



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



Minutes A.R.S. §38-403.01

**MINUTES OF SPECIAL MEETING
FEBRUARY-9-2017**

1. **Call to order:** Called to order by Board Chairman Adriance at 6:00 P.M. on February 9, 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, Captain Jackson and Financial Clerk Rowley

3. **PLEDGE OF ALLEGIANCE:**

The Pledge was given by Chief Hunt

4. **CALL TO THE PUBLIC:**

No Comments

5. **AGENDA ITEMS:**

A. Board Chairman's Report:

Board Chairman Adriance mentioned that we will have a conference call with Brenda, (our Human Resource Specialist) and to please speak up when so she can hear and also please don't interrupt her while she is talking.

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.

Board Chairman Adriance moved directly to Item 7 (A).

6. OLD BUSINESS:

- A. Discussion and possible action on adopting a policy or resolution and packet for the Freedom of Information Act (FOIA) (requests for records).

Board Member Bown mentioned that he was basically in support of Sample #1 except that it had grammar and spelling errors that needed corrections made to the document.

Administrative Assistant Burnett replied that this was basically a copy & paste and that he would correct any errors.

Board Member Bown made a motion to accept Sample #1 after the corrections are made.

Board Member Reber seconded the motion. Motion passed to accept Sample #1 for our policy under the FOIA. 5-0-0

- B. Discussion and possible action on the compensation time for the fire chief.

Board Chairman Adriance mentioned that he had talked with a couple of attorneys at AFDA and they mentioned that about 50% of the districts had contracts with their chief's and the others didn't. He also asked Board Member Reber if he was here when the chief was hired, you've been here for a long time. I wasn't here when he was hired. Was the comp time expected at that time or was it build into his salary?

Board Member Reber – no, it wasn't at that time, there wasn't any comp time, but it came up later.

Board Chairman Adriance - the discussion continued on that most of the chief's don't get comp time, it's build into their salary and are expected to be available 24/7.

Board Member Bown - it was also discussed that we should look at the size of our department and the other departments probably don't respond to near the calls that we do, because of I-15.

This matter was further discussed in the executive session.

7. NEW BUSINESS:

- A. Discussion by telephone conference with our Human Resource Specialist.

Items to be discussed are the new Prop. 206 requirements for Paid Sick Leave for all employees, possible changes needed for our policy manual(s), overtime for part-time employees. There also may be other matters discussed.

Brenda Tranchina, Human Resource Strategies started by stating that Prop. 206 that was passed by the voters in the November 2016 general election says that the minimum wage for Arizona is \$10.00 / Hour with incremental raises each year. It also states that we are required to have a paid sick leave policy in place that gives each employee, rather they are full time, part-time or reserves. She went on about the number of employees that are on the roster. If we have more than 15 personnel on the roster then they must be given 1 day of paid sick leave for every 30 hours worked up to a maximum 40 hours per year. Less than 15 employees then they must be given 1 hour of paid sick leave up to a maximum of 24 hours per year.

She also went on that the employer has the option of paying out every year or letting it accrue every year. There is no obligation or requirement that any accrued sick leave is paid to an employee when that employee leaves. She also went on to say that since we have PTO (Personal Time Off) for the full time employees and it meets the criteria we could carve out the Paid Sick Leave and incorporate that into the Paid Sick Leave. She also mentioned that we could add the Paid Sick Leave policy on top of the PTO.

Board Chairman Adriance asked Brenda what is the policy for over time for part time firefighters.

Brenda – the district's policy states that they are in a 28 day cycle and must meet the

requirements of 212 hours within that pay cycle to qualify for overtime.

B. Discussion and possible action on matters discussed with our Human Resource Specialist.

Board Member Bown – anyway we decide to do this, we’re going to have to set-up an account for this.

Board Chairman Adriance – we already have this set aside, it’s already banked into the PTO time.

Board Member Bown – my understanding from you is that we can’t encumber future boards; if we’re carrying 3, 4 or 5 years and all of sudden they decide to retire or resign, Correct?

Chief Hunt – we already have the money in a line item and all it would do is increase that line item, so it’s already in there.

Board Member Oliver – well, didn’t she say that we didn’t have to pay out?

