



**Beaver Dam/Littlefield Fire District**  
630 N. Highway 91, P.O. Box 579  
Beaver Dam, AZ. 86432  
Telephone (928) 347-5114  
[www.beaverdam-littlefieldfire.org](http://www.beaverdam-littlefieldfire.org)



Minutes A.R.S. §38-403.01

## MINUTES OF AUGUST 18, 2016

### 1. Call to order:

Called to order by Board Chairman Reber at 6:04 P.M. on August 18, 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 and Captain Jackson

### 3. PLEDGE OF ALLEGIANCE:

Given By Board Member Oliver

### 4. CALL TO THE PUBLIC:

Groundskeeper Burch mentioned that she was supposed to of been on the agenda, but was inadvertently left off from it. Administrative Assistant Burnett apologized for the error and mentioned that he had her on the list. She asked that she please be put on next month's agenda to address the board to reinstate her hours that were reduced when the down turn occurred.

Former Board Member Burch got up to speak and said that although he resigned he would be willing to come back on for a short time, until the end of the November.

Board Chairman Reber mentioned that the vacancy that is open is for a period of 2 years, until the 2018 election cycle.

Former Board Member Burch mentioned that he couldn't take it, that's longer then he wants to.

Board Chairman Reber Moved to 9(A), New Business in regards to filling the vacancy on the board. The board moved to go into executive session to interview the only applicant for the vacancy.

## **CONSENT AGENDA**

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

#### **A. Regular session of: July 21, 2016**

Board Clerk Adriance made a motion to accept the minutes of July 21, 2016 as written. Board Chairman Reber 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 July 2016

##### **2. Mountain American**

A. Reconciliation of Mountain America for the month ending July 2016

##### **3. American Express**

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

##### **4. Consideration of approval of the Warrants from July 22, 2016 through August 18, 2016**

There was some discussion on a couple of items and Board Clerk Adriance asked if we got the Insurance check for the damage to E-31. Battalion Chief Ojeda answered in the affirmative. He asked if the E-31 was done yet and it was not. Board Clerk Adriance asked why did we pay the body shop if it's not done yet. We should not be doing that. Also by the way how much was the estimate to repair it. Battalion Chief Ojeda mentioned what the insurance company paid us was the amount of the repair and painting.

Board Clerk Adriance made a motion to accept the reconciliation reports. Board Member Bown seconded the motion. Motion passed 4-0-0

### **AGENDA ITEMS:**

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

#### **A. Fire Chief's Report:**

Prior to starting the Fire Chief's Report he took a few minutes to let the board know he would absent for a few months. He had a CAT Scan and they found a tumor on his spine and he just got back from the Neurosurgeon and they have scheduled surgery this coming Tuesday. He also stated that he may be back to full activity within 3 – 4 months.

##### **1. Update on the Automatic Mutual Aid with Mesquite Fire & Rescue**

Fire Chief Hunt said that the Automatic Mutual Aid with Mesquite is done and approved by the attorneys. Both agencies will automatically be dispatched by any reports of smoke that requires a structural response. In addition Mesquite will automatically respond to I-15 up to MP 3 or 4 to assist with accidents and also will automatically respond into Desert Skies RV Park since its right across the border.

##### **2. Update on E-23 decal lettering**

Fire Chief Hunt mentioned that the decal lettering has been completed on E-23 (Type 3

Wildland Engine) as a memorial to the 19 firefighters (Granite Firefighters ) that were killed.

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

Battalion Chief Ojeda gave the Fire and EMS report. There were a total of 10 Fire Incidents and a total of 48 EMS Incidents for a total of 58 Incidents for July 2016. To date there has been a total of 439 combined responses since January 1, 2016.

C. Board Chairman's Report:

Nothing to report

---

**Public Comment:**

**8. OLD BUSINESS:**

A. Discussion, review and possible approval on the revised **Internal Control over Financing CONTROL.**

Fire Chief Hunt was asked if he is satisfied with the document now that it's been revised. Fire Chief Hunt said that he was. Board Clerk Adriance made a motion to accept the revised Internal Control Over Financial Reporting. Board Member Oliver seconded the motion. Motion passed 5-0-0

B. Approval of Resolution 2016-021 (Excess Equipment), supersedes Resolution 2016-017  
Administrative Assistant Burnett mentioned that we had to redo the resolution account that Resolution 2016-017 was no longer valid account that it was unable to be completed. Board Clerk Adriance made a motion to accept Resolution 2016-021. Board Member Reed seconded the motion. Motion passed 5-0-0

C. Open sealed bids for the 1980 Tender, discussion and possible awarding of the bid.  
Board Clerk Adriance opened up the sealed bids for the 1980 Tender. The winning bid was from Hollywood Construction out of Las Vegas.

D. Discussion on the Revised FY 2016-2017 Budget and Tax Levies & Rates Certification.  
Captain Jackson

Captain Jackson mentioned that he received notice from Mohave County that when he made the adjustment to the expected property Tax Revenue the county was going to lower the Tax Levy. It's now required to put the Property Tax Revenue that the county gives you to show that amount in your budget. He made the adjustments necessary and does not change the budget in it's entirely.

