



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

## **MINUTES OF NOVEMBER 17, 2016**

### **1. Call to order:**

Called to order by Board Chairman Reber on November 17, 2016 at 6:08 P.M.

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

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

Also present were:

Fire Chief Hunt

### **3. PLEDGE OF ALLEGIANCE:**

Given by Laura Guimond

### **4. CALL TO THE PUBLIC:**

Carol Snyder mention that she had folders for each board member

Board Chairman Reber mentioned that she was already on the agenda if she'd like to wait. but she could give the folders out.

Carol Snyder mentioned that the first 2 questions, I asked the chief and have not had them answered. nor have I been offered an apology for his comments on that day. The second portion in the folder is a copy of the letter I placed in the newspaper because you didn't return my call. The third portion is the issue (policy issues) for the policy of the vehicles issued and the fourth portion is the policy for conflict of interest with outside employment. Carol Snyder continued to mentioned the problems with these issues and would like a statement for those concerns.

Board Chairman Reber mentioned that the board can't discuss those items tonight because those issues are not on the agenda.

Carol Snyder asked to be placed on December's agenda.

## CONSENT AGENDA

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

#### **A. Regular session of: October 18, 2016**

Board Clerk Adriance made a motion to accept the minutes as written. Board Member Oliver seconded the motion. Motion passed to accept the minutes 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 – for the month of October 2016
2. Mountain America – for the month of October 2016
3. American Express – for the month of October 2016

Board Member Guimond had a question on Capt. Jackson's card for \$648.89, It has a question mark next to it.

Chief Hunt – Battalion Chief's Ojeda's computer went down and couldn't be repaired, so a new one had to be purchased. They were having trouble finding the receipt.

Board Chairman Reber – He found it in the receipts, which shows what it is for.

#### **B. Consideration of approval of the Warrants from October 19, 2016 thru November 17, 2016**

After several minutes of looking over the reconciliation reports and the warrants Board Chairman Reber made a motion to accept the reconciliation reports and the warrants. Board Clerk Adriance second the motion. Motion passed 5-0-0

## AGENDA ITEMS:

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

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

##### **1. Update on the AFG Grant**

Chief Hunt – the AFG Grant is 100% complete and has been submitted. Chief Hunt also mentioned that he did take the web seminar and came away with some good information. He does feel really good about it.

##### **2. Medic-11 Update**

Chief Hunt – mentioned that Medic-11 ended back in the shop again. It turns out that there were a couple of sensors had to be replaced. Also it was turning over slowly so he took it into Mesquite and found that it had a bad battery. He replaced both of the batteries.

Chief Hunt also mentioned that he has to wait until Battalion Chief Ojeda to return from N. Carolina on fires there (we have B-11 and B-31 on fires). Once he returns they would be able to replace the front end suspension on Medic-31. After that they may swap Medic-31 with Medic-11.

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

Chief Hunt gave the fire and EMS report for the month of October. There were 13 fire related responses and 44 EMS related responses for a total of 57 total responses for October 2016. Year to date there have been 116 fire related responses and 482 EMS related responses for a total of 598 responses through October 2016.

Carol Snyder had a couple of questions. Are those calls counted individually?

Chief Hunt – meaning EMT’s

Carol Snyder – yes

Chief Hunt – yes, we can track all EMT’s that go out on a call

Carol Snyder – so you would have a current list for each person on how many calls they made. Can I get a copy of that?

Chief Hunt – by a stroke of the computer you could have a copy of that.

Carol Snyder – that’s for each individual

Administrative Assistant Burnett – Doesn’t she have to fill out a request of information form (Freedom of Information Act)?

Board Clerk Adriance – you’re supposed to have a signed form stating that somebody is requesting that information.

The discussion continued on the matter and asked the Administrative Assistant Burnett to get in touch with the County Attorney on this matter.

C. Board Chairman's Report:

Board Chairman Reber thanked the members of the board and fire personnel for the opportunity to serve the community as a Board Chairman.

**8. OLD BUSINESS:**

A. Update on the pump & motor off from the 1980 tender that was sold.

Chief Hunt mentioned that he had not heard back about the original offer on the pump and motor. Board Clerk Adriance made a motion to put the pump and motor up for open bid and instructed Administrative Assistant Burnett to follow through. Board Chairman Reber seconded the motion. Motion passed 5-0-0

B. Update on Applications and interviews process for the Financial Clerk.

Chief Hunt mentioned that there had been 40 applicants received for the Financial Clerk and so far has it down to approximately 15 candidates. He will pick 5 from those for the initial interview. He also stated that all of the candidates are professionals in what they do.

