



**Beaver Dam/Littlefield Fire District**  
630 N. Highway 91, P.O. Box 579  
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[www.beaverdam-littlefieldfire.org](http://www.beaverdam-littlefieldfire.org)



Minutes A.R.S. §38-403.01

## MINUTES OF MAY 19, 2016

### 1. Call to order:

Called to order by Board Chairman Reber at 6:05 P.M. on May 19, 2016

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

Board Chairman: Dan Reber	Present
Board Clerk: Doug Adriance	Present Excused at 6:20 P.M. for an emergency
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 of Allegiance given by Fire Chief Hunt

### 4. CALL TO THE PUBLIC:

No Comments

The Board Chairman moved to New Business, item 9 (A)

## CONSENT AGENDA

### 5. CONSIDERATION OF APPROVAL OF MINUTES:

A. Regular session of:

1. Minutes of April 21, 2016

Board Clerk Adriance made a motion to approve the minutes of April 21, 2016 as written. Board Member Bown seconded the motion. Motion passed. 5-0-0.

### 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 April 2016

2. Mountain America

- A. Reconciliation of Mountain for the month of April 2016
  - 3. American Express
    - A. American Express Credit Card Statement for the month of April 2016
  - 4. Consideration of approval of the Warrants from April 22, 2016 through May 19, 2016
    - Board Member Staurset made a motion to accept the financial reconciliation reports.
    - Board Member Bown seconded the motion. Motion passed. 5-0-0
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**AGENDA ITEMS:**

**7. REPORTS AND CORRESPONDENCE:**

- A. Fire Chief's Report:
    - 1. Wildland Fire Update
      - Chief Hunt mentioned that E-23 (Type 3) was just up to St. George to have the radio reprogrammed and that he not has an additional Engine Boss that will be available to us for wildland responses. He also mentioned that he is the Fire Chief from Leeds Fire Department.
    - 2. VFA 2011 Update
      - Fire Chief Hunt made mention that he asked the Administrative Assistant to put this on the agenda and you ask as to why. When we get a grant from the VFA it is required to be tracked for at least 5 years. This year it is complete.
  - B. Fire and EMS report for the month of: April 2016
    - Battalion Chief Ojeda gave the April 2016 run statistics. There were a total of 12 Fire Responses for the month and 43 EMS Responses for the month. To date there has been a total of 39 Fire Responses since the 1<sup>st</sup> of the year and 190 EMS Responses since the 1<sup>st</sup> of the year. To date from January 1, 2016 there has been 229 Fire and EMS responses.
  - C. Board Chairman's Report:
    - Nothing to report
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**Public Comment:**

**8. OLD BUSINESS:**

- A. Introduction of Resolution 2016-010, declaring a 1988 Ford Tender as surplus with the intent to sell by sealed bid, and possible approval of said resolution.
  - The Beaver Dam/Littlefield Fire District Board did approve on April 21, 2016 to sell the 1998 Ford Tender as surplus equipment and had to have a resolution to be able sell it. Discussion followed with the question of where we advertise. Since it was agreed to advertise it locally suggestions were the St. George Spectrum, the Desert Valley Times, Craigslist and also on the web site. All bids are to be sealed until opened at the next board meeting. Board Member Staurset made a motion to accept Resolution 2016-010. Board Member Bown seconded the motion. Motion passed to accept Resolution 2016-010. 4-0-1

- B. Discussion and possible action regarding the Capital Asset Inventory progress.  
Fire Chief Hunt, the priority is the inventory in E-23, were about fully loaded with it now. Board Chairman Reber, we have an audit coming up, when do we have to have this completed. Administrative Assistant Burnett, it has to be completed before the audit begins, probably around late August or Early September. Board Chairman Reber mentioned that we'll have to keep that in mind.
- C. Discussion and possible action on station #2 matters (phone, Wi-Fi and air conditioner)  
Board Member Staurset asked if this could be tabled until after the Executive Session. After returning from the Executive Session there was a short discussion about the Station #2 situation. Board Member Staurset made a motion to move the Administrative Assistant to Station #2 and get whatever needs to be done finished. Board Member Bown seconded the motion. Motion passed 4-0-1
- D. Discussion and update on the excessive funds in the liabilities account at Mountain America Credit Union. (Captain Jackson)  
Captain Jackson said that the IRS had refunded some monies in error and that is why it was so high. The IRS did ask for the money back because of an error and a check was sent out earlier this week on the advice of the auditor. The account is now as it should be.
- E. 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 A.R.S. §38-431.03 (A)(1).*  
Board Member Staurset made a motion to adjourn to go into an Executive Session. Board Chairman Reber seconded the motion. Motion passed 4-0-1 and the open Meeting closed at 6:43 P.M. on May 19, 2016  
After returning from the Executive Session, The Beaver Dam/Littlefield Fire District Board made Fire Chief Hunt that they feel the need to talk with him in an executive session at a later time. Board Member Bown made a motion to table this matter for a later date. Board Member Oliver seconded the motion. Motion passed 4-0-1

