



BEAVER DAM/LITTLEFIELD FIRE DISTRICT  
630 N. Highway 91  
Beaver Dam, Arizona 86432  
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Littlefield, Arizona 86432  
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*Minutes A.R.S. §38-403.01*

The Fire Board of the Beaver Dam/Littlefield Fire District Governing Board held a meeting, open to the public on April 3, 2014 at 6:00 P.M. at the Beaver Dam/Littlefield Fire District, Fire Station No 1 located at 630 North Highway 91 in Beaver Dam, Arizona for discussion of Public Business.

**Minutes of April 3, 2014**

- 1. **Call to order:** By Board Chairman Reber at 6:00 P.M. on April 3, 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 Chief Jeffery Hunt, Captain Damon Jackson and Mark Coleman, School Superintendent of the Littlefield School District #9

- 3. **Pledge of Allegiance:** By Captain Jackson
- 4. Call to the Public for comment and non-agenda items: There were no public comments
- 5. **Approval of Minutes:**
  - A. Regular session of:
    - 1. Minutes of March 5, 2014
    - 2. Minutes of March 18, 2014Board Member Maughan made a motion to accept both minutes as written with Board Member Adriance seconding. Motion passed and accepted as written.
- 6. **Reports and correspondence:**
  - A. Fire Chief's report:

Update on the VFA Grant: Chief Hunt told the board that we did get the VFA Grant. It's a matching grant by the fire district and must be spent by the end of June 2014. The reason is so that the fire districts will have the equipment on hand for the upcoming 2014 fire season. Chief Hunt also said that we would work around it.

B. Fire and EMS report for the month of March 2014

Captain Jackson reported for the month of March we had a total of 7 related fire responses and 33 EMS calls. To date we've had 23 fire related calls and 116 EMS calls since Jan 1, 2014.

C. Fire Board Chairman's Report: Nothing to report

7. **Old Business:**

A. Discussion and possible action on the water situation by the Littlefield School District #9 School Board  
Board Chairman Reber called on Mark Coleman, School Superintendent of the Littlefield School District #9.

He spoke of the concerns that their board had with maintaining their 2 wells. Both wells went down at the same time and cost the school district around \$18,000 to repair during which time they found out about the other agencies being on their wells besides the fire district and Canyonlands Healthcare.

The school boards concern is that they can't afford the expenses while others are using it for free. So far he has had the run around with the other agencies.

The school board has been talking about charging a maintenance fee of about \$1,000 per year that would be put into a special account for exclusive use for the 2 wells, but have not decided on an amount just yet.

Discussion went on whether that might be too high. It was noted the school district could not become a water company but could charge a maintenance fee. They would be able to send out an invoice/statement once each year.

Discussion continued on whether they could turn the water off to the other agencies if needed or if they even had shut off valves in place.

Chief Hunt mentioned that our water pressure is minimal at best. We do have rocks in our lines, he also pointed out that we were at the end of the line and that could be the cause of it, or from previous broken lines within the system. It is doubtful if they are actually from the wells themselves.

The board asked Mr. Mark Coleman to come back when they get the figures together on what the school board would like to charge for the maintenance fees and present it. The board also expressed they support for the maintenance fees.

B. Discussion and possible action the Scenic Annexation, by Patsy Ruybal/Battalion Chief Ojeda.

Both Patsy Ruybal and Battalion Chief Ojeda were absent but Chief Hunt presented the board with the impact statements for the 2 areas being considered by the Scenic Annexation Betterment Committee.

It was decided to allow them to start collecting signatures for the annexation petition with Board Member Maughan making the motion and Board Member Adriance seconding it. Motion passed.

C. Discussion and possible action for surveying the property

Chief Hunt gave the board an overview of the proposal of surveying the property from Stovall Land Surveying, LLC out of Lake Havasu City, AZ for a cost of \$1,300. It was also noted that the surveyed property contains more than one parcel and we would have to make a request for it to be recorded as only one parcel. The survey would include the property where the Heli Pad now sits and one other parcel to the South and placement of permanent boundary markers.

Board members decided to go ahead with the survey with Board Chairman Reber making the motion with Board Member Adriance seconding. Motion Passed.

D. Discussion and possible action on the request for Ham Radio Operators request for a repeater and antenna at station #3.

