



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

MINUTES OF FEBRUARY 18, 2016

1. **Call to order:** By Board Chairman Reber at 6:03 P.M. on February 18, 2016
2. **Roll call of Board Members/Affirmation of Quorum:**

Board Chairman: Dan Reber	Present
Board Clerk: Doug Adriance	Present
Board Member: Reed Bown	Present
Board Member: Sverre Staurset	Present
Board Member: Tom Oliver	Present
Administrative Assistant: George Burnett	Present

Also present were:
Fire Chief Hunt, Battalion Chief Ojeda, Captain Jackson, Troy Jolley from Hinton Burdick, PLLC (for the Audit Report)
3. **PLEDGE OF ALLEGIANCE:** By invitation of Board Chairman
Pledge given by Battalion Chief Ojeda
4. **CALL TO THE PUBLIC:**
No comments given

CONSENT AGENDA

5. CONSIDERATION OF APPROVAL OF MINUTES:

A. Regular session of:

1. January 21, 2016

Board Member Staurset made a motion to approve the minutes of January 21, 2016 as presented and seconded by Board Clerk Adriance. Motion passed 5-0-0

2. Executive Session of December 17, 2015

The board may vote to go into executive session in accordance with A.R.S. §38-431.03 (A)(1) Employees, for discussion on any changes or may vote to approve without discussion.

Board Clerk made a motion to accept the minutes of December 17, 2015 as written with Board Member Oliver seconding the motion. Motion passed 3-0-0

6. BEAVER DAM/LITTLEFIELD FIRE DISTRICTS FINANCIAL STATEMENTS:

A. Consideration of approval of the District's Monthly Reconciliation Reports

1. Chase Morgan

A. Reconciliation of Chase Morgan for the month ending November 2015

B. Reconciliation of Chase Morgan for the month ending December 2015

C. Reconciliation of Chase Morgan for the month ending January 2016

The Reconciliation of Chase Morgan for the months ending November 2015, December 2015 and January 2016 were made after finding errors purposely made in Quick Books . After reviewing all three months carefully Board Clerk Adriance made a motion to accept the reconciliation reports for all three months of Chase Morgan and the Warrant Account with the Board Chairman Reber seconded the motion. Motion carried 5-0-0

2. Mountain America

A. Reconciliation of Mountain America for the month ending January 2015

Board Member Staurset made a motion not to accept the Mountain American account for the month of January account the numbers didn't add up and was associated with the problems of not being able to reconsolidate the Chase Morgan accounts. Board Clerk seconded the motion. Motion passed 5-0-0. This item will be placed on March's Agenda

3. American Express

A. American Express of American Express Credit Card Statements for the month of January 2016

Board Clerk Adriance mentioned that at least there are no question marks on the statement and made a motion to accept the American Express statement and Board Member Bown seconded the motion. Motion passed 5-0-0

B. Consideration of approval of the Warrants from January 22, 2016 through February 18, 2016 See motion in 6 (1) (A).

AGENDA ITEMS:

7. REPORTS AND CORRESPONDENCE:

A. Fire Chief's Report:

1. Type 3 Engine update.

Fire Chief Hunt mentioned that Battalion Chief Ojeda, Board Chairman Reber and himself went to go over the specifications for the Type 3 Engine, and also toured the plant He also mentioned that he got the final drawings on the Engine and also mentioned that the manufacture said it should be ready by March 18, 2016, but believes that it would be closer to April 2016.

2. VFA Grant update

Fire Chief Hunt mentioned that we did get the VFA Grant for \$6,000.00 and it is a 50-50 match. He mentioned that it would be for 15 sets of PPE (Personal Protection Equipment).

B. Fire and EMS report for the month of: January 2016

Battalion Chief Ojeda gave the Fire and EMS report for January 2016. There were a total of 8 Fire calls with 3 of them out of District and a total of 46 EMS calls, 3 were Mutual Aid from Mesquite Fire and 4 were Mutual Aid Given to Mesquite Fire. A total of 56 calls for the month of January.

