



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

MINUTES OF DECEMBER 15, 2016

1. Call to order:

Board Chairman Adriance called the meeting to order at 6:02 P.M. on December 15, 2016.

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

Board Chairman: Doug Adriance	Present
Board Clerk: Laura Guimond	Present
Board Member: Reed Bown	Absent
Board Member: Dan Reber	Present
Board Member: Tom Oliver	Via Skype

Administrative Assistant: George Burnett

Also present were:

Fire Chief Hunt, Captain Jackson, Bonnie Rowley (New Financial Clerk)

3. PLEDGE OF ALLEGIANCE:

Given by Chief Hunt

4. CALL TO THE PUBLIC:

Administrative Assistant Burnett discussed the problems he had with the web site. Apparently Word Press updated their site to a newer version. The problem that he had was it had to be backed up before any other information could be put in or risk losing it all. He backed it up to Host Gator (our server) and after 3 hours still had not shown it was completed. After calling Host Gator, they did verify that it had been completed. He also mentioned that there was 3.5 GB on the site, and because of that we would not be able to restore it without having Host Gator to do it, this could take days. They mentioned that we purchase a plan that would enable a complete back up of the site without any problems and restore it. The plan would cost \$49.95 per year for up to 5 GB. He also suggested that we do have a separate back up somewhere, preferably to the cloud. Administrative Assistant Burnett did mention that the board did have a Personal Cloud to back it up to.

CONSENT AGENDA

5. CONSIDERATION OF APPROVAL OF MINUTES:

A. Regular session of: November 17, 2016

Board Member Reber made a motion to accept the Minutes of November 17, 2016

Board Clerk Guimond seconded the motion. Motion passed 4-0-1

6. BEAVER DAM/LITTLEFIELD FIRE DISTRICTS FINANCIAL STATEMENTS:

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

1. Chase Morgan Reconciliation for the month ending November 2016
2. Mountain American Credit Union Reconciliation for the month ending November 2016
3. American Express Credit Card Statement for the month of November 2016
4. Consideration of approval of the Warrants from November 18, 2016 through December 15, 2016

Board Chairman Adriance – Captain Jackson, on the Hinton Burdick account.

Captain Jackson – one of the check's that went out was for the 941's and there was some for the audit. They are progressively billing us.

Board Chairman Adriance – OK

Board Chairman Adriance – We have a couple of purchases at Walmart on the American Express Card. Did you ever find out what those are for?

Captain Jackson – not yet, I haven't been able to find Chief Ojeda.

Board Chairman Adriance – they aren't significant, there's 3 of them, one in Henderson. Sorry it's in Hendersonville in N. Carolina. You should have a receipt for that.

Firefighter Renteria – I believe that would have been for things like oil, transmission fluid, brake fluid and power steering fluid. I was there.

Board Member Reber – what are these that are circled marked fraud?

Captain Jackson – Yes sir, those were charges not made! Just yesterday I got a letter that they've been taken off our account.

Board Chairman Adriance – I made a motion to accept the reconciliation reports from Chase, Mountain America, American Express and the accounting.

Board Member Reber seconded the motion. Motion passed to accept all of the Fire Districts Financial Statements. 4-0-1

AGENDA ITEMS:

7. REPORTS AND CORRESPONDENCE:

A. Fire Chief's Report:

Wildland updates – Chief Hunt mentioned that all of our wildland equipment is back

after being on fires in Georgia, Tennessee and North Carolina and the income from those wildfires are approaching \$100,000. Chief Hunt also mentioned that Medic 11 needs a new manifold and now is stationed at Station 2 while Medic 31 is now the front line ambulance.

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

Chief Hunt gave the Fire and EMS Report – there were 19 fire related incidents and a total of 54 EMS incidents. There were a total of 73 total incidents for the month. The total of fire and EMS incidents from the first of the year are at 691 responses.

C. Board Chairman's Report:

Public Comment:

8. OLD BUSINESS:

A. Follow up on the claim by PEHP for reimbursement.

Captain Jackson mentioned that they have not pursued it yet.

B. Carol Snyder to further discuss the issues that were in the packet handed out to board members.

Carol Snyder had informed Board Chairman Adriance that she would be out of town and unable to attend. This item was tabled for a future meeting.

