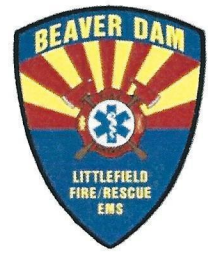




Beaver Dam/Littlefield Fire District
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Minutes A.R.S. §38-403.01

MINUTES OF FEBRUARY 21, 2017

1. Call to order:

Called to order by Board Chairman Adriance on February 21, 2017 at 6:08 P.M.

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

Board Chairman: Doug Adriance	Present
Board Clerk: Laura Guimond	Present Sick – left @ 8:05 P.M.
Board Member: Reed Bown	Present
Board Member: Dan Reber	Present
Board Member: Tom Oliver	Present
Administrative Assistant: George Burnett	Present

Also present were:

Fire Chief Hunt, Captain Jackson, Financial Clerk Rowley and Troy Jolly from Hinton Burdick

3. PLEDGE OF ALLEGIANCE:

Pledge given by Chief Hunt

4. CALL TO THE PUBLIC:

No comments

CONSENT AGENDA

5. CONSIDERATION OF APPROVAL OF MINUTES:

A. Regular session of: 1-26-2017 Minutes

B. Special Session of 2-9-2017 Minutes

Board Chairman Adriance mentioned that there was an error on the 2-9-2017's minutes. Board Member Reber made a motion to accept the minutes of 1-26-2017 and 2-9-2017 minutes after the corrections were made. Board Member Bown seconded the motion. Motion passed 5-0-0

BOARD CHAIRMAN ADRIANCE MOVED TO ITEM #9 (A) for the audit report.

6. BEAVER DAM/LITTLEFIELD FIRE DISTRICTS:

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

1. Reconciliation of Chase Morgan for the month ending January 2017
2. Reconciliation of Mountain America for the month ending January 2017
3. American Express Credit Card Statement for the month of January 2017
4. Consideration of approval of the Warrants from January 26 through February 21, 2017

Board Clerk Guimond had concerns that there were several items not accounted for on the American Express Account – at the time there was no information available but it's for the remote microphones for the handheld radios.

Board Chairman Adriance – is the American Express Card being used to by all the food for the station?

Chief Hunt – yes, that's all we have

Board Chairman Adriance – shows charges for a little over \$100.00/week, is that about normal?

Chief Hunt – yes, that's what we were originally told, but we've added some other shifts, but the original was for \$100.00/week.

Board Chairman Adriance – I'm looking at the financials and if your buying food at \$100.00 to \$120.00/week for the station, and your spending another \$50.00/week buying lunch at Jimmy Johns or pizza hut or some other places, Chief Hunt interrupted Board Chairman Adriance and said that it doesn't happen very often.

Board Chairman Adriance – what I'm saying is that's we've got to look at the overall picture, I understand that if you drive down to Vegas, for 4-5 hour trip you're going to get something to eat down there. But where you're up in St. George where it's only a 2 hour turn around why do you need to eat lunch for \$20.00 or \$25.00 or do you come to the station to eat.

Chief Hunt – in a way we spread it around all the shifts too.

Board Member Reber made a motion to approve all of the reconciliation reports, American Express and the warrants.

Board Member Bown seconded the motion. Motion approved 5-0-0

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AGENDA ITEMS:

7. REPORTS AND CORRESPONDENCE:

A. Fire Chief's Report:

1. Wildland Fire Medical Unit Training

Chief Hunt – stated that he finally found a class for a medical unit leader in Provo instead of having to go to Boise, ID. He's made his request for his qualification nationally as a medical unit leader.

2. Ambulance update

Chief Hunt – probably have to ask a favor of you guys, but the ambulance has been delivered to the dealer, and he called today about lettering, stripping and other items to be put on it, and when he send the pictures he noticed that what Chief Ojeda had talked about, the back of it wasn't chevron. We missed that in the spec. sheet. So I

called today asking him how much it would cost to do that. The dealer said we could do the whole thing for \$1400.00. I'm asking for your approval, since it's going to Salt Lake City to have the other decals put on and they can do the chevrons at the same time. It's not ajenized but getting a consensus if we can get it done. You can put it on the agenda for approval next meeting.

The board discussed the benefits of having it done vs not having it done. It came down to a safety issue, especially when you're on the freeway at night. The general consensus was to have it done for safety reasons.

Chief Hunt – The other thing that I'm going to do to help offset that costs, is to rotate the the radio's in the other ambulances so we don't have to buy a new one.

B. Fire and EMS report for the month of: January 2017

Chief Hunt gave the Fire and EMS report. There were 18 Fire Responses and 51 EMS Responses. For the month of January 2017 there were a total of 69 incidents

Board Chairman Adriance asked about the unauthorized fire if it was billed.

Chief Hunt mentioned that it had not been billed yet but will be.

C. Board Chairman's Report:

Letter from Board of Supervisors Office of Gary Watson

Board Chairman Adriance read a letter from Gary Watson thanking the fire district for allowing the use of the station for a community meeting.

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.

8. OLD BUSINESS:

A. Surplus Equipment – discussion and action on opening sealed bids if any received.

In accordance with Resolution 2017-001 if no bids are received, the board may direct disposal by any means necessary.

