



**Beaver Dam/Littlefield Fire District**  
**630 N. Highway 91, P.O. Box 579**  
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Minutes A.R.S. §38-403.01

## **MINUTES OF JULY 21, 2016**

**1. Called to order by:**

Board Chairman Reber called the meeting to order at 6:12 P.M. on July 21, 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: Vacancy	
Board Member: Tom Oliver	Present
Administrative Assistant: George Burnett	Present

Also present were:

Fire Chief Hunt, Battalion Chief Ojeda, Captain Jackson

**3. PLEDGE OF ALLEGIANCE:** Given by Rena Moerman

**4. CALL TO THE PUBLIC:**

There were no comments from the public

### **CONSENT AGENDA**

**5. CONSIDERATION OF APPROVAL OF MINUTES:**

A. Regular session of:

1. Regular session of June 23, 2016
2. Special session of June 30, 2016

Board Clerk Adriance made a motion to accept the June 23, 2016 and the Special Session June 30, 2016 Minutes as written. Board Member Oliver seconded the motion.

Motion passed 4-0-0

**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 June 2016

2. Mountain American
  - A. Reconciliation of Mountain America for the month ending June 2016
3. American Express
  - A. American Express Credit Card Statement for the month of June 2016
4. Consideration of approval of the Warrants from June 23, 2016 through July 21, 2016  
Board Clerk Adriance made a motion to accept the monthly reconciliation and warrants.  
Board Chairman Reber seconded the motion. Motion passed 4-0-0

## **AGENDA ITEMS:**

### **7. REPORTS AND CORRESPONDENCE:**

- A. Fire Chief's Report:
  1. Wildland Fire update  
Fire Chief Hunt mentioned that we've already been on several wildfires so far this year. The Type 3 Engine has been down in New Mexico and Utah. He's been on two wildfires in Utah. He also mentioned that the Type 3 Engine has already brought in enough for almost the first payment on the engine, and the season is just getting started.
- B. Fire and EMS report for the month of: June 2016  
Battalion Chief Ojeda gave the Fire and EMS report for the month of June 2016. The department responded to a total of 13 fire responses and a total of 56 EMS responses for a total of 69 responses for June 2016.  
To date the department has responded to a total of 72 fire responses and 309 EMS responses for a total of 381 responses for the year.
- C. Board Chairman's Report:  
Comments on a card received praising EMT's on a medical call.  
Board Chairman Reber read a thank you card from Lee Wisdom that thanked the EMS crew that responded to him. The card read in part "I couldn't have made it without you".  
Board Chairman Reber also went on to congratulate all of our personnel for the excellent job that they do.

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### **Public Comment:**

### **8. OLD BUSINESS:**

- A. Discussion and possible action on the PSPRS (Public Safety Personnel Retirement system).  
After a discussion and comments from the general public, all favorable, and for the department to move to get into the PSPRS. Board Clerk Adriance asked about what happens if we bring a new full-time employee, are we going to have to have the same percentage of money that we have to contribute now? Battalion Chief Ojeda mentioned that no, it will be less, right now for us, we have to buy back the time that we've been employed.  
Board Chairman Reber made a motion to buy into the PSPRS. Board Clerk Adriance seconded the motion. Motion passed 4-0-0.
- B. Discussion and possible action regarding giving the fire chief compensation time.  
This matter was again tabled until next month's meeting. Captain Jackson was asked to try and get a legal opinion for compensation time.

- C. Discussion and possible action on limiting wildland responses.  
Board Clerk Adriance sees this as a complete lack of communication(s). Board Clerk Adriance made mention that there were some on the department staff that both the Fire Chief and Battalion Chief were gone. He blames that on communication(s) and needs to be corrected. There was discussion about setting up a status board so that the availability of the staff and crews, that at a glance it would be known who was in the district.
- D. Review, Discussion and possible action on the Internal Control over Financial Reporting.  
There was some discussion on this; the chief believes that part(s) of it needs to be revised. The board decided to go ahead and allow the chief to revise it and get it back to the board for review and possible approval. This document must be into the auditors before the audit begins in late August or the first part of September 2016.
- E. Discussion, any changes and possible action on the approval of the FY 2016-2017 Budget.  
There was some discussion on the budget as proposed, even comments from the public that was in the audience that they felt it was a good budget.  
Board Clerk Adriance made a motion to accept the budget. Board Member Bown seconded the motion. Motion passed 4-0-0.

**9. NEW BUSINESS:**

- A. Meet & greet the new Superintendent if the Littlefield School District #9  
Ms. Rena Moerman, the Board Chairman from the Littlefield School District #9 introduced the new School District Superintendent. Her name is Ms. Lael Calton and comes in from Wyoming. She worked for the West Yellowstone School District for 23 years. The Board Members introduced themselves, then Fire Chief Hunt introduced himself and his staff.
- B. Discussion and possible action of the possibility of hiring an outside agency for all bookkeeping/payroll and other matters.  
Board Clerk Adriance mentioned that he did read the proposal (not a formal bid), and he mentioned that under our responsibilities we would be doing a lot of the same things that we are doing now, except that they would just write the checks. After further discussion, it was decided that we would keep things status quo for now. Administrative Assistant Burnett was told to notify company that provided the proposal.
- C. Discussion and possible action having directives for the fire chief  
Board Clerk Adriance sees this as a complete lack of communication on all sides. The discussion continued on about this, but the bottom line is the lack of communication. No action was taken on this matter.

**10. OTHER FINANCIAL INFORMATON:**

- A. Discussion and possible action of the Budget Review and the monthly projected revenues.
- B. Discussion and possible action on the Vendor list  
These items were only a discussion and no action was needed.

**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.
2. Motion to return to open meeting to vote on items discussed in Executive Session, as needed.

**12. FUTURE AGENDA ITEMS:**

- A. If available opening of the sealed bids on old 1980 Tender
- B. Compensation time for the Fire Chief.

**13. NEXT REGULAR BOARD MEETING:**

The next regular scheduled board meeting is **AUGUST 18, 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. Board Chairman Reber seconded the motion. Motion passed 4-0-0. Meeting adjourned at 8:00 P. M. on July 21, 2016.

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Beaver Dam/Littlefield  
Fire District – Chairman  
Governing Board

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Date

