



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

MINUTES OF SEPTEMBER 22, 2016

1. Call to order:

Meeting called to order by Board Chairman Reber at 6:05 P.M. on September 22, 2016

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

Board Chairman: Dan Reber	Present
Board Clerk: Doug Adriance	Present
Board Member: Reed Bown	Absent
Board Member: Laura Guimond	Present
Board Member: Tom Oliver	Present
Administrative Assistant: George Burnett	Present

Also present were:

Battalion Chief Ojeda and Captain Jackson

3. PLEDGE OF ALLEGIANCE: By invitation of Board Chairman Pledge given by Tom Gates

4. CALL TO THE PUBLIC:

Administrative Assistant Burnett talked to the board. He mentioned that they would get a copy of his monthly time card which shows the tasks he did, and a copy of the hours for that month. He also stated that starting in October 2016 they will get a copy of the Boards Budget on any expenses taken and balance. He also stated that he was in the process of making a form (Expense Account Statement request for Reimbursement). The board did have a rough draft of it.

CONSENT AGENDA

5. CONSIDERATION OF APPROVAL OF MINUTES:

A. Regular session of: August 18, 2016

Board Clerk Adriance made a motion to accept the Minutes of August 18, 2016 as written.

Board Member Oliver seconded the motion. Motion passed 4-0-1

6. BEAVER DAM/LITTLEFIELD FIRE DISTRICTS FINANCIAL STATEMENTS:

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

1. Chase Morgan Reconciliation for the month ending August 2016
2. Mountain American Credit Union Reconciliation for the month ending August 2016
3. American Express Credit Card Statement for the month of August 2016
4. Consideration of approval of the Warrants from August 19, 2016 through September 22, 2016

After some time looking over the reports Board Clerk Adriance asked is the Mohave County Fleet Service the gas cards. Battalion Chief Ojeda – Yes
Board Member Guimond – since I'm new, what is the process of procurement when you want to purchase something? Is There a process that you go through when you feel You need to purchase something?

Battalion Chief Ojeda – usually jut buy it if it's \$500.00 or less and if it's an emergency we'll usually go up to \$1,000.00 and beyond that we go through a 3 quote process. The discussion continued with Board Member's last question. When the payment comes in, who write's the checks?

Battalion Chief Ojeda – Captain Jackson does, I only use minimal suppliers so we know' what it's usually for. The checks are signed by 2 board members.

Board Chairman Reber made a motion to approve the reconciliation statements. Board Clerk seconded the motion. Motion passed 4-0-1

AGENDA ITEMS:

7. REPORTS AND CORRESPONDENCE:

A. Fire Chief's Report: Given By Battalion Chief Ojeda

1. Start of the Football Standby's – Our medical standby's started on September 16, 2016
2. Beaver Dam High School Home Coming Parade on September 21, 2016 – was yesterday at noon.
3. Home Coming Bon Fire on September 22, 2016 at 7:00 P.M. – Has been cancelled because of the high winds.
4. Rotatory Club Ribbon Cutting on September 15, 2016 – This was for the rotary club on the upgrade of the high school grounds that had been performed.
5. Mesquite Night Out on September 21, 2016 – The Fire District was invited to the Mesquite Night Out and parade. Engine-11, Engine-23 and Medic-11 was there and the response was great.
6. Wildland Fire updates – Battalion Chief Ojeda responded to a fire as an EMT Incident Commander and only was gone for the weekend. E-23 Responded to California and spend 9 days there.
7. Updates on Wildland Fire Revenues and Ambulance Revenues – the ambulance revenue collected for August was \$21,136.88. All the wildland has been billed but the last 2 fires have not been paid.
8. Medic-31 inspection update – M-31 inspection was on the 13th of September and passed with flying colors. There were no issues.

