



BEAVER DAM/LITTLEFIELD FIRE DISTRICT  
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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 **February 5, 2015 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 FEBRUARY 5, 2015**

**1. Call to order:** By Board Chairman Reber on February 5, 2015 at 6:05 P.M.

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

Board Chairman: Dan Reber	Present
Board Clerk: Doug Adriance	Present
Board Member: Gene Maughan	Present
Board Member: Bill Burch	Present
Board Member: Tom Oliver	Present
Administrative Assistant: George Burnett	Present

Also present were: Fire Chief Hunt; Battalion Chief Ojeda; Captain Jackson and Gary Watson, Mohave County Board of Supervisors District 1

**3. Pledge of Allegiance:** Given by Board Member Burch

**4. Call to the Public for comment on non-agenda items:**

Administrative Assistant Burnett talked about the completion of the web site. He also handed out envelopes to each board member that contained their user name and the temporary password for their E-mail address to the web site.

Board Member Maughan asked what were supposed to do with this.

Board Member Adriance was able to explain it better. He mentioned that the state requires if you do any communications via E-mail it needs to go through a single server because it's considered to be public domain. If something were to happen and they decided to check the E-mails, they could remove your hard drive from your computer to get those e-mails.

Board Chairman Reber recognized Mr. Gary Watson.

Mr. Watson mentioned that Mohave County was the only county to be eligible for the state FEMA Grants and that the work will be done here in Beaver Dam. It is estimated that the costs of the work will be around 1 million dollars. Because of the recent flooding that we've had in the area near the Highway 91 Bridge, the Mohave County Board of Supervisors decided that they should divert the Beaver Dam Wash to try and prevent any further occurrences.



**5. Approval of Minutes:**

**A. Regular session of: January 7, 2015**

Board Member Maughan made a motion to accept the minutes with Board Member Oliver seconding the motion. Motion passed unanimously to accept the minutes of January 5, 2015. 5-0-0

**6. Reports and correspondence:**

**A. Fire Chief's report:**

**1. Wildland Fire Update**

Chief Hunt stated that were only a couple of months away and would to try and put on another Wildland Class. He's hopeful that he can get a class of 4-6 people on the Wildland side, even 10 would be better. He already has the agenda for the classes which are The S130, S190, and IC-100. He's also hopeful this will be the year that the Type 3 engine will go out and be gone most of the season.

**2. Vial of Life Program**

Chief Hunt explained what the Vial of Life program is and how it works. Basically there is sticker that goes on the window by the door to let emergency crews know that there is a vial inside the refrigerator that has some pertinent information in it. It includes name, medical information and prescription information. There are occasions when the crews arrive that the patient is unable to answer some pertinent information. He also noted that Mesquite Fire has already instituted the program. He will get the program started here in our area.

**B. Monthly Fire and EMS Reports for the month of: January 2015**

Battalion Chief Ojeda gave the report of 12 fire responses with a total of 44 EMS responses. There were a total of 56 responses for January 2015.

**C. Fire Board Chairman's Report**

Board Chairman Reber mentioned that our accountant won't be here with our audit and mentioned that maybe we need to look elsewhere. Board Member Maughan mentioned we may have to go to St. George or maybe there is another one in Mesquite.

Board Member Adriance mentioned that both he and the Administrative Assistant spoke to a couple of CPA's at the AFDA conference. He also mentioned that if they would entertain in going into another county. Obviously there may be some costs involved to come up for an assessment. We would need to maybe have the chief or some other person to start the ground work.

Board Chairman Reber mentioned that maybe we should put it on next month's agenda.

Board Member Adriance said that he didn't think that is an agenda item until when and if we decide to change.

Chief Hunt mentioned that he and Captain Jackson would work on this. Captain Jackson will probably have a good feel for it. He asked Captain Jackson if he had any concerns about this.

Captain Jackson mentioned that they know the Arizona Statutes concerning the audits. His other concern is that they got their information when they asked for it. It seems they always ask for other information later, usually a month apart. This last time they wanted more information and all they wanted was the amount of unpaid taxes they had not collected as of June 30, 2014, about 3 days before they were supposed to be here. He contacted the county to let them know and the county moves at its own pace. So now were in a waiting period.