Board Chairman Adriance – for the sick leave!

Board Chairman Adriance – I know that we set-up PTO time to incorporate the sick leave and vacation time, the question is do we want to count the 24 hours (3 days) as part of the 26 days for a first year employee. Do you want that as 23 days’ vacation time and 3 days sick leave or do we want to add 24 hours (3 days) on top of the 26 days?

Board Member Guimond – can we get some numbers; I want to know if our sick time is in addition to the PTO, what it’s going to cost the fire district? I’m not sure how the fire district works it; if somebody is sick do you call somebody to cover it?

Captain Jackson – They usually respond from home. If they miss a shift we don’t bring somebody in, it’s usually covered by someone responding from home.

The discussion continued to cover several areas, from increasing PTO time that the employees can bank, but still only have to pay out for liability purposes a maximum of two years, to a question by a lady from the public about if we have every looked at a short term disability or long term disability. She also mentioned that in most cases a short term disability will be up to 100% of the salary whereas a long term disability usually covers between 60% to 70% of the salary.

It was also mentioned that the sick leave doesn’t expire and we do not have to pay out for it when they leave the fire district. The only liability that we would incur would be if someone used it.

The other issues that were raised was how would it be calculated and show on the quick books, or if it could even be done. It was mentioned that yes it can, however on the time cards you must be showing if you’re on duty, PTO or even sick leave so that it can be calculated correctly. Another issue was about workman’s compensation, the administrative assistant to the board had received a couple of requests concerning an workman’s risk pool that the districts in Arizona is trying to get going and another from a different company that currently insures us.

C. Discussion and possible action on Resolution 2017-001

Board Member Bown made a motion to accept Resolution 2017-001 (Surplus Equipment).

Board Member Reber Seconded the motion. Motion passed to accept Resolution 2017-001. 5-0-0

- D. Discussion and possible action on starting the 2017-2018 FY Budget and possibility of setting up guidelines.
This was also discussed in part with the conversation in Item 7 (B).
- E. Discussion and possible action on a COLA increase for full-time/part-time employees.
There was no discussion on this matter and will be covered in a future session.

NOTICE: Any of the above item(s) may require that the board go into executive session for further discussion in accordance with A.R.S. §38-431.03(A) (1) Employees, (A)(2) records except by law, (A)(3), (A)(4) and (A)(5) for legal advice with the district's Attorney on matters as set forth in the agenda item.

8. 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.

Board Chairman Adriance made a motion to go into executive session.

Board Member Bowen Seconded the motion. Motion passed to go into executive session.
5-0-0

Board Chairman Adriance brought the executive session to order at 7:10 P.M. on February 9, 2017.

- A. Motion to adjourn to executive session.

Board Chairman Adriance made a motion to adjourn to the regular meeting.

Board Member Reber seconded the motion. Motion passed to return to the regular meeting. 5-0-0. Executive session adjourned at 7:45 P.M. February 9, 2017.

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

Board Chairman Adriance reopened the regular meeting at 7:46 P.M. February 9, 2017

9. 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. Continue discussion and possible action on the Paid Sick Leave Requirements. Must be completed by the end of March 2017.
- D. Continue discussion and possible action on the FY 2017-2018 budget and setting a time for a work shop session.
- E. Carol Snyder to further discuss the issues that were in the packet handed out to board members.
- F. Open Bids, if any, for the Pump and Engine that was advertised by sealed bid and possible action

10. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting has been changed to **FEBRUARY 21, 2017 at 6:00 P.M.** Arizona Time.

11. CALENDAR OF EVENTS:

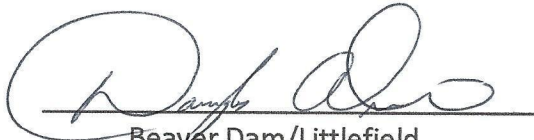
The Calendar of events is on the board's tablets, the web site and also at Station #1.

12. ADJOURNMENT:

Board Clerk Guimond made a motion to adjourn.

Board Member Bown seconded the motion. Motion passed to adjourn. 5-0-0

Meeting is adjourned at 7:55 P.M. on February 9, 2017.



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board


Date

Ref:

SD card #3

Rec: 028 BDFDR022