There were no sealed bids received, but Chief Hunt mentioned that he had talked with an interested party that said he would put in a sealed bid. The board again has but this item on hold until the March 16, 2017 agenda to see if we do receive a sealed bid.

B. Assignments for board members to oversee. Discussion and possible action if necessary.

This item was tabled until March 16, 2017

C. PTO (Personal Time Off) – Discussion and possible action on extending the amount of time to bank.

Administrative Assistant Burnett mentioned that our Human Resource Specialist was out of the country and had not responded to his e-mail. This item was tabled until March 16, 2017

D. Paid Sick Leave – Discussion and possible action on how to handle it, should it be added on top of the PTO or should it be carved out of the PTO.

After some discussion Board Member Bown made a motion to have the Paid Sick Leave Policy added on top of the PTO time. Board Member Reber seconded the motion.

Motion passed to add the Paid Sick Leave Policy on top of the PTO 4-0-1

C. Compensation Time for Fire Chief – discussion and possible action.

Board Member Bown made a motion to adjourn to executive session. Board Chairman Adriance seconded the motion. Motion passed to adjourn to the Executive Session. 4-0-1 Regular Board Meeting adjourned at 8:10 P.M. on February 21, 2017.

Board Chairman Adriance brought the regular session back to order at 8:51 P.M. on February 21, 2017.

Board Chairman Adriance – during the executive session the compensation package was discussed and made a motion that the package be approved by the board. Board Member Bown seconded the motion. Motion passed to grant the compensation package to Chief Hunt as discussed in the executive session 4-0-1.

NOTICE: Any of the above item(s) may require that the board go into executive session for further discussion in accordance with A.R.S. §38-431.03(A) (1) Employees, (A)(2) records except by law, (A)(3), (A)(4) and (A)(5) for legal advice with the district's Attorney on matters as set forth in the agenda item.

9. NEW BUSINESS:

A. Auditors Report, Discussion and action(s) needed.

Troy Jolley from Hinton Burdick (the auditors) introduced himself to the board.

Mr. Jolley went over the audited financial statements of the governmental activities and reported that there were significant Audit Findings that needed to be taken care of. He also reported that there were no Difficulties encountered in performing the audit except for some difficulties in obtaining requested information.

There was some other information that he went over on the audited financial statements.

Mr. Jolley then went into the actual audit where there were some questions, both by Mr. Jolley and members of the board. There were several statements that the district is not using purchase orders to verify the invoices that the financial clerk receives.

Mr. Jolly then went over the significant deficiencies noted during the audit from Misstatements, reconciliations and Documentation, Bank reconciliation Issues, segregation of duties, internal controls and oversight, with other minor problems.

Mr. Jolly made mention that the fire district was in pretty good shape and just have to correct the recommendations made by the auditors.

Board Chairman Adriance made a motion to accept the financial audit by Hinton Burdick.

Board Member Oliver seconded that motion. Motion passed the accept the financial audit. 5-0-0

10. OTHER FINANCIAL INFORMATION:

A. Capital Outlay and Replacement

B. Vendor Summary

C. Year to total Expenses

The board did review the above mention items. The Year to total expenses did include the projected and actual revenue. No action needed to be taken.

11. EXECUTIVE SESSION:

The Board may move to discuss items in an Executive Session pursuant to ARS § 38-431.03 (A)(1), (3) and (4), this authorizes discussion and consideration of employment, assignment, appointment, promotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of the District.

A. Motion to adjourn to executive session.

Board Chairman Adriance brought the Executive Session to order at 8:14 P.M. on February 21, 2017.

- B. Motion to return to open meeting to vote on items discussed in Executive Session as needed.

Board Chairman Adriance made a motion to adjourn the Executive Session. Board Member Reber seconded the motion. Motion passed to adjourn from the Executive Session. 4-0-1. Executive Session adjourned at 8:50 P.M. on February 21, 2017 and returned to the regular scheduled meeting.

12. FUTURE AGENDA ITEMS:

- A. Discussion and possible action on creating a threshold for major purchases. Conflict with policy manuals and SOG's.
- B. Carol Snyder to further discuss the issues that were in the packet handed out to board members.
- C. Consideration of using a different carrier for both the workman's compensation and also for medical insurance.
- D. Discussion on request by Board Member Oliver to look into contacting our representative(s) concerning a bill about a possible umbrella that puts all residents of a response area into the fire district.
- E. Assignments for board members to oversee. Discussion and possible action if necessary.
- F. Surplus Equipment – will open any sealed bids, or the board may direct disposal by any means necessary.
- G. PTO – Discussion and possible action on extending the amount of PTO time to bank.
- H. Chevrons on the rear of the new ambulance, should it be allowed, discussion and action.

13. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is **MARCH 16, 2016 at 6:00 P.M.** Arizona Time. Any special meeting scheduled will appear in the minutes.

14. CALENDAR OF EVENTS:

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

15. ADJOURNMENT:

Board Member Bown made a motion to adjourn. Board Member Reber seconded the motion. Motion passed to adjourn. 4-0-1. Meeting adjourned on February 21, 2017 at 9:05 P.M.



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

3/16/2017
Date

File:
SD Card #4
File: 001 – BDLFBR001