## 7. Old Business:

- A. Presentation by David Curtis on the final plan for his Eagle Scout Project at Station #2.

Mr. Curtis said he was finally able to get the Scout Council approval for the fund raising and the board's approval for the project. He's raised \$110.00 to date for the project and is expected to cost in the neighborhood of \$520.00. He's asking the board if we want the businesses and individuals that donate to make the checks out to the fire district or what. The discussion continued about how to handle the donations from the board to accept the donations then write a warrant for the costs. If that happens they all the donations would have to go into the warrant account. The other option was for him to handle it. It was determined that he should be responsible since it's his project and part of that is to be a responsible person. He's needs to keep a ledger and provide a receipt for all monies given to him. Discussion continued oh how he's going to be doing the project and anticipates starting in March (next month). The sign will be 4 feet wide and 6 feet high and will cost \$344.67. Board Chairman thanked him

## 8. New Business:

- A. Review, discussion and possible approval of the 2013-2014 Financial Audit: Given by Hinton Burdick, CPA's. The Accountant failed to show. See the remarks under the Fire Board Chairman's Report.

- B. Discuss and provide feedback on the proposed 2014-2015 Budget.  
Chief Hunt stated that they are just beginning the budget process.

- C. AFDA updates from those attending the annual AFDA Conference in Laughlin, NV.

Board Member Oliver mentioned that he had made a comment to Mary Dalton (one of the presenters at AFDA). He commented that for us new guys all this stuff you're talking about seems to just go over our heads. There is no explanation of the terms used and nothing is explained in the handouts. He mentioned that her eyes just lit up and said we have really never thought about it that way. He's hoping that they will do something about it.

Chief Hunt – For me it was a good conference, but most of the classes are geared toward the board. I went because of a class they offered called, Anatomy of an Accident, because I thought it might be something about extrication like we have here. It was a good class but nothing like I thought it was going to be.

Board Member Adriance – It was an eye opener, especially what you're required to go over each month, as you can see by the amount of paper work in front of us. It's a lot different then it was 3-4 years ago. The reason is some fire districts went belly up because they were not paying attention to what was going on with their members and asking a lot of questions.

The other thing was that he sat in on a round table discussion and George (Administrative Assistant) sat in on the Administrative Round Table. The one thing that came out was that a lot of the smaller districts, especially in Northern Arizona were dropped by Copper Point as soon as they took over the Arizona Workman Compensation program. The districts were scrambling to be able to get coverage for their employees. Discussion on Copper Point's monopoly came to light and AFDA was urged to help solve the problems through the legislature by changing some laws or allowing other carriers to come into the state to handle workman's compensation.

- D. Discuss and possible actions on retirement system for volunteers and full time personnel.

Administrative Assistant Burnett noted that both Board Chairman Reber and I sent in the required paper work for the volunteer, however the board hasn't even set-up anything for the volunteers. He also mentioned that if the board decides to do nothing that the money received in the past would probably have to be returned.

Captain Jackson explained it in more detail in what the board would have to do in setting it up. He also explained that the full-time personnel should be on the States Public Safety Retirement System and if



not, they could come in on the volunteers' side. He also mentioned that in his discussions other personnel were very surprised that they were not on the system.

The discussion continued on what was necessary and asked Captain Jackson to look at it, the costs involved and a possible audit before set-up.

Some board members discussed that if they entered into such an agreement the budget would need to reflect that in a line item budget.

E. Discuss and possible action on having the credit card statements included in the Districts Monthly Reconciliation Reports in accordance with A.R.S. 48-807

No discussion was needed as they were prepared as part of the monthly reviews that were not on the agenda and would be reviewed at a special meeting along with the audit and January 2015 monthly review.

F. Discuss and possible action in meeting with Wyatt from VFIS to go over our insurance coverages.

Administrative Assistant mentioned that he'd been asked to contact Wyatt from VFIS to find out when a good time/date was for him to go over our current insurance policies. The date available was February 26, 2015 or we would be 2 month's out before he could get to us.