C. Update on the Christmas get together dates.

Chief Hunt mentioned that they were unable to get a caterer and after conversation with Board Member Reber they have decided to do a pot luck for the dinner. A date was set for December 28, 2016 at 6:00 P.M.

D. Update on the Financial Clerk's Position

Chief Hunt introduced Bonnie Rowley as the new Financial Clerk. Captain Jackson mentioned that she's already coming in to train in certain aspects of our procedures.

E. Update on the pump & motor up for competitive Bidding.

Administrative Assistant Burnett mentioned that nothing has been done yet until Resolution 2016-024 is approved. He already has pictures of the equipment that will go up for sealed bids. Administrative Assistant Burnett was given the task of putting it up Craig's List and posted.

9. NEW BUSINESS:

A. Discussion and possible action on changing the January 19, 2016 Board Meeting to January 26, 2017

The discussion was short. The AFDA Conference is the weekend prior to the meeting and there would not be enough time to prepare all the reconciliation statements done and also the agenda packets on time. Board Chairman Adriance made a motion to change the meeting to January 26, 2017 with the proper notifications. Board Member Reber seconded the motion. Motion passed 4-0-1

B. Discussion and possible action on allowing the administrative assistant to purchase an additional tablet to have in case of a failure of a tablet that is currently in possession of board members.

Board Chairman Adriance expressed his concern that this may be a waste of resources. He was also concerned that it may not even be used and when the tablets were updated we would have one without even being used. There were also several other board

members that agreed with him and also expressed their concerns.

Board Chairman Adriance made a motion to deny the purchase. Board Clerk Guimond seconded the motion. Motion passed to deny the purchase of a spare tablet. 4-0-1

C. Discussion and possible action on Resolution 2016-024 (surplus equipment).

Board Member Reber made a motion to accept Resolution 2016-024 and to post it on Craig's List and web site. Board Clerk Guimond seconded the motion, Motion passed 4-0-1

D. Discussion and possible action on creating a Freedom of Information Act policy.

Administrative Assistant Burnett explained the two different types of letters requesting public records, the charges that may be made and also that after talking with the districts attorney that all requests made under the FOIA must be forwarded to him for approval prior to us undertaken the tasks.

There was some discussion on which one requests to use and Board Chairman Adriance directed Administrative Assistant Burnett to put together draft letter request's and come up with costs. He also requested that he put together a resolution to be signed by the January's meeting to have guidelines in place.

E. Discussion and possible action on allowing the fire chief to purchase a regular topper for his rescue to accommodate the equipment in his rescue.

Chief Hunt – there was a company that installed a full slide out in his rescue (donated) and it did take up space and is requesting that he be allowed to buy a topper, one written bid was \$1642.50.

There was some discussion on why and the company that wanted to make adjustments (donation) and they would also make a bid for the topper. After some discussion on the benefits of it, Board Member Reber made a motion to allow the chief to acquire the topper for his rescue for up to \$1642.50 and 2 other bids. Board Clerk Guimond seconded the motion. Motion passed 4-0-1

F. Discussion on the situation regarding the web site (administrative assistant).

This item was discussed in the public remarks section.

10. OTHER FINANCIAL INFORMATON:

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

B. Review expenses by Vendors

C. Renewal of VFIS Insurance Policy (Accident & Sickness Policy)

The above financial information was reviewed and found it in good order and no action was needed.

11. FUTURE AGENDA ITEMS:

A. Assignments for board members to oversee (February 2017 agenda)

B. Discussion and possible action on creating a threshold for major purchases. Conflict with policy manuals and SOG's.

C. Discussion and possible action on the compensation time for the fire chief.

D. Discussion and possible action on the PTO (Personal Time Off).

E. Discussion on the issues that Carol Snyder has that is in the packets that was handed out.

F. Discussion and possible action on the items discussed and resolution for the FOIA

12. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is **JANUARY 26, 2017 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 Member Reber made a motion to adjourn. Board Chairman Adriance seconded the motion. Motion passed 4-0-1. Meeting adjourned at 7:05 P.M. on December 15, 2016.



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

1-26-17

Date

Ref:
SD Card: 03
File: 026