**9. NEW BUSINESS:**

A. Request for reimbursement for Damon Jackson in the amount of \$150.00 for Winter Fire School. Discussion and action

It was noted that they wouldn’t accept the American Express Credit Card and he had to use his personal credit card for registration of the class. Board Clerk Adriance made a motion to approve the reimbursement for Captain Jackson. Board Member Guimond seconded the motion. Motion passed to reimburse Captain Jackson 5-0-0

B. Request for relief of debt for Robert Cole. Discussion and action

After reviewing the payments towards the account, Board Chairman Reber made a motion to give the relief of the balance of the debt. Board Member Bown seconded the motion. Motion passed to relieve Robert Cole the balance of debt, 5-0-0



- C. Discussion and possible action of having Station 2 sprayed for insects on a regular basis. After a couple of minutes of discussion it was decided that Station 2 will be sprayed. Administrative Assistant Burnett made the suggestion that we could start out quarterly and if necessary it could be adjusted. Board Member Bown made a motion to have Station 2 sprayed quarterly. Board Chairman Reber seconded the motion. Motion passed to start having Station 2 sprayed quarterly 5-0-0
- D. Swearing in of the Board Members appointed to the board  
The two reappointed board members were sworn in at 6:55 P.M. on November 17, 2016.
- E. Voting of new Board Chairman, Board Clerk and possible new assignments  
With the swearing in completed the board proceeded to elect a new board chairman and board clerk. Board Member Bown and Board Member Guimond nominated Board Clerk Adriance as the new Board Chairman. There were no other nominations. After the vote (4-0-1) Doug Adriance became the new board chairman. The nominations then opened up for the new board clerk. Board Member Guimond nominated Board Chairman Reber as the new Board Clerk. Board Member Bown nominated Board Member Guimond as the board clerk and she politely refused it stating that she was so new to the board. She then asked the duties of the board clerk and when she was told what her responsibilities were she did accept the nomination. There were no other nominations and a vote was taken. The vote was 0-4-1 for Board Chairman Reber and 4-0-1 for Board Member Guimond. Laura Guimond is now the new Board Clerk.  
All assignments will take effect on December 1, 2016.  
The assignments that they will oversee will take place after the annual conference in February 2017.
- F. Opening of Sealed Bids for a new ambulance and possible awarding of the contract.  
There were a total of 3 sealed bids for the ambulance. Chief Hunt mentioned that the chassis are the same with each manufacture. The proposals asked for were mainly for the compartment and its configuration and for both the patient and crews working with the patient to have ease of access and safety. Board Chairman Reber opened up the bids and handed them to Chief Hunt. The sealed bids opened were from the following:
1. Horton Ambulance: \$210,601
  2. Braun Ambulance: \$209,790
  3. Wheelcoach Ambulance: \$172,745
- After reviewing the proposals, Chief Hunt recommended that the award be given to Wheelcoach Ambulance with almost a \$30,000 price difference. Board Member Bown made a motion to accept the bid from Wheelcoach Ambulance. Board Member Guimond seconded the motion. Motion passed to accept the bid from Wheelcoach Ambulance 5-0-0
- G. Discussion and possible action on the letter to the Desert Valley Times.  
Board Chairman Reber – do we want to read that, I think that everyone’s read it.  
Board Member Guimond – George (admin. asst.), are our policies out there for the public to read?  
Administrative Assistant Burnett – The policies are in the lobby area.  
Board Member Guimond – is it on our web site?  
Administrative Assistant Burnett – no, I haven’t put them on the web site  
the discussion continued on the subject if they should be on the web site.  
In the end it was felt that it would be a good idea to post them on the web site.

Board Chairman Reber – our policy as far as I'm concerned is a little bit different than what it says in our policy manual. As far as I remember we've always told everybody that for them to use their vehicles, because of our isolation and location, where most people go is either St. George or Mesquite. So we've told them, when they feel the need to drive it they are available and on call.

Board Clerk Adriance – you have to remember in stating that issue, during the summer months we deal with wildfires going on. There may be only one Captain/chief in district and they have to respond. You also have to remember that each of those vehicles carry emergency equipment from their fire gear to medical equipment.

Board Member Bown – a prime example, the chief was in St. George when they were toned out for an accident inside the Gorge. He couldn't respond (his insurance wouldn't of covered it), he had to take the other way back to get equipment, which increased the response time.

The discussion continued even with the chief giving an example when someone came after him because his wife was driving the vehicle. His wife drove it home from an accident scene, which came in while they were shopping and he had to go to the hospital with the patient in the ambulance.

It must be noted that our insurance carrier has required that waivers be signed before any family may ride inside, including children.

Board Member Bown – so what's this business of running out of the fire department?

