



Beaver Dam/Littlefield Fire District
630 N. Highway 91, P.O. Box 579
Beaver Dam, AZ. 86432
Telephone (928) 347-5114
www.beaverdam-littlefieldfire.org



Minutes A.R.S. §38-403.01

MINUTES OF MARCH 17, 2016

- 1. Call to order:** By Board Chairman Reber at 6:01 P.M. on March 17, 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 and Captain Jackson
- 3. PLEDGE OF ALLEGIANCE:** By invitation of Board Chairman
Given by Tom Gates
- 4. CALL TO THE PUBLIC:**
There were no comments by the public

CONSENT AGENDA

- 5. CONSIDERATION OF APPROVAL OF MINUTES:**
 - A. Regular session of:
 1. Regular Session of February 18, 2016
 2. Special Session of March 3, 2016
- 6. BEAVER DAM/LITTLEFIELD FIRE DISTRICTS FINANCIAL STATEMENTS:**
 - A. Consideration of approval of the District's Monthly Reports
 1. Chase Morgan
 - A. Reconciliation of Chase Morgan for the month ending February 2016
 2. Mountain America
 - A. Reconciliation of Mountain America for the month of January 2016
 - B. Reconciliation of Mountain America for the month of February 2016
 3. American Express
 - A. American Express Credit Card Statement for the month of February 2016

- B. Consideration of approval of the Warrants from February 19, 2016 through March 17, 2016.
After some minor discussion Board Clerk Adriance made a motion to accept the Consent Agenda and Board Member Oliver seconding the motion. Motion passed to accept the Consent Agenda Unanimously. 5-0-0

AGENDA ITEMS:

7. REPORTS AND CORRESPONDENCE:

A. Fire Chief's Report:

1. VFA update

Fire Chief Hunt reported that he finally got the full VFA Grant. He would be ordering the 15 sets of PPE for Wildland Fires.

2. S-130 and S-190 Wildland Class

Fire Chief Hunt reported that the S-130 and S-190 classes are scheduled for the period of April 11 through April 15 2016. The field exercise would be held on April 16, 2016.

3. Wildland refresher update

Fire Chief Hunt reported that he has set the date of April 22, 2016 for the refresher class.

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

Fire Chief Hunt gave the Fire and EMS report. We had a total of 11 Fire responses and a total of 49 Medical Responses for a total of 60 responses for the month of February 2016.

C. Board Chairman's Report:

Board Chairman Reber wanted to let them know how grateful the family of June Williams were of the way they were treated during an emergency. Board Chairman Reber mentioned that this came from the patient they had treated.

Public Comment:

8. OLD BUSINESS:

A. Update on the Lease Purchase Agreement. (Administrative Assistant Burnett and Fire Chief Hunt)

Administrative Assistant Burnett updated the status of the Lease Purchase Agreement. He stated that the banking regulators would not allow a check be made out to the vendor, because of problems in the past with vendors. The only way we could have it made out to the vendor would be to complete the Delivery and Acceptance Certificate and e-mail it to him. If the board didn't want to do that the only other way was to have the check made to the district or have the money wired into the district's warrant account. The board was not keen to the idea of completing the Delivery and Acceptance Certificate and directed the staff to have it wired into the district's warrant account.

B. Review of findings of the Audit Report and what action is needed to handle those recommendations.

The board felt that we were making great progress as to the Review and Recommendations area that were given to us by the auditor. There is still a couple of areas that need to be tended to, but that the items were still being fine-tuned to correct the problems. The board did instruct Captain Jackson to go ahead with the written reply as required by the