C. Board Chairman's Report:

Board Chairman Reber made mention that the trip to go over the Type 3 Engine specifications and drawings that it was an eye opener for him. He had no idea what went into the building of an engine. Board Chairman Reber then moved to item 9 (D) Audit Review.

Public Comment:

8. OLD BUSINESS:

A. Discuss the possibility of board members getting more training in specific areas

Board Member Staurset

After some discussion on what the board may be able to do, Board Clerk Adriance made a motion to table this until 3-17-2016 and Board Chairman Reber seconding the motion.

Motion Passed 5-0-0

B. Discussion of making a policy change and adopting a policy for retention after training.

Board Member Staurset

Board Member Staurset mentioned that we should have a policy to be able to retain members of the department after training and paying for the training after successfully passing the training. During the course of discussion it was brought up that we indeed do have a policy that is the Personnel Policy Manual. No action taken since it's already policy.

C. Discuss and any possible action for the Capital Outlay Program.

This item was tabled for a future agenda.

D. Update on the Audit report due Auditors. Administrative Assistant Burnett

Administrative Assistant Burnett mentioned that the auditor made mention of the Capital Asset Inventory, but he wanted to thank Fire Chief Hunt for the prompt attention that he gave it, ensuring that we could get it to the auditor in time.

9. NEW BUSINESS:

A. Discuss and consider allowing individual home owners that would like to come in the Fire

District within the allowable Arizona Statutes involved. Introduce Resolution 2016-005

After some discussion Board Member Staurset made a motion to accept Resolution

2016-005 and Board Member Bown seconded the motion. Motion passed 5-0-0

B. Discuss and possible action in supporting the drive to have the \$3.25 tax levy cap removed.

Introduce Resolution # 2016-002

After some discussion and a comment by Board Member Bown in which he stated that getting home owners to vote for a tax increase would probably not work out, Board Member Staurset made a motion to accept Resolution 2016-002 and Board Member Bown seconding that motion. Motion passed 5-0-0

C. Introduce Resolution #2016-003 on joining the PSPRS or maybe look into an alternative system.

After introducing Resolution 2016-003 and that it was voted to allow PSPRS do a review

last month Board Member Staurset made a motion to accept Resolution 2016-003 and Board Chairman Reber seconded the motion. Motion passed 5-0-0

D. Audit Review. Presented by Troy Jolley from HintonBurdick. Discussion and possible action (approval).

Auditor Troy Jolley from HintonBurdick was on hand to go over the audit for the FY 2014-2015. He mentioned that we were in pretty good shape financially with no liabilities in excess of our revenues. He also noted that this was our first full audit that was required and in the past they only were doing a review. There were several concerns that were noted in the Significant Audit Findings during the full audit. They were listed as: Misstatements and Reconciliations, Bank Reconciliation issues, Segregation of Duties and Internal Controls, Capitol Asset Accounting, Controls over Credit Card Purchases, and Monthly Financial Reports. After several discussions all the items were tabled to next month's agenda.

Board Member Staurset made a motion to accept the audit report as presented and Board Chairman Reber seconded the motion. Motion passed 5-0-0

E. Review, discuss and possible action on the Lease Purchase Agreement from Zion Bank. Introduce Resolution #2016-004 (Extract of Minutes)

Since we haven't heard from the attorney this matter was tabled to next month's meeting

F. Discuss, review and possible action on approval of reimbursement for Larry Lydon on loss of equipment from the rollover accident of Type 3 Engine.

