



**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 JUNE 30, 2016

### 1. Called to order:

Board Chairman Reber called the meeting to order at 6:04 P.M. on June 30, 2016

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

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

Also present were:

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

### 3. PLEDGE OF ALLEGIANCE: By invitation of Board Chairman

The Pledge was given by Board Member Staurset

### 4. CALL TO THE PUBLIC:

No comments

### 5. OLD BUSINESS:

A. Discussion and possible action of the Capital Asset Inventory Progress set to be Available for the auditors as per Resolution 2016-009, section 2.

Fire Chief Hunt mentioned that the Capital Asset Inventory was given to Captain Jackson. Captain Jackson mentioned that the Capital Asset Inventory was done.

Board Member Staurset read Resolution 2016-009, section 2. He went on to say one of the problems we've had in the last 2 weeks have been a really trying time here. #1, the budget is due today, and we've had not enough time for the board members. You have not been here to consult with us and you're the person we need to talk to chief. Your the one that sets the plan for what we spend and what we do. When the board passes a resolution, please try and do it in a timely manner. I don't care if you do it, put you should certainly supervise it and make sure it gets done.

- B. Review, discussion and possible action on the Internal Control over Financial Reporting.  
There was some discussion on this subject. Unfortunately, the chief never got a copy of it. Administrative Assistant Burnett gave the chief a copy and there was some discussion on the issue. Administrative Assistant Burnett mentioned that in the future he would assure that the chief would get a copy of any papers that pertained to him.  
After a short discussion Board Clerk Adriance made a motion to accept the Internal Control over Financial Reporting, Board Chairman seconded the motion.  
Motion passed 5-0-0
- C. 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).*

## 6. NEW BUSINESS:

- A. Request from the Fire Chief to be able to put decals on E-23 (Wildland Engine) in honor of the 19 members of the Granite Mountain Hotshot Crew who died in June 2013 while fighting a Wildland Fire. Discussion and possible action.  
Fire Chief Hunt went over the layout of the proposed idea. After some minor discussion, Board Clerk Adriance made a motion to allow Fire Chief Hunt to go forward. Board Chairman Reber seconded the motion. Motion passed 5-0-0
- B. Discussion and possible action on the FY 2016-2017 Budget proposals  
Captain Jackson went over the proposed FY 2016-2017 Budget, line item by line item. During the discussion he let the board know which items were fixed (not able to adjust), and which could possibly be adjusted as needed. He also went over each of the Budget Review and the balance of each line item to come to the necessary figures, he also went over the profit and loss statement for the projected carry over. There was surprise that there was a close to an estimated \$500,000 carry over in which he did make some adjustments to a few line items then put the rest in a line item earmarked as Unobligated Funds. These funds would require the approval of the board before being used. Board Clerk Adriance made a motion to post the proposed FY 2016-2017 budget as written, Board Member Oliver seconded the motion. Motion passed 5-0-0
- C. Discussion and possible action Medic-11 repair or replace it.  
Fire Chief Hunt mentioned that we may need a new ambulance and had a figure of approximately \$20,000 for a long block for the ambulance. He mentioned that the mechanic that would do the work was out of town and would let him know for sure what it would take to fix it. Board Member Staurset made a motion to go ahead and fix M-11 with a limit of up to \$25,000 and Board Clerk Adriance seconded the motion.  
Motion passed 5-0-0
7. 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 Member Staurset made a motion to adjourn into an Executive Session. Board Clerk Adriance seconded the motion. Motion passed 5-0-0 at 8:10 P.M. on June 30, 2016
  2. Motion to return to open meeting to vote on items discussed in Executive Session.

Board Member Staurset made a motion to adjourn the Executive Session and return to the open meeting. Board Clerk seconded the motion. Motion passed 5-0-0 to adjourn. The Executive Meeting was adjourned at 9:30 P.M. on June 30, 2016 and the board returned to the Open Meeting at 9:35 P.M. on June 30, 2016

**8. OTHER FINANCIAL INFORMATION:**

- A. Discussion and possible action of the Budget Review and the monthly projected revenues.
- B. Expenses by Vendor, Discussion and any action as may be necessary
- C. Profit and Loss Statement from 7-1-2015 to 6-21-2016, Discussion and any action as may be Necessary

All of the Financial Information in 8 (A) (B) and (C) were reviewed during the FY 2016-2017 Proposed Budget discussions.

**9. FUTURE AGENDA ITEMS:**

**10. NEXT REGULAR BOARD MEETING:**

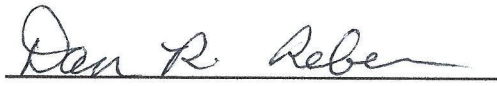
The next regular scheduled board meeting is **JULY 21, 2016 at 6:00 P.M.** Arizona Time. Any special meeting scheduled will appear in the minutes.

**11. CALENDAR OF EVENTS:**

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

**12. ADJOURNMENT:**

Board Member Staurset made a meeting to adjourn. Board Chairman seconded the motion. Motion passed 5-0-0. Meeting adjourned at 9:36 P.M. on June 30, 2016.



Dan Reber – Board Chairman



Date