive Session and return to the board meeting with Board Member Bown seconding that motion. Executive Session adjourned at 7:25 P.M. on April 21, 2016.

12. FUTURE AGENDA ITEMS:

- A. Budget workshop and budget matters.
- B. Discussion and possible action on station #2 matters (phone, Wi-Fi and air conditioner).
- C. Discussion and possible action on how to handle the compensation time earned by the Fire Chief.
- D. Going into an Executive Session pursuant to ARS §38-431.03 (A) (1), (3) and (4), which

authorizes discussion and consideration of employment, assignment, appointment, promotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of the district.

E. Resolution authorizing the sale and disposal of the tender that is located in ADOT's and the method.

13. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is **MAY 19, 2016 at 6:00 P.M.** Arizona Time. Any special meeting scheduled will appear in the minutes.

14. CALENDAR OF EVENTS:

The Calendar of events is on the board's tablets, the web site and also at Station #1.

15. ADJOURNMENT:

Board Clerk Adriance made a motion to adjourn with Board Member Bown seconding the motion. Motion passed to adjourn on 4-21-2016 at 8:00 P.M. 5-0-0



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board



Date