



## **Beaver Dam / Littlefield Fire District**

630 N. Highway 91, P.O. Box 579

Beaver Dam, AZ. 86432

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The Fire Board of the Beaver Dam/Littlefield Fire District Governing Board held a meeting, open to the public on on **Wednesday, March 5, 2014 at 6:00 pm** at the Beaver Dam Fire Station #1 located at 630 N. Hwy 91 in Beaver Dam, Arizona for discussion of Public Business.

### **Minutes of March 5, 2014**

**1. Call to order:** By Board Chairman Dan Reber at 6:04 PM on March 5, 2014

**2. Roll call of Board Members:**

Board Chairman: Dan Reber	Present
Board Member: Doug Adriance	Present
Board Member: Gene Maughan	Present
Administrative Assistant: George Burnett	Present

Also present were Fire Chief Hunt, Battalion Chief Ojeda, and Captain Jackson. Chairman of the Scenic Betterment Committee and Tom Cleminson representing the local Ham Radio members.

**3. PLEDGE OF ALLEGIANCE:** Presented by Gene Maughan

**4. Call to the public for comment and non-agenda items:** No comments  
The Board Chairman moved to item 8, new business.

**5. APPROVAL OF MINUTES:**

A. Regular session of:

1. Minutes of February 5, 2014 Board Member Adriance made a motion to accept the minutes as written. Board Member Maughan made a statement that one of the names were misspelled but seconded the motion to accept the minutes as written. Motion Passed.

**6. REPORTS AND CORRESPONDENCE:**

A. Fire Chief's Report:

1. Update on the Narcotic's situation.

Fire Chief Hunt – We do have the narcotics on board Medic 11 and Medic 31. A couple of things were working on is putting a lock on the training door that leads into the rest of the station so when meetings are being held no one can access the rest of the station.

Discussion continued on how the Narcotics are delivered to us – it was noted that it's delivered directly to the fire station and not the P. O. Box. It was also mentioned that in the future we may want to put surveillance cameras in the bay. Chief Hunt knows of one station that it was useful in catching a theft and the successful prosecution of the case.

- B. Fire and EMS report for the month of February 2014 was given by Chief Ojeda showing that there were a total of 8 fire calls and a total of 30 EMS calls. A total of 98 calls for 2014.
- C. Fire Board Chairman's report: Nothing to report.

**7. OLD BUSINESS:**

**A. Update on Web page**

Administrative Assistant Burnett – Currently the web page is up and running and gave the web page address and in fact the calendar in your packets are from the web site. Some of the information that is currently on the site are the minutes, agenda's, and the calendar and contact information.

**B. Discussion and possible action on Policy Manual's**

Board Member Adriance – one of the items that was in the packets was a policy on how the board conducts meetings. We should already have a policy in place.

Administrative Assistant Burnett – I haven't been able to find one yet but will continue looking.

Board Member Adriance – At the AFDA Convention, one of the seminars that he attended "The Human Resource Reality Show" presented by Brenda Tranchina, who is a Human Resource Specialist and she's the one that started talking about the Employee Policy Manual and the print out of her presentation. We may want to contact her and because she's also involved with AFDA and maybe get some resources from her.

Discussion continued around the social media, employee evaluations, discipline procedures, pay scales, FICA and what steps you take with different incidents. We don't have any of those. We would have to contact a Human Resource Specialist or a Human Resource Attorney. Discussion also included the Green Valley Fire District manual which addresses all the issues. The thing is that the board is not an expert on these subjects. The policy would have to be tweaked for the district. The whole thing it is designed to protect the officers and employees.

Battalion Chief Ojeda - What you have to do is direct George to contact her and find out about the fee's and approve it.

Board Member Maughan – Mentioned that the leave policy hasn't gone into effect yet and also found out that the Green Valley's Policy Manual is a lot different then ours.

Board Member Adriance – The board knows that we will have to spent some money, but it will be money well spent vs the costs of defending the chief/the board.

Fire Chief Hunt brought up the budget and it's almost done. The board needs to get the ball rolling so that it can be placed in the budget.

George was directed by the board to try and get quotes from the attorneys and Human Resource Specialist.



C. Update, discussion and possible action of the Beaver Dam Property.

The board was given an updated communications e-mail from Canyonlands on the progress of the property in question. The deed just can't be handed over, it needs to have an attorney do it. Canyonlands has an attorney working on it right now.

Board Member Maughan has said that in the past, the district would be willing to pay half, but no action has been taken or approved.

Board Member Adriance says he's happy to make a motion that the district pay 50% to Canyonlands for correcting the deed. Board Chairman Reber seconded that motion. Motion passed.

D. Update on the Scenic Annexation by the Scenic Betterment Committee.

Patsy Rubel – What she has are two packets which include impact statements on both areas which are being considered for annexation. She's numbered them Area 1 which includes the area around fire station #3 and Area 2 which includes the Virgin Valley Ranch Estates. The impact statements don't include the legal descriptions so she shows the areas by street boundaries. Robert Taylor who is a county attorney told her that the fire district would have to request the information.

Battalion Chief Ojeda – If you can give me the information he'll call and make an appointment for Tuesday (March 11, 2014) since he's going to be in Kingman that day for another meeting.

She did the calculations on the assessed value on the properties within the areas being considered.

Area #1 – The assessed value is \$509,410.00 in which the revenue would be \$16,565+change.

Area #2 – The assessed value is \$1,639,405.00 in which the revenue would be \$53,280+change.

Board Chairman Reber – Just so you know the revenue isn't our main purpose, our purpose is to better serve those residences, Areas, you'll follow up

Battalion Chief Ojeda – Yes, it may be best to hire an attorney down there so he can overlook everything so we're doing everything by the book.