- B. Fire and EMS report for the month of: August 2016
Battalion Chief Ojeda – There were a total of 40 responses for the month of August 2016.
A total of 10 Fire Responses and 30 EMS responses were handled during August.
 - C. Board Chairman's Report:
Nothing to report
-

Public Comment:

8. OLD BUSINESS:

- A. Update on the 1980 Tender that was up for bid. Has check cleared, has it been picked up?
Battalion Chief Ojeda mentioned that the check cleared, the bill of sale and title has been taken care of and the tender was picked up and is gone. One thing that Battalion Chief Ojeda mentioned is that there was a gasoline pump on the back of the tender that he did remove. He wanted to know what we should do with it. That was tabled and put on for a future agenda item.
- B. Discussion and possible action on creating a threshold for major purchases.
Administrative Assistant Burnett mentioned that there seems to be a conflict between an SOG and the Board Policy Manual and to what the threshold should be. Board Member Oliver mentioned that it's difficult to understand the Board Policy Manual. Administrative Assistant Burnett that we could possibly do a couple of things, first we could have the Board Policy Manual revised as to the procurement procedures revised or a possibility of doing a resolution to refine the procedures. Administrative Assistant Burnett was directed to put together a draft resolution outlining and simplify the procedure. The matter was tabled for a future agenda item.
- C. Discussion on hiring a part-time clerk to do the bookkeeping for the fire district
After some discussion this matter was again tabled and put on a future agenda item.

9. NEW BUSINESS:

- A. Groundskeeper Susan Burch – requesting the reinstatement of hours lost due to the recession.
Ms. Burch is requesting that the hours cut during the recession be reinstated. She is requesting that for her to take care of Sta. 1 and Sta. 2. She is also requesting that the hours that were reduced for Sta. 3 also are reinstated.
During the discussion it was determined that the hours were reduced by a percentage Basis. After some research Captain Jackson said that 2012 was the last year before the cuts were made. Sta. 3 was at \$12.54/Hr. and Sta. 1 & 2 was at \$13.44/Hr.
The discussion continued that the grounds keepers should go back to an hourly rate, they are not exempt employees. The discussion continued on the number of hours they should be given. In 2012 the total hours allowed was 35 hours for both stations. Sta. 1 & 2 was at 25 hours and Sta. 3 was at 10 hours.
Board Member Guimond asked where you would get the money from for their increase. Captain Jackson – you have the contingency fund or unidentified item. I've also have had money in the budget for the last 6 years for raises for the full-time employees.
Board Clerk Adriance – there are 2 level questions here. Are we going to increase the hourly wage and keep the hours the same or are we going to keep the hourly wage the same and increase the number of hours for the groundskeeper.

Captain Jackson – why don't you just make it an hourly wage and what they get in a month and not going over a certain amount of hours during the month.

Board Member Oliver – is there some sort of agreement hidden somewhere in the records
Board Clerk Adriance – well its back in the minutes back in 2015, when we put this out for bids. Discussion continued on this matter on several aspects of how to handle the matter.

Board Member Guimond made a motion to bring the landscaping wages to \$14.00/Hr. and to reinstate the original hours (35 hours for Sta. 1 & Sta. 2; 10 hours for Sta. 3), with approval for any additional hours after that.

Board Chairman Reber seconded the motion. Motion passed 4-0-1

- B. Introduction of Resolution 2016-022, Resume burning with Caution, discussion of and possible action to approve.

Board Clerk Adriance made a motion to approve Resolution 2016-022 to allow resume burning with caution. Board Member Guimond seconded the motion. Motion Passed 4-0-1

- C. Discussion and possible action on reimbursement for Concepcion Marti for the successful completion of the EMT Class and passing the National Registry Examination.

After some discussion Board Clerk Adriance made a motion to reimburse Concepcion Marti for the successful passing of the EMT-Class and National Registry Examination. Board Chairman Reber seconded the motion. Motion Passed 4-0-1

10. OTHER FINANCIAL INFORMATON:

- A. Profit and Loss Statement for August 2016
- B. Review of the Vendor List
- C. Transaction Detail for August 2016
- D. Wildland detail Year to date

All items mentioned above are subject to review, discussion and any possible action as may deemed necessary

There was some discussion on the matters listed above, but no action was taken on the above financial information.

11. FUTURE AGENDA ITEMS:

- A. Discussion and possible action on the compensation time for the Fire Chief
- B. Discussion and possible action on the pump from the 1980 Tender on the disposal of it.
- C. Discussion and possible action on creating a threshold for major purchases.

12. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting that was scheduled for October 20, 2016 has been changed to **OCTOBER 18, 2016 at 6:00 P.M** Arizona Time.

13. CALENDAR OF EVENTS:

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

14. ADJOURNMENT:

Board Chairman Reber made a motion to adjourn. Board Clerk Adriance seconded the motion. Motion passed 4-0-1. Meeting adjourned on September 22, 2016 at 7:55 P.M.

Dean R. Reber

Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

10-18-16

Date