- auditors.
- C. Consider having 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.
The discussion on this item was short and sweet. Fire Chief Hunt and Captain Jackson both stated that this matter now has been resolved.
- D. How are we tracking comp time and PTO, and is 1 individual tracking it for liability purposes.
Fire Chief Hunt and Captain Jackson both mentioned that this matter has been handled with the time cards for full-time personnel redesigned to tack that information, with Captain Jackson tracking PTO and Comp. time hours earned and taken. The discussion continued on the compensation time that the Fire Chief earns and how much he is entitled to or to keep on the books. The compensation matter for the Fire Chief was tabled until the April 21, 2016 meeting.
- E. Discuss the possibility of board members becoming more proficient in specific areas.
This item was tabled until the April 21, 2016 meeting to allow board members to think on the items that they would like to become more proficient in.
- F. Discuss the Capital Outlay Program and any possible action as necessary.
Discussion centered on how out of date the Capital Outlay Program is and essentially Squad 21 is out of date for being replaced, along with an engine and an ambulance.
Fire Chief Hunt recommended that we could look for a chassis for Squad 21 and both him and Battalion Chief Ojeda could actually transfer the pump and other equipment to it. Fire Chief Hunt also recommended that if we should do that, the chassis should be a diesel. The board asked the chief to check for a chassis for Squad 21 for prices.
- G. Introduction of Resolution 2016-007 – Other Expenditures for Type 3 Wildland Engine.
Discussion and approval needed and was authorized at the March 3, 2016 board meeting. After some discussion Board Clerk Adriance made a motion to accept Resolution 2016-007 and Board Member Bown seconding the motion. Motion passed unanimously. 5-0-0

9. NEW BUSINESS:

- A. Discussion on surplus equipment. (Board Clerk Adriance)
Board Clerk Adriance mentioned that we have some surplus equipment that he feels we can dispose of and still paying insurance for them. Fire Chief Hunt made mention that we have an old water tender over at ADOT that's been sitting for years and that someone from ADOT wants to buy it for watering his cattle. The board was unsure of how to dispose of it and the item was tabled until April 21, 2016 meeting. The board also directed Administrative Assistant Burnett to contact the attorney for the proper way to dispose of any equipment that we may deem as surplus.
- B. Discussion and possible action on moving Liability Funds from Mountain America to the General Budget. (Captain Jackson) Introduction of Resolution 2016-08 for approval.
Captain Jackson mentioned that the reason for the liabilities are so high is that the IRS had refunded some of the liabilities and now he received a letter from the IRS that they wanted the money back. As far as he is aware of all the liabilities are up to date and he tried to get ahold of the auditor, but being right in the middle of tax season he has not heard back from them. Captain Jackson mentioned that he would continue to try and get ahold of them. The board felt that we should not do anything with this account

until we find out the results. Board Member Staurset mentioned that the resolutions have to be kept in chronological order and the best thing is to void the resolution. Board Clerk Adriance made a motion to void Resolution 2016-008 and Board Chairman Reber seconded the motion. Motion passed to void Resolution 2016-008. No other action was taken to move the funds.

- C. Request of Relieve of Ambulance Debt for Rex McGuire, discussion and possible action. After some discussion Board Clerk Adriance made a motion to relieve Rex McGuire's Ambulance Debt of \$148.87 and Board Member Bown seconding the motion. Motion passed unanimously. 5-0-0

- D. Capital Asset Inventory, discussion of time frame and changing the inventory amount from \$1,000.0 to \$3,000.00 or \$5,000 and possible action. Introduction of Resolution 2016-009 for approval.

Board Member Bown made mention that a \$1,000.00 or even a \$3,000.00 threshold for a Capital Asset Inventory is to low and made a motion to increase the threshold for the Capital Asset Inventory be increased to \$5,000.00 and accept Resolution 2016-009. Board Clerk Adriance seconded the motion. Motion passed unanimously. 5-0-0

10. OTHER FINANCIAL INFORMATON:

- A. Discussion and possible action of the Budget Review and the monthly projected revenues. After reviewing the Budget and projected revenues, the board felt that it was in good shape and no action was necessary.
- B. Review and discussion on the Wildland Receipts and Expenses. (Captain Jackson) Captain Jackson went over the expenses and receipts (income) from the wildland season from July to March 2016. He also noted that the expenses to date have exceeded the receipts to date. He also mentioned that since the printing of the data they had received 2 other checks which would take us out of the arrears and put us in the black by approximately \$50,000.00.

11. FUTURE AGENDA ITEMS:

- A. Discuss the possibility of board members becoming more proficient in specific areas.
- B. Discuss and possible action regarding the compensation time the Fire Chief has accrued and a time table for him taking it and any that he may get in the future.
- C. Discussion and possible action on surplus equipment. Update by Administrative Assistant Burnett on what he has learned on the proper way to handle surplus equipment.

12. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is **APRIL 21, 2016 at 6:00 P.M.** Arizona Time.

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 Member Staurset made a motion to adjourn and Board Clerk Adriance seconding the motion. Motion passed unanimously. 5-0-0
Meeting is adjourned at 7:46 P.M. on March 17, 2016/

Dan R. Reber

Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

4-21-16

Date