



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

MINUTES OF JANUARY 26, 2017

1. **Call to order:** By Board Chairman Adriance at 6:00 P.M. on January 26, 2017

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

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

Also present were:

Fire Chief Hunt, Battalion Chief Ojeda, Captain Jackson and Financial Clerk Rowley

3. **PLEDGE OF ALLEGIANCE:** The pledge was given by Captain Jackson

4. **CALL TO THE PUBLIC:**

Board Member Oliver – He would like to suggest that he feels that we have to approach our districts legislatures and representatives to see if we can change the way we get people into the fire district. In other words designate an area around here as in our area and in our control. In other words anybody who moves here, whether they are adjacent to an existing property or not joins the fire district. But I think we need to approach the legislature do this this.

Fire Chief Hunt – we just had a discussion today from one of our fellows from the BLM. We've got our response area for our ambulance service and we talked today – there's no reason why there isn't an umbrella. I don't understand it, if you're in the response area you're in the district.

Board Member Oliver – I think we need to make a formal approach to the legislature senators and representatives.

Administrative Assistant Burnett – Our Board of Supervisor (Gary Watson) is going to be here on February 2, 2017, maybe we can ask him.

Board Member Reed – That would be a good place to start.

Board Chairman Adriance – Administrative Assistant Burnett was told to make a note that because this meeting is advance of our regular scheduled meeting it will be placed on the February's Agenda for further discussion as to what Supervisor Watson mentions.

Approval of Routine Orders of Business. Documentation concerning the matters on the Consent Agenda may be reviewed at the Beaver Dam/Littlefield Fire District Office, located at 630 N. Highway 91, Beaver Dam, Arizona. Any Board Member may request an item be pulled off the agenda for further discussion.

CONSENT AGENDA

5. CONSIDERATION OF APPROVAL OF MINUTES:

A. Regular session of: December 15, 2016

Board Member Reber made a motion to accept the Minutes of December 15, 2016 as written. Board Member Oliver 2nd the motion. Motion Passed 5-0-0

6. BEAVER DAM/LITTLEFIELD FIRE DISTRICTS FINANCIAL STATEMENTS:

1. Chase Morgan Reconciliation of Chase Morgan for the month ending December 2016
2. Mountain American Reconciliation of Mountain America for the month ending December 2016
3. American Express Credit Card Statement for the month of December 2016
4. Consideration of approval of the Warrants from December 15, 2016 through January 26, 2016

Board Member Oliver- I want to ask an accounting question. What are General Journal Entries for?

Captain Jackson – they are for when you go back in time and something that was entered and did not apply to that has been changed, so the accountant will make journal entries.

Board Member Reber – I noticed that for Susan Burch there is a \$190.00 which is usually her bi-monthly payment. Then there is one for \$512.48, is that for supplies or something?
Captain Jackson – I don't think she got reimbursed for anything, I think those are for hours.

Captain Jackson left to check the reason

Board Member Reber – This Robert Cole, this show's a \$387.81 that was written off. But why would it show on here (the reconciliation) like it was a check?

Battalion Chief Ojeda – He must have paid some before.

Financial Clerk Rowley – there was a check made out to him, but was voided.

Fire Chief Hunt – we had a little more trouble with him because they kept getting phone calls. We finally got it straightened out with our billing ladies.

Captain Jackson returns – reference to Susan Burch that is a pay check. The reason why it was so big she was not being paid for all of the hours that she was working. She was working more hours and holding them back, so each pay check she was giving us a certain amount of hours and she was keeping hours in the bank and not being paid for that. So, we discovered rather quickly that can't happen and so she was instructed to make that time back up, that is why that check was rather large. Now she's current.

Board Member Reber made a motion to accept all the reconciliation statement including the warrants. Board Clerk Guimond seconded the motion. Motion passed 5-0-0.

7. Consideration and action of reimbursement for Board/staff Members travel to the AFDA Conference on January 12 through January 14, 2017
Board Member Reber made a motion to accept the reimbursement requests for the board members/staff members. Board Chairman Adriance seconded the motion. Motion passed 5-0-0

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AGENDA ITEMS:

8. REPORTS AND CORRESPONDENCE:

A. Fire Chief's Report:

1. Comments on the Utah State Fire School

Fire Chief Hunt – the best thing is that it didn't conflict with AFDA this year. Myself Chief Ojeda did go up together and they had some really good classes. Captain Jackson attended the Fire Instructor class for 2 days. We're really hopeful that he passed the written examination and will become a Certified Fire Instructor.