There was some discussion concerning the cost of the jacket that was lost, but the board felt it was reasonable since he did have to buy a new one. Board Clerk Adriance made a motion to reimburse Larry Lydon for the amount of \$408.93 for his losses with Board Member Bown seconding the motion. Motion passed 5-0-0

G. Desert Sky's RV Park not being in the Fire District. Discuss, propose solutions on how to handle it if possible.

Battalion Chief Ojeda mentioned that the Desert Sky's RV Park is not in the Fire District and doesn't pay anything towards Fire Protection and they have some 300+ spaces in there, some are RV spaces and the other are homes. Board Member Oliver asked what property is in the Fire District. Battalion Chief Ojeda mentioned that everything around is within the District boundaries. The discussion was continued on how to correct it if possible since the land is leased from the state of Arizona. Board Clerk Adriance made a motion to have a representative follow up with Resolution 2016-005 concerning annexation and contacting individual homeowners in Desert Sky's and Board Member Bown seconded the motion. Board Clerk Adriance amended his motion to have a representative from the Fire District approach Desert Sky's to help resolve a possible resolution of annexation of Desert Sky's property. Board Member Bown seconded the amended motion. Motion Carried 5-0-0.

H. Discuss and any possible action on acquiring the radio for the Type 3 Engine. Where should the funds come from?

Fire Chief Hunt mentioned that this is a Digital Bendix King Mobile Radio which is completely programmable to different fire agencies and would eliminate the need to clone all the handheld radios that we are using because we could clone them from this radio as necessary. How are we going to pay for it? The Chief would like to take the money from the Lease Purchase Contract that would be refunded because of the changes made to the Type 3 Engine and use part of that for the purchase. There was quite a discussion on what this particular radio would do. We would need to make a motion to get the radio and on its way to the manufacture, then do the resolution at the next meeting.

Board Member Staurset made a motion to purchase this Bendix King model DMH5992X VHF 50 Watt Digital in the amount of \$1,881.49 and was seconded by Board Clerk Adriance. Motion passed 5-0-0.

- I. Discuss and possible action on increasing the low limit for Asset Inventory from \$1,000.00 to \$3,000.00/\$5,000.00.

This item was tabled until next month's meeting

- J. Discussion and possible action regarding having the Board's Administrative Assistant turn in key/move to someplace else account of problems associated with the financial computer.

After some discussion it was determined that the Board's Administrative Assistant would be moved out to another location, possibly over to Station #2. Board Member Oliver made a motion to move the Board's Administrative Assistant to Station #2 and Board Member Bown seconded the motion. Motion passed 5-0-0.

It was also noted that the lock to Captain Jackson's Office has been changed, all the passwords associated with the computer have been changed and the files have also been locked up. Board Clerk Adriance mentioned that since he is the Board's Clerk, he would hold the extra keys to the office and the sealed envelopes that have the passwords in them. None of those envelopes will not be opened without another person present. Board Member Staurset made a motion to accept Board Clerk Adriance recommendations and Board Chairman Reber seconded the motion. Motion passed 5-0-0

10. OTHER FINANCIAL INFORMATON:

- A. Discussion and possible action of the Budget Review and the monthly projected revenues.
- B. Discussion, review of Expenses by Vendor and/or possible action if necessary.

There was some discussion and Captain Jackson noted that they would be seeing the Expense by Vendor in the future. This was a discussion item only and no action was taken.

11. FUTURE AGENDA ITEMS:

- A. Consider the verification of time cards and also holding back 1 week's pay to allow for more control, verification and the process that would be needed to allow for accurate control.
- B. Tracking Comp Time and PTO by 1 individual and who should handle that.
- C. Review of findings of the Audit Report and what action is needed to handle those recommendations.
- D. Mountain America Reconciliation of January 16, 2016
- E. Discuss the possibility of board members becoming more proficient in specific areas.
- F. Capital Outlay Program

12. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is **MARCH 17, 2016 at 6:00 P.M.** Arizona Time. Any special meeting scheduled will appear in the minutes.

13. CALENDAR OF EVENTS:

The Calendar of events is on the board's tablets, the web site and also at Station #1.

14. ADJOURNMENT:

Board Clerk Adriance made a motion to adjourn and was seconded by Board Member Staurset. Motion to adjourn was unanimous at 5-0-0. Meeting adjourned at 9:40 P.M. February 18, 2016

Dan R. Reber

Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

3-17-16

Date