



Beaver Dam/Littlefield Fire District
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Minutes A.R.S. §38-403.01

MINUTES OF NOVEMBER 19, 2015

1. Call to order:

Called to order by Board Chairman Reber at 6:04 P.M. on November 19, 2015

2. Roll call of Board Members/Affirmation of Quorum:

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

Also present were:

Fire Chief Hunt and Captain Jackson

3. PLEDGE OF ALLEGIANCE:

Given by Board Member Oliver

4. CALL TO THE PUBLIC:

No comments made

5. APPROVAL OF MINUTES:

A. Regular session of:

1. Minutes of October 15, 2015

Board Clerk Adriance made a motion to accept the minutes as written and Board Member Oliver seconded the motion. Motion passed to accept the minutes as written. 3-0-2

6. REPORTS AND CORRESPONDENCE:

A. Fire Chief's Report:

1. New Type 3 Engine update

Chief Hunt mentioned that he has one bid and is waiting on another that should be here shortly. He also mentioned that Pierce notified him that they would not be able to make a bid because they are so backed up on their current orders. So he would only have two bids vs the 3 that he was hoping for. Board Clerk Adriance asked if it would be able to be used locally also.

Chief Hunt mentioned that absolutely, it would be second out on structure and vehicle fires and because of the foam capabilities it would be very useful.

2. AFG Grants

Chief Hunt made mention that he would like to reapply for the AFG Grant and reapply for the new Life Packs and also 10 new ten new turnouts. Our own expenses would be 5% of the costs if we were to get the grant. This was a discussion item as the board didn't feel that they would have to reauthorize it since this is a reapplication of one from last year. Chief Hunt also mentioned that they are working with Mesquite Fire to work out an Automatic Response Agreement on structure fires. This should help in getting the grant and may even be able to try and get the older SCBA's from Mesquite Fire account they are getting newer models.

B. Fire and EMS report for the month of:

1. October 2015 Chief Hunt gave the Fire and EMS report with the fire district responding to a total of 12 fire incidents and 34 EMS incidents which includes 3 interfaculty transports to Las Vegas. We had a total of 46 total incidents for the month of October.

C. Board Chairman's Report:

Nothing to report

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.

7. OLD BUSINESS:

A. Discussion and possible action on the Board Policy Manual

Board Clerk Adriance mentioned that at the last meeting there were suggested changes by one of the board member's and the changes were not received until the day before the board meeting. Board Clerk Adriance made a motion to accept the revised policy manual as written with the Board Chairman Reber seconding the motion. Motion passed to accept the Board Policy as written. 3-0-2

8. NEW BUSINESS:

A. Upcoming AFDA Conference

Administrative Assistant Burnett let all parties involved know that the winter AFDA Conference is scheduled for January 14-16, 2016 in Laughlin, NV. He also mentioned that the conference this year will run on Nevada time (PST) vs Arizona Time (MST). He also mentioned that as soon as he gets the conference schedule he will distribute it to all concerned.

B. Discussion, review and possible action of Net Assets and recommendations of the auditor from the 2012 and 2013 audit.

Administrative Assistant Burnett stated that according to the auditors our threshold for the asset inventory was set at \$1,000.00 according to our financial statement in note 1. He also stated that it was also determined by each individual item and not as a group. Chief Hunt read the e-mail from the auditor that was also on the boards tablets. Administrative Assistant Burnett also stated that this inventory should be available for the auditors when they arrive if possible.

- C. Discussion and possible action regarding the billing company taking credit cards for payments which would in turn having the credit card companies charge a fee to our account for handling the payment?

There was discussion concerning allowing the billing company take credit cards for ambulance billing with board members in agreement to allow this practice, it would allow faster collection of the ambulance bills, but the costs of using the credit cards payment system would fall to the ambulance billing company and they could recover the costs of that by billing us separately with the monthly invoice so that it could be tracked.

- D. Discussion and possible action on a request for relief for an ambulance bill.

After a short discussion Board Chairman Reber made a motion to dismiss the balance of the ambulance bill with Board Member Oliver seconding the motion. Motion passed 3-0-2

9. Beaver Dam/Littlefield Fire District Accounts:

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

- 1. Chase Morgan

- A. September 2015

- B. October 2015

- 2. Mountain America

- 3. American Express

- B. Discussion and possible action of the Budget Review and the monthly projected revenues.

The board went through the budget review and projected revenues with Captain Jackson clarifying any questions and or comments that the board asked. This is a discussion item only and no action necessary.

- C. Discuss and Possible Action on the Warrants from October 16, 2015 through November 19, 2015.

After reviewing, the board asked specifically about what the question marks that was on the American Express account. Captain Jackson mentioned that those were items he never got receipts for. Board Clerk Adriance commented that we will take a major hit if we don't have those receipts. He also mentioned that a lot of times if you've got the purchase date and the amount you get a copy of that receipt. He also stressed the importance of turning in any receipts when a purchase is made and what it was for.

Board Chairman Reber made a motion to accept the financial statements 9(A)(1-3) and item 9(C) with Board Clerk Adriance seconding the motion. Motion passed 3-0-2

10. Future Agenda Items:

- A. Discuss and Possible Action on proposed Capital Outlay Projects

- B. Update on matters relating to the new part-time employee

Chief Hunt asked that this please put on the agenda for December 17, 2015 meeting and Administrative Assistant Burnett mentioned to please get him any written documentation so that it could be put on the tablets for the board to study before the board meeting.

11. Next Regular Board Meeting:

The next regular scheduled board meeting will be on **DECEMBER 17, 2015 at 6:00 P. M.**

12. Calendar of Events:

The calendar of events is available on the Board Members Tablets, the web site and also at Fire Station #1.

13. Adjournment:

Board Clerk Adriance made a motion to adjourn and Board Chairman Reber seconded the motion. Motion passed to adjourn the meeting at 7:05 P.M. on November 19, 2015. 3-0-2

THIS IS A WORKING DRAFT ONLY AND IS NOT APPROVED UNTIL SIGNED

Beaver Dam/Littlefield Fire
District Governing Board
Chairman

Date