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

Battalion Chief Ojeda gave the Fire and EMS report for December 2016. There were a total of 12 Fire Responses and 37 EMS Responses for a total of 49 responses for the month of December 2016. Total Fire and EMS responses for the year totaled 720 responses.

Board Chairman Adriance – I've got a couple of questions. The auditor has asked, we did make a motion and passed that unauthorized fires be billed, are we sending them to the billing or is that being done? I know that it started in September 2015, and how are we going to account for that in the accounting for the auditor.

Fire Chief Hunt – our billing agency has agreed to bill the fire calls, correct? We have the invoicing in place, we can start the billing.

Board Chairman Adriance – on that same tangent, when I look everything else is paid by billing insurance or something else, except for our standby's, who handles the cash or how our standby's paid and who handles that and who accounts for that.

Battalion Chief Ojeda – they pay us in checks sometimes and they pay us cash for the ambulance and they pay the guys directly. So the money that is cash is in the petty cash.

Board Chairman Adriance – so the cash should be turned over to the county, it becomes county money. The discussion continued on this matter.

The problem is that with cash you better have a paper trail.

C. Board Chairman's Report:

1. AFDA Conference

Board Chairman Adriance – I was a lucky one that didn't have to go and sit in the required classes, although I did sit in on 3 of the 4 classes. One of the things that I pulled away from it and I'll talk to the chief about it. It was concerning the ambulance service. Basically my grandmother called it an ambulance club. The basic thing they try and do if you're in the district for this department, they charge \$75.00 a year. Any ambulance service that you get, whatever your insurance doesn't pay we'll write off. The reason for doing that is, state law doesn't allow us to subsidize the ambulance service with the warrant money. As the district's get ambulance service, the private ambulance company can come back and say we can't compete against you because they subsidize their ambulance service with

fire department funds and it could be if you write off a bill you're subsidizing that bill, therefore your subsidizing that bill with tax payer money. This might be a way of doing something.

Board Member Oliver – I learned not to give Andrea (Battalion Chief Ojeda) my Hall Cough Drops in the drug awareness class. That was an interesting course, for one thing the woman that presented it was a very interesting speaker. For one thing, something is going on around here is that is absolutely mind boggling. People getting hooked on just prescription drugs, kids stealing prescription drugs and they're very expensive, so they go out and buy heroin. She mentioned one of the ways people, you can spot somebody and become superstitious if they won't give you something that is edible that they have.

Public Comment: Public comment/input is welcomed after each agenda item of Old and New Business. Individual comments are limited to three minutes per individual and must pertain to the specific agenda item.

9. OLD BUSINESS:

- A. Follow up on the claim by PEHP for reimbursement.

Captain Jackson mentioned that the reimbursement for PEHP has been completed after verifying that the insurance did pay for services due to an accident. He also stated that our billing company will bill the auto insurance carrier.

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

Carol Snyder was still out of town and this matter is tabled.

- C. Open Bids for the Pump and Engine that was advertised in accordance with Resolution 2016-024. Discussion and possible action.

There were no bids received on this and the advertisement would resume until next month's meeting on Craig's List. Administrative Assistant Burnett will make a new resolution to reflect that and also giving the board authority to other disposal means.

- D. Discussion and possible action on adopting a policy or Resolution and packet for the Freedom of Information Act (request for records).

Administrative Assistant Burnett mentioned that although the drafts were completed the district's attorney had e-mailed him that afternoon and he would have to redo the drafts for review next month. This is tabled until next month until the drafts are redone.

10. NEW BUSINESS:

- A. Discussion and possible action on the PTO (Personal Time Off).

Board Chairman Adriance – this goes into the new Proposal 206, increase in the minimum wage and also created a lot of new laws and regulations regarding sick leave.

Fire Chief Hunt – that's a different one, what I wanted to do was is to increase the cap on the PTO. There is a cap of 2 years and wanted to increase it to 3 years. Just on my one surgery, I was boarding on getting docked in pay, just for my back surgery. I was only gone for 4 weeks.

Discussion went on with Board Clerk Guimond asking what kind of leave policy we had. It was explained that we don't have annual leave or sick leave policy. Ours is a PTO which is all inclusive.

Fire Chief Hunt – We've had it in place for 2 year now and it's a use it or lose it situation,

I became the poster child and used it, and mine wasn't very significant.