Board Chairman Reber mentioned that we should have him here sooner than later. He instructed Administrative Assistant to set it up for February 26, 2015 at 6:00 P.M. after all board members indicated they would be able to make it.

G. Discuss and possible action in going to electronic agenda's and minutes vs all paper preparation

Administrative Assistant Burnett suggested to the board that they consider going to tablets for board meeting. He mentioned the need for it referring to the paper work in front of them. It would be used for agenda's, minutes and all the supporting documents. Administrative Assistant will continue looking into it and possible costs.

H. Discuss and possible action in referring unpaid ambulance bills for collections

Battalion Chief Ojeda had a list of patients that the billing company hasn't been able to collect from. The majority of them were bad phone numbers/addresses. Some of the patient's insurance companies had made payments but then were unable to collect the balance of the accounts.

Discussion continued whether we should review the list and send the others to collections. The consensus was that all of them need to be sent to collections regardless of who they were. Board Member Adriance made a motion to send the entire list for collection with Board Member Maughan seconding the motion. Motion passed to send the entire list provided by the billing company to collections. 5-0-0

The board members discussed the idea of having the billing company automatically send delinquent bills to collections. Discussion ensued on how long before being send to collections. A consensus was at the 90 day mark. Board Member Maughan made a motion to have the billing company automatically send delinquent bills to collections after 90 days without having to have the board review them with Board Chairman Reber seconding the motion. Motion passed to have delinquent bill send to collections after 90 days. 5-0-0

The board also instructed Battalion Chief Ojeda that he should advise the billing company to forward any uncollected accounts to collections after 90 days.

I. Discuss and possible action on increasing the Administrative Assistance's hours for February 2015 from 15 hours to 25 hours

Administrative Assistant Burnett noted that he would have to increase his hours again this month from the allowed time of 15 hours to 25 hours or even higher as there may be 2 special meeting this month. He also noted that in next month's agenda he would have a guideline of hours spend on his duties. He mentioned that because of his duties it's no longer practical to be able to get things done within the allocated time frame.



Board Member Adriance asked if I needed to increase it to 30 hours. Administrative Assistant Burnett mentioned that may be enough.

Board Member Adriance made a motion to increase the administrative assistant hours to 30 for the month of February 2015 with Board Chairman Reber seconding the motion. Motion carried and passed to increase the administrative assistant hours to 30 hours for February 2015. 5-0-0

#### **9. Beaver Dam/Littlefield Fire District Accounts:**

##### **A. Review, discussion and possible approval of the District's Monthly Reconciliation Reports.**

##### **1. Chase Morgan**

Board Chairman Reber asked if they had to go through each one of the reconciliation reports separately.

Administrative Assistant Burnett said that each one had to be reviewed separately and approved separately and noted on the minutes. He also noted that their packets have the January 2015 Mountain America reconciliation report along with the American Express statements. They are not on the agenda and would be on the agenda for a special meeting along with the audit. The January's 2015 reconciliation report from the county probably be ready by then and also would be noted on the agenda.

Board Member Oliver had a question regarding why we have 2 accounts.

Captain Jackson explained that the Mountain America account is for our federal tax liabilities because you can't do any type of wire transfers from any of the county's warrant accounts. That is all that the Mountain America's account is used for.

Captain Jackson took the time and went through each part and page and explained to the board what they are seeing in each of the county's warrant accounts so they would have a better understanding of the reconciliation reports. He then went to the Mountain America account which includes just the statement of all the activities for that month.

##### **1a. Review, discussion and possible action on October's 2014 reconciliation report.**

Board Member Adriance made a motion to accept the October's reconciliation report with Board Member Maughan seconding the motion. Motion passed to accept the October's reconciliation report. 5-0-0

##### **2a. Review, discussion and possible action on November's 2014 reconciliation report.**

Board Member Adriance made a motion to accept the November's 2014 reconciliation report with Board Member Maughan seconding the motion. Motion passed to accept the November's 2014 reconciliation report. 5-0-0

##### **3a. Review, discussion and possible action on December's 2014 reconciliation report.**

Board Member Adriance made a motion to accept the December's reconciliation report with Board Member Maughan seconding the motion. Motion passed to accept the December's 2014 reconciliation report. 5-0-0

##### **2. Mountain America**

Captain Jackson indicated that on the last page of the Mountain America reconciliation reports you see a zero (0) balance and he believes that is for a credit card, possibly for the board and hasn't been used for a couple of years.