## 9. NEW BUSINESS:

- A. Annexation requests from 3 property owner(s)/landowner(s) in Scenic, AZ. for discussion.
  - 1. Introduction of Resolution 2016-011 with supporting documents for approval
  - 2. Introduction of Resolution 2016-012 with supporting documents for approval
  - 3. Introduction of Resolution 2016-013 with supporting documents for approval  
Board Member Staurset made a motion to accept the requests and Resolutions to annex into the Fire District. Board Clerk Adriance seconded the motion.  
Motion passed to accept all 3 requests into the Fire District. 5-0-0
- B. Discussion and possible action on upgrading the Governing Board of Directors computer to Windows 10 from Windows 8.1 (Administrative Assistant Burnett & Captain Jackson)  
Administrative Assistant Burnett mentioned on what happened to Captain Jackson's Computer and is concerned about upgrading to Windows 10. Captain Jackson mentioned that after going back to his OS System there were problems with it. It took an IT Tech to repair it and is now working fine. Captain Jackson also mentioned that the IT Tech mentioned not to upgrade to Windows 10 because it may not be compatible. When you buy a new computer it will have Windows 10 on it and it will be compatible. No action was taken and was a discussion item only.

C. Discussion on FY 2016-2017 Budget.

Administrative Assistant Burnett presented a proposed draft for the Beaver Dam/ Littlefield Fire District Board of Directors, that was separate from the proposed Department Budget. Board Member Oliver started to make a motion to accept the Budget as presented, but was having a difficult time, Board Member Staurset made the motion to accept the proposed draft budget for the Board. Board Member Bown seconded the motion. Motion passed to accept the proposed draft for the Beaver Dam/ Littlefield Fire District Board of Directors. 4-0-1

The discussion then centered on the departments proposed budget, items highlighted in yellow can be massaged some, but the figures in black can't be. Also the figures for the personnel are pretty well set and only changes because of the number of hours; otherwise it is a done deal. Discussion continued on the ambulance revenue and how we figure the costs of it, how much is it costing us in overtime.

The board will relook at the departments proposed budget when Captain Jackson can get some better figures for them.

D. Introduction of Resolution 2016-015, discussion and action on stop burning

After a short discussion on the date, whether it should be on June 1, 2016 or June 15, 2016 Board Member Oliver made a motion to accept Resolution 2016-015 with a stop burning order for June 1, 2016. Board Member Bown seconded the motion. Motion passed to adopt Resolution 2016-010. 4-0-1

D. Discussion and possible action on Administrative Assistant's hours and duties.

*\*The board may vote to discuss this item in Executive Session pursuant to A.R.S. §38-431.03(A) (1).*

E. Discussion and possible action on benefit packages.

*\*The board may vote to discuss this item in Executive Session pursuant to A.R.S. §38-431.03(A) (1).*

After the executive session there was a discussion concerning the amounts that the PSPRS would cost us per pay period. Captain Jackson mentioned that it would cost us approximately \$2,500 per pay period. This is to buy into the PSPRS for the back years for each full-time personnel. In other words it's an installment plan vs having to come up with a lump sum payment to get those years. This would last until they retired. The \$2,500 per pay period is based on not only their salary, plus \$40,000 for O.T. plus another \$40,000 for wildland income. Board Member Staurset asked why we need to figure the other income instead of just the salary. Battalion Chief Ojeda said that is the way the PSPRS works.

Board Chairman Reber made a motion to table this matter until the board has time to study this. Board Member Staurset seconded the motion. Motion passed 4-0-1

## 10. OTHER FINANCIAL INFORMATION:

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

B. Review and discussion on the Expenses by Vendor.

Captain Jackson mentioned that he did not have enough time to complete the items because of the conflict that occurred with Windows 10 getting but on his computer and because of having to work on the budget. However Captain Jackson did mention that this department is now operating on savings and it's estimated that there may be around \$100,000 balance at the end of the fiscal year.

**11. EXECUTIVE SESSION:**

The Board may move to discuss items in an Executive Session pursuant to § 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 Chairman Reber brought the Executive Session to order at 6:45 P.M. on May 19, 2016.

2. Motion to return to open meeting to vote on items discussed in Executive Session.

Board Chairman Reber made a motion to adjourn. Board Member Oliver seconded the motion. Motion passed to adjourn 4-0-1. Meeting adjourned at 8:00 P.M. on May 19, 2016 and returned to the regular scheduled meeting.

**12. FUTURE AGENDA ITEMS:**

A. June 23, 2016, Call all elections by formal resolution (A.R.S § 16-226.A).

**13. NEXT REGULAR BOARD MEETING:**

Board Member Staurset mentioned that he would not be able to be at the regular scheduled meeting on the June 16, 2016. He asked if we could change it. The next available time would be on the 23<sup>rd</sup> of June 2016. Board Member Staurset made a motion to move the meeting to the June 23, 2016. Board Member Bown seconded the motion. Motion Passed 4-0-1

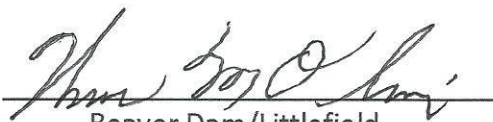
The next regular scheduled board meeting is **JUNE 23, 2016 at 6:00 P.M.** Arizona Time. Any special meeting scheduled will appear in the minutes.

**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 Chairman Reber made a motion to adjourn. Board Member Bown seconded the motion. Motion passed to adjourn. 5-0-0. Meeting adjourned at 8:35 P.M. on May 19, 2016

  
Beaver Dam/Littlefield

Fire District – Acting Chairman  
of the Governing Board

  
Date