**9. NEW BUSINESS:**

A. Discussion and possible action on appointing an applicant to the vacancy on the board.  
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. Board Chairman Reber commences the open meeting at 6:20 P.M. August 18, 2016.  
Board Clerk Adriance made a motion to accept the candidate Laura Guimond for the board vacancy. Board Member Oliver seconded the motion. Motion passed 4-0-0  
Laura Guimond was sworn in as the new board member. After the signing of the oath and notary, Board Member Guimond took her seat on the board.

Board Member Reber went back to the Consent Agenda.

- B. Discussion on hiring a Part-Time Clerk to do the Bookkeeping for the Fire District.  
After a short discussion concerning the pro and con's including possible conflicts that may arise this matter was tabled until a later date.
- C. Discussion on the purchase of a Thermal Imaging & Lighting (TICS) for the Engine.  
Fire Chief Hunt mentioned that in essence this is a Thermal Imaging Camera.  
A company representative had stopped by to demo a Thermal Imaging Camera and offered to sell it to the district. The price was \$5950.00 which would be a demo price. Fire Chief Hunt mentioned the benefits of the particular model and the fact the batteries will not get a memory. He also stated that the current one we have is old and the batteries are no good. They only will last about 10 minutes in use.  
Board Clerk Adriance asked Fire Chief Hunt if he has any price comparisons for this. Fire Chief Hunt said no. Board Clerk Adriance how are we to make a decision on this. You tell us it's a good buy, but we have no idea without something to go on. The discussion continued along this line. Board Member Guimond mentioned that the school district has a \$500 threshold for price comparison. They usually can get the price comparison off the internet. Fire Chief Hunt mentioned that they need a threshold.  
Battalion Chief Ojeda brought in 2 other prices for two different models. Both prices exceeded \$7000.00 The final price would be \$6468.85 with taxes. After that Board Clerk Adriance made a motion to allow Fire Chief Hunt to go ahead with the purchase. Board Member Guimond seconded the motion. Motion passed 5-0-0  
Board Clerk Adriance mentioned to Administrative Assistant Burnett to put the matter of a threshold requirement as a future agenda item.
- D. Discussion and possible action on allowing the Fire Chief to begin the process of purchasing an ambulance In accordance with the Arizona Procurement Code.  
Fire Chief Hunt mentioned that we should be looking at a possible purchase of a new ambulance. Board Chairman did make a statement that we need to start replacing the ambulances. Fire Chief Hunt mentioned that it may take up to 8 months after approval.  
Board Member Oliver asked what is the rationale for asking for a new ambulance.  
Fire Chief Hunt – our ambulances are already within industry standards for replacement. You also know the problems we've been having with M-11, with the engine blowing up, and the other repairs that have been done. He also mentioned that his gut feeling is that M-11 is probably in pretty good shape right now.  
Fire Chief Hunt had a few ideas that how we could handle to make things work to ease the burden on being able to keep our ambulances up to date since approximately 87% of our responses are medical.  
Board Clerk Adriance asked the chief if he was strictly looking at a new ambulance. Fire Chief Hunt said yes. The discussion continues on the advantages of having to upgrade, especially the front line ambulance since we are now doing inter-facility transports.  
Board Member Oliver asked how much?  
Fire Chief Hunt mentioned in the neighborhood of \$160,000 and \$200,000  
Board Chairman asked how much are we taken in a year?  
Fire Chief Hunt said this year was \$226,000 and last year was in the neighborhood of \$201,000.  
Board Clerk has no problem going through the discovery process to see what is available.  
Board Member Oliver made a motion to allow the chief to look at purchasing a new ambulance. Board Chairman seconded the motion. Motion passed 5-0-0.

#### 10. OTHER FINANCIAL INFORMATION:

- A. Expenses by Vendor: Discussion and possible action if any  
Board Chairman Reber mentioned to the new Board Member
- B. Profit and Loss Statement for July 2016: Discussion and possible action if any
- C. Tax Levies and Rates Summary for FY 2017: Discussion
- D. Wildland Division income: Discussion and possible action if any  
There was some discussion on this but no action was taken.

**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 Clerk Adriance made a motion to go into executive session. Board Member Bown seconded the motion. Motion passed 4-0-0. The executive session is in session at 6:12 P.M. August 18, 2016.

2. Motion to return to open meeting to vote on items discussed in Executive Session, as needed. Executive Session adjourned at 6:17 P.M. August 18, 2016.

**12. FUTURE AGENDA ITEMS:**

- A. Discussion and possible action on the compensation time for the Fire Chief.
- B. Discussion on hiring a part-time clerk to do the bookkeeping for the fire district.
- C. Grounds Keeper Burch requests to be put on the agenda for September 22, 2016.
- D. Discussion and possible action on creating a threshold for major purchases.

**13. NEXT REGULAR BOARD MEETING:**

The next regular scheduled board meeting is **SEPTEMBER 22, 2016** at 6:00 P.M. Arizona Time.

**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 5-0-0. Meeting adjourned at 8:00 P.M. on August 18, 2016.

Dan R. Reber

Beaver Dam/Littlefield  
Fire District – Chairman  
Governing Board

9-22-16

Date

Reference:

SD Card #3

File - 022