Board Chairman Reber – It may be the best way to speed it up.

Board Member Adriance – We have so much time after the ball gets rolling.

Discussion continued on the proper procedures and the next steps required to continue

Board Chairman Reber – My thought is to put it on next month's agenda again and find out what you find out (directed to Battalion Chief Ojeda) down there and maybe you can come back and let us know.

Discussion continued about being in a holding pattern until we get the legal descriptions of the properties involved and getting an attorney, even using the District's Attorney who may be able to help, and getting back to Patsy on Wednesday (3-12-2014). Patsy was thanked for all the work she's been doing and for coming back and giving the board an update of the progress she has made.

## 8. NEW BUSINESS:

A. Presentation from Thereon Jensen on request to put up a repeater for Ham Radios and possible action.

Tom was called to present his proposal. He and the Ham Radio Operators are requesting to be able to put an antenna and repeater at the Beaver Dam/Littlefield Fire District #3. He mentioned that it would improve communications over the area. However the repeater would have to be in a secured (3x3) area. The antenna would be 50 feet high, the question that came up would it need to have clearance from airport authority requirements? Board Chairman Reber said that this would have to continue on the next meeting. The discussion continued with Chief Hunt is that during times of wildfires/medical emergencies that there could be helicopters in the area and also used for a landing site for them. Would it hamper that use? Discussion continued with Board Member Maughan asking if we aren't opening the door for others. It was noted that the Ham Radio Operators are an invaluable source for search and rescue and disaster and could be an asset. Another issue that surfaced was would it be compatible with our frequency and antenna. It's been discussed over the years about putting a repeater and antenna at station #3 to assist with the shadow in Mesquite. Could we put an antenna on it? This will be something to look into.

Board Member Maughan – worried about the liability (who's going to pay) for any problems if any.

Fire Chief Hunt – if you've got a 50 foot pole with an antenna on top, he feels that it may have to be on the Aerodynamical charts. You have the locals who fly their ultra-lights in the area and numerous piper cubs around the area.

Board Chairman Reber – We will try to set up a meeting in a couple of weeks with the Radio Club and board members.

Board Member Adriance – Be sure to prepare an agenda if we're going to have a meeting and get it posted under the open meeting laws.

Board Chairman then went to Old Business (item 7.D) and called upon Patsy Rubel.

B. Discussion and possible action for increasing the Boards Administrative Assistant up to 15 hours per month.

Administrative Assistant Burnett asked the board to increase the administrative assistant hours up to 15 hours per month from the current 12 hours per month. He noted that with the web page up and running it would take more hours.

Board Member Maughan asked how many hours I had put in to develop the web site.

Administrative Assistant Burnett said 82 hours.

Discussion continued with Board Member Maughan stating that he feels that he should be paid for those hours. Discussion ensued but no action taken.



Board member Adriance made a motion to up my hours to 15 hours per month with Board Member Maughan Seconding. Motion Passed.

**C. Request by Chief Ojeda on the purchase of Tough Books (laptop).**

Battalion Chief Ojeda mentioned that since we started to do electronic patient care reports in the computer and to fully implement it we need to get 2 tough book computers to be able to collect signatures, patient refusals, signatures at the hospital that the patient has been transferred and also for billing purposes. All of it is done on paper now. For new Tough Books the costs of these are between \$3,500.00 and \$4,000.00 whereas the refurbished ones are \$1,200 each and that is from the manufacture.

Board Member Adriance asked where the other 2 proposals are. To be in compliance we need to have at least 3 to make a decision.

Discussion continued as to the benefits of doing it and to be in compliance.

Board Member Maughan asked where is the money coming from?

Fire Chief Hunt said that it's coming from the contingency fund and it was Andres suggestion that we lump the computer and radios into 1 purchase. Discussion continued if there was any money in the contingency fund and there is for both purchases.

Board Member Maughan asked how much for the radios

Fire Chief Hunt – right now at \$2,800.00. Discussion continued with the purchases and the reasons for it. With St. George Fire being on the 800 Mega HZ it's impossible to talk with them. With the construction going on within the gorge this is needed more than ever for everyone's safety. It was also discussed that the Motorola Representative was able to get us listed on the Utah State price list. In essence we can get two hand held radios for the price of one. After further discussion concerning the costs of operating the radios, it was decided to go ahead with both purchases. Board Member Maughan made a motion to accept the bid for 2 Tough Book computer to be used in Medic 11 and Medic 31 and also for 2 800 Mega HZ Motorola Hand Held Radios. Board Chairman Reber seconded the motion. Motion passed.

**D. 800 Mega HZ radios x 2 for communications with St. George Fire inside the Gorge. By Chief Hunt. See #8(C) above.**

**9. Beaver Dam/Littlefield Fire District Warrants:**

**A. Review, discussion and possible approval of the District's Monthly Report.**

After reviewing and discussion of the Districts Monthly Report and the warrants listed below #B, Board Chairman Reber made a motion to accept both reports. Board Member Maughan seconded the motion. Motion passed and Board Chairman signed both reports.

**B. Discussion and possible action of warrants from January 9, 2014 thru February 5, 2014  
See Discussion 9 (A) above.**

**10. Calendar of Events:**

Calendars attached.

**11. Adjournment:**

Board Chairman Reber made a motion to adjourn with Board Member Adriance Seconding.  
Meeting adjourned at approximately 7:55 P.M. on March 5, 2014.

Signed By *Dan R Reber*  
Board Chairman Dan Reber

Date: 4-3-14