Board Chairman Reber – somebody has been accused of running their business on the fire department computer. In my eyes we've taken care of it.

Carol Snyder – how have you taken care of it?

Board Chairman Reber – We've talked to him about it. I don't know if there was anything on there, but he understands where we're at and moving him out of there.

The discussion continued from the use of company vehicle, taken it to a work site, the number of calls made, with comments being made by Chief Hunt as to the reasons why he's allowed to. The complaints from Carol Snyder on wasting tax payer's money, and conflicts of employment, the number and length it took to respond compared to what Captain D. Gates has responded to. Carol Snyder asked another question from the packet she handed out. She was informed that it can't be discussed because it's not on the agenda.

Board Member Oliver – you have your opinion, I like the way the policy is and I don't think that we need to change it. You can disagree with it if you'd like, but I can't see us making a change.

Carol Snyder – then you need to make a change to your policy and put them down in writing

Board Member Oliver – No! As the policy reads now, I agree with what's going on.

Carol Snyder thinks it's a waste of tax payer's money to allow the use of Fire Department vehicles while Board Member Oliver does not.

Concerning the alleged conflict of interest, Board Clerk Adriance said that a conflict of interest is working for another competing agency.

Discussion continued on a couple of items, including the division of employee's and then started into another area that was not included on the agenda. Board Member Bown made the final comment before moving onto the other agenda items.



Board Member Bown – if it's something to do with department personnel, that's none of our business. They don't work for us, he (referring to the chief) works for us, they work for him.

Board Chairman Reber – let's move on

H. Discussion and possible action on an insurance reimbursement from PEHP.

Board Chairman Reber – did you (administrative assistant) have Captain Jackson look that up and see if we actually received that check?

Administrative Assistant Burnett – No, I haven't asked him that yet.

Captain D. Gates interrupted and asked if she could say a few things.

Board Chairman Reber – Yes

Captain D. Gates – I had no idea what Carol was going to say, and it's no secret that on occasion we have our differences; we always work together in a professional matter.

Board Member Bown asked what about this reimbursement on the insurance.

Board Clerk Adriance – do we know if we actually got paid by the state, or are they just trying to collect on it.

Board Chairman Reber – no, I guess not, we got. Chief Hunt interrupted

Chief Hunt – It'll be about another 30 minutes for Captain Jackson to get back.

He left at 5:30 P.M. from Kingman.

Board Member Oliver – is this something we really need to discuss, if it's paid and it's an error, we give the money back.

Chief Hunt – I think all your looking at is just making sure that it was and it gets taken care of, and without Captain Jackson that won't happen.

Board Chairman Reber – do we need to make a motion on it.

Chief Hunt – not tonight

I. Discussion and possible action on the AFDA Conference on January 12-14 2016

Administrative Assistant Burnett handed out the Conference Materials and it was decided that the applicants for the conference would fill out the classes and return them to Administrative Assistant Burnett so that he could make the necessary reservations for all applicants all at once. Administrative Assistant Burnett also mentioned that AFDA gave out its contract to another management company, they also have a different Administrator, and are in the process of redesigning the web site and it's not complete.

**10. OTHER FINANCIAL INFORMATION:**

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

B. Expense by Vendor

Administrative Assistant Burnett explained the Budget Review for Captain Jackson in his absence. There was an error on the Budget Review and he explained the problem.

The board reviewed the above mentioned items and found no problems with them.

**11. FUTURE AGENDA ITEMS:**

A. Discussion and possible action the compensation time for the fire chief

B. Discussion and possible action on creating a threshold for major purchases

C. Discussion and possible action on allowing the Administrative Assistant to purchase an additional tablet to have in case of a failure.

D. Carol Snyder to further discuss the issues that were in the packet she handed out to the board members.

- E. Assignments for board members to oversee. (February 2017 agenda)
- F. Follow-up on the reimbursement of the claim from PEHP.

**12. NEXT REGULAR BOARD MEETING:**

The next regular scheduled board meeting is **DECEMBER 15, 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. The board took this opportunity to talk about setting a date set for the appreciation get together and possible dinner. Chief Hunt is to take care of it the details and come up with a date.

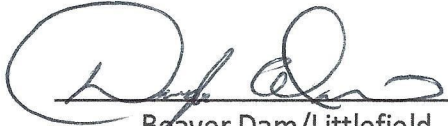
**14. ADJOURNMENT:**

Board Chairman Reber made a motion to adjourn. Board Member Bown seconded the motion. Motion passed to adjourn 5-0-0. Meeting adjourned at 8:30 P.M. on November 17, 2016.

Ref:

SD card #3

File #025



Beaver Dam/Littlefield  
Fire District – Chairman  
Governing Board

12-15-16  
Date