Board Clerk Adriance – the reason is the way sick leave has to be documented, earned and used. So, that now is the time we need to work it into the budget, we'll have to change our policy manuals, so I propose that sometime in the next month that we have a special meeting sometime next month to deal with the requirements.

B. Review, discussion and possible action on the Stryker costs for the new ambulance.

There was a discussion on the costs comparisons for two different types available from the manufacture. They were \$27,152.89 including taxes, \$21,323.88 including taxes and \$1,013.79 for the smart power kit (120 Volt). After a lengthy conversation on the pro's and con's, the board was undecided. Fire Chief Hunt also mention that the ambulance ordered would be here in about a month's time, a lot sooner than we thought. The discussion also turned to the lease-purchase. The bank wants a lot more information on our finances because they already have a lease-purchase with us for the new Type 3 Wildland Engine. It may be that we may have to purchase the ambulance outright vs the lease-purchase option. After further discussion the chief mentioned that the reserve ambulance would need a cot and we should proceed with purchasing one. He did give the board an option, we could just get the cot and power option only for \$18,400. After further discussion the board moved to purchase the cot and power option.

Board Member Bown made a motion to get just the cot and power option for \$18,400.

Board Clerk Guimond seconded the motion. Motion passed 5-0-0

C. Board Members will talk about their experience at the AFDA Conference.

This item was discussed in limited conversation under the Board Chairman's comments.

D. Discussion and action required on Prop. 206 (Fair Wage & Healthy Families Act).

1(D) Action on raising minimum wage to \$10.00 per hour

There was no need for any action since it is now mandated by Arizona Law.

2(D) Discussion and possible action on the Paid Sick Leave Requirements. Must be completed by the end of March 2017.

This matter was tabled until we could meet/skype with Brenda (our Human Resource Specialist).

E. Discussion and possible action on the FY 2017-2018 budget.

This matter was tabled until February 2017.

F. Discussion and possible action on COLA increase for part-time/full-time employees

This matter was tabled until we start the Budget process for FY 2017-2018

11. OTHER FINANCIAL INFORMATION:

A. Discussion and possible action on the Expenses by Vendors.

B. Discussion and possible action on the Capital Asset Inventory.

C. Discussion and possible action on the monthly expenses.

D. Discussion and possible action on the projected income.

After reviewing the information provided on the above topics, there was a little discussion and the board felt everything was in order. No action was needed on any of the above topics.

12. FUTURE AGENDA ITEMS:

- A. Assignments for board members to oversee (February 2017 agenda)
- B. Discussion and possible action on creating a threshold for major purchases. Conflict with policy manuals and SOG's.
- C. Discussion and possible action on the compensation time for the fire chief.
- D. Continue discussion and possible action on the Paid Sick Leave Requirements. Must be completed by the end of March 2017.
- E. Continue discussion and possible action on a COLA increase for part-time/full-time employees.
- F. Continue discussion and possible action on the FY 2017-2018 budget and setting a time for a work shop session.
- G. Carol Snyder to further discuss the issues that were in the packet handed out to board members.
- H. Open Bids, if any, for the Pump and Engine that was advertised by sealed bid and possible action on Resolution 2017-001.
- I. Discussion and possible action on adopting a policy or resolution and packet for the Freedom of Information Act (FOIA) (requests for records).
- J. Discussion and possible action regarding the comments made by Board Member Oliver in the public comments section and also what Supervisor Watson mentions at the meeting on February 2, 2017.

13. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is **FEBRUARY 16, 2017 at 6:00 P.M.** Arizona Time. Any special meeting scheduled will appear in the minutes.

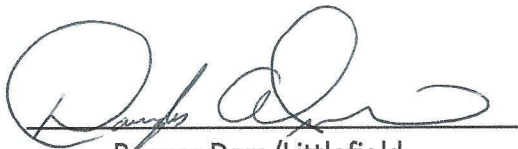
14. CALENDAR OF EVENTS:

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

Note: February 2, 2017 at 1800 hours (6:00 P.M.) Gary Watson will be here from the Mohave County Board of Supervisors.

15. ADJOURNMENT:

Board Member Reber made a motion to adjourn. Board Chairman Adriance seconded the motion. Motion passed 5-0-0. Meeting adjourned at 8:12 P.M. on January 26, 2017.



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

2/22/17
Date

Ref:

SD Card: #3

Fire: 027