Administrative Assistant Burnett brought the board up to date on what was required as far as the installation of the antenna and permits required. Administrative Assistant Burnett mentioned after talking with various building personnel at the Mohave County Building Department that the installation of the tower was exempt from the zoning laws and should only need to a permit to install the antenna. It was noted that any work done would probably have to be performed by a licensed contractor, especially in the area of any electrical work to be done.

It was directed by the board that there would be a need for a contract with the Ham Radio Operators and it should show that it's been placed for emergency services (there are weak areas around), that there is no costs associated with the fire district at all. The Ham Radio Operators would be responsible for making the contract and presenting it to the board.

Board Member Adriance made the motion to accept with Board Member Maughan seconding. Motion Passed.

E. Discussion and possible action on the policy manuals

Administrative Assistant Burnett presented the board with the proposals for creating an employee's policy manual and board bylaws. Board Member Adriance mentioned that he thought there was already a board bylaws in place. Administrative Assistant Burnett mentioned that he could not find any board policy/board bylaws in the office. It was mentioned that there were several files over at station #2 and Administrative Assistant Burnett told the board that he would go over to check.

The board decided that they did not have enough time to go over the proposals and decided to table it until next month's meeting to give them time to go over them.

F. Discussion and possible action on the property issues with Canyonlands and costs associated with it – Board Member Gene Maughan

Board Member brought the board up to date on the property issues with Canyonlands. He stated that the property is now ours and we should be getting the deed to it. He also stated that he's tried to get in touch with them on the costs associated with it and have not heard back from them.

## 8. New Business:

A. Discuss the proposed budget

Captain Jackson presented the board with a proposed budget (a work still in progress). It was noted that not all the figures were set since they still had to get some hard figures towards the end of the budget year. Captain Jackson also made note that some of the costs would be going down while a few would go up.

Administrative Assistant Burnett mentioned that there would have to be workshop for the budget in May and that the budget would have to be adopted in June 2014 for the Budget Year 2014/2015.

B. Discussion only on the Type 3 Engine. Chief Jeffery Hunt

Chief Hunt brought the board up to date concerning a Type 3 Engine. He mentioned that we were next in line from the BLM for a Type 3. It was not known when that would happen and also mentioned that we would probably have to have work done on it and purchase the necessary equipment for it.

Chief Hunt mentioned that it could bring in a lot of revenue since they are typically out the majority of the fire season, going from one fire to another. It would also have a crew of approximately 3-4 of our personnel with it. It was requestede by Chief Hunt to have a line item added to the budget for \$20,000 in case we do get it. The request was tabled until the next meeting.

C. Discussion only, Wildland Fire Classes being held at Station #1, S-130, S-190, L-180 and I-100. Taught by Chief Jeffery Hunt.

Chief Hunt stated that he would be starting Wildland Fire Classes in May 2014. They are mainly for our new firefighters with a couple from Bunkerville and at least one from Mesquite Fire. They would be held 2 days a week for 3 weeks. It is a 40 hour class and would end in May 2014.

D. Discussion on the Financial Audit not being done.

Administrative Assistant Burnett brought the board up to date concerning the yearly audit that was supposed to be done on February 28, 2014. This was done because Administrative Assistant Burnett was questioned by the Mohave County Board of Supervisors Secretary and also by the Mohave County District Attorney. It was brought to their attention that the supervisor's secretary had to submit the information by the end of March. She had to submit it showing that we were not in compliance. The District Attorney also mentioned that he could be charging the fire district \$100 per day for none compliance. Administrative Assistant Burnett also made a note that he personally visited the auditors for an explanation. He was told that it was in the middle of the tax season and the CPA doing it has been working up to 12-15 hours per day.

Captain Jackson mentioned that he also would be visiting the auditors the next day.

Discussion continued about maybe changing auditors to someone who knew the Arizona laws regarding the requirements of the audits. No action taken.

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

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

B. Discussion and possible action of warrants from March 6, 2014 through April 3, 2014

After reviewing the monthly report and warrants Board Member Maughan made a motion to accept them and Board Member Adriance seconded it. Motion passed.

**10. Calendar of Events: Not Discussed**

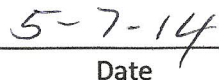
**11. Adjournment:**

Board Member Maughan made a motion to adjourn the meeting with Board Chairman Reber seconding the motion. Motion passed and the meeting was adjourned at 8:05 P.M. on April 3, 2014.

Reviewed and approved by:



Dan Reber  
Beaver Dam/Littlefield Fire District  
Governing Board Chairman



Date