



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 26, 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 26, 2015

1. **Call to order:** By Board Chairman Reber at 6:03 P.M. February 26, 2015
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 was:
Captain Jackson
3. **Pledge of Allegiance:** Given by Board Clerk Adriance
4. **Call to the Public for comment on non-agenda items:**
No comments made
5. **Approval of Minutes:**
 - A. Regular session of:
 1. Minutes of February 5, 2015
Board Clerk Adriance made a motion to accept the minutes as written with Board Member Maughan seconding the motion. Motion passed unanimously. 5-0-0
6. **OLD BUSINESS:**
 - A. Review, discuss and possible action on changing board meeting dates.

After discussion on the best date to reschedule the regular scheduled board meeting it was decided that the best time of the month would be the 3rd Thursday of the month.

Board Member Oliver made a motion to change the regular meeting date to the 3rd of each month with Board Clerk Adriance seconding the motion. Motion passed unanimously. 5-0-0

7. NEW BUSINESS:

A. Audit Review- Presented by Hinton Burdick, CPA's

Troy Jolley was present and presented the Fiscal Year 2013-2014 audit review for Hinton Burdick.

Findings and recommendations:

Capital Asset Inventory – an inventory of our Capitol Assets has not been done for a while and should be conducted annually to insure that the accounting personnel are kept updated. They will provide a list to Captain Jackson on what they have so it can be updated.

Bank Reconciliations:

There are a number of outstanding items on the Chase Bank account that were written off but there remains a reconciliation difference of more than \$1800.00. It was also noted that the Mountain American checking was not reconciled properly (i.e. incorrect and old outstanding items). There is also another account that is not being reconciled on a regular bases.

They recommend that management verify that all bank reconciled monthly are complete and accurate during their monthly reviews.

Wildland Fire revenues:

During their review they noted that the district is not reporting the Wildland Fire revenues in the year they are earned.

They recommend that management establish procedures to more accurately tracks and report the revenue in the correct period.

Mr. Troy Jolly then went through the rest of the audit review making mention that overall the district is in good financial shape.

Board Member Maughan made a motion to accept the audit review finding as presented with Board Chairman seconding the motion. Motion passed unanimously. 5-0-0

B. Review and possible action on our insurance policies – Presented by VFIS of Arizona

Mr. Wiatt Wong was present and presented a summary of our insurance policies that we have with them. He also mentioned that we were the only fire district that has all our insurance needs though their agency.

Mr. Wiatt Wong started by finding out more about the board members, especially the new ones that were just appointed to the board.

Mr. Wiatt Wong first went over our Property Policy which has a property deductible of \$250.00 with a blanket policy limit of \$80,309. Mr. Wiatt Wong went through a few of the coverage highlights that were noted within the policy.

Mr. Wiatt Wong next went over our auto policy. He mentioned he does not sell any auto policies less than a one million dollar limit with the option to increase the limits at one million dollar increments. He then went on to the coverage highlights of the auto liability portion, the auto physical damage, and the general liability/professional healthcare liabilities.

The next area covered and of concern was the management liability of the board members, and the employee's (full time, volunteers and others associated with the fire district). Mr. Wiatt Wong went through this portion fairly well noting the limits of liability for each section for this area covering everything from Cyber Liability, Crisis Management, FLSA Defense and the area of releasing HIPAA information. The coverage extension in Outside Directorship Liability, Blanket Additional Insured and Expanded Aggregate Limit.

The total estimated annual premium for the aforementioned areas is \$20,730.

The next insurance policy is the accident and sickness. This particular policy covers all employees in two different areas which are volunteers and career firefighters. The benefits paid for injuries or illness(es).

The Workman's Compensation policy was an area that was skimmed over and noting that the premium are higher than normal since a private carrier assumed the coverage for Arizona State Workman's Compensation Program. The new company actually terminated several fire districts because of liability reasons which left them scrambling for coverage. It was also noted that there was only one other insurance carrier that did a workman's compensation program.

The last area was the health insurance to cover full-time personnel who wanted the coverage. The estimated annual premiums for this benefit is \$1,845.

8. Beaver Dam/Littlefield Fire District Accounts:

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

1. Chase Morgan
2. Mountain America
3. American Express

After reviewing the three accounts the board members were satisfied that all accounts were in order And Board Clerk Adriance made a motion to accept all three accounts as satisfactory as presented with Board Member Maughan seconding the motion. Motion was passed unanimously. 5-0-0

9. Call to the public on Agenda items discussed:

No comments were made.

10. Next Regular Board Meeting:

Next regular scheduled board meeting will be held on March 19, 2015

11. Adjournment:

Board Member Maughan made a motion to adjourn with Board Chairman Reber seconding the motion. Motion passed unanimously. 5-0-0. Meeting adjourned at 8:21 P. M. on February 26, 2015.

Reviewed and approved by:

Dan R. Reber

Dan Reber
Beaver Dam/Littlefield Fire District
Governing Board Chairman

3-20-15

Date