Board Member Oliver had a question concerning the Mountain America reconciliation reports. He asked if the ending balance on the November reconciliation report shouldn't be the beginning balance for the December's report. Board Member Maughan showed him how it should be read. Apparently he was misreading the reports wrong but now he understand it.

##### **2a. Review, discussion and possible action on November's 2014 reconciliation report.**



Board Member Adriance made a motion to accept the November's 2014 reconciliation report with Board Member Maughan seconding the motion. Motion passed to accept the November's 2014 reconciliation report. 5-0-0

2b. Review, discussion and possible action on December's 2014 reconciliation report.

Board member Adriance made a motion to accept the December's 2014 reconciliation report with Board Member Maughan seconding the motion. Motion passed to accept the December's 2014 reconciliation report. 5-0-0

B. Discussion and possible action of the Budget Review.

Captain Jackson explained how the budget review was set up. He stated that it shows the budget as passed, then shows the actual revenues that came in. The expenditures were also listed month to month with the balance of the end. He also stated that with the contingency fund, the board has to approve any monies taken out/to transfer to other accounts. He also stated that no monies can be removed/transferred from the personnel budget.

C. Discuss, Review and possible action of Net Assets

Captain Jackson stated that we do have to review the net assets each month, even though there may be no changes. He also stated that he doesn't have it ready yet because the accountant doesn't have it and he didn't show. He also stated that once he gets it, you'll see a list of our net assets. He doesn't know what the accountants are considering net assets or the value of them.

Board Chairman Reber – so we're still waiting for the lists of the assets?

Captain Jackson - Yes

D. Discuss Monthly Budget Projected Revenues

Captain Jackson said he really can't project the monthly revenues, so he mentioned that just figure \$200.00 for each line item.

E. Discuss and Possible Action on proposed Capital Outlay Projects

Chief Hunt – So what you're saying Captain Jackson is that the board needs to build and approve a capital outlay program. The figures that you're looking at are not set in stone, but gives you guys an idea what you need to do. You do need to do this. On the list that you're looking at, 20 years, 10 years, 5 years are industry standards on some of the items that need to be looked at for replacement at certain times. The chief went on to discuss some of our problem areas in the replacement of a few items/or equipment. The consensus is we are really behind the 8 ball in this area. This is what the capitol out lay program is for, so that items requiring replacement or is no longer certifiable would be budgeted for.

Captain Jackson mentioned that we could set-up an account with the county and move some monies into the account, basically it's just a savings account, and if necessary where we find we need to move money somewhere along the line, they we can transfer that out to the necessary item or we could put some excess funds into it. Captain Jackson asked the board to make a decision if they would like to have that account set-up with the county or keep it in the general fund.

Board Chairman Reber – I like the idea and made a motion to have Captain Jackson set-up the capital outlay account with the county with Board Member Adriance seconding the motion. Motion passed to have Captain Jackson set-up the capital outlay account with the county. 5-0-0

F. Discuss and Possible Action on the Warrants from January 8, 2015 through February 5, 2015.

Board Member Adriance made a motion to accept the warrants with Board Chairman Reber seconding the motion. Motion passed to accept the warrant account for the month stated. 5-0-0

**10. Call to the public on Agenda Items discussed:**

No comments

**11. Future Agenda Items:**

New auditors  
Retirement programs  
Reconciliation reports for January 2015  
Change board meeting dates

**12. Next Regular Board Meeting:**

Scheduled for March 5, 2015 unless changed by the board

**13. Calendar of Events:**

See Attached Pages

**14. Adjournment:**

Board Chairman Reber made a motion to adjourn the meeting with Board Member Adriance seconding the motion. Motion passed to adjourn the meeting unanimously passed. 5-0-0. Meeting adjourned at 9:12 P. M. on February 5, 2015

**Reviewed and approved by:**

Dan R. Reber

Dan Reber

Beaver Dam/Littlefield Fire District  
Governing Board Chairman

2-26-15

Date

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