



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 16, 2017

1. **Call to order:** Called to order by Board Chairman Adriance at 6:05 P.M. on 3-16-2017
2. **Roll call of Board Members/Affirmation of Quorum:**

Board Chairman: Doug Adriance	Present
Board Clerk: Laura Guimond	Present
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 and Financial Clerk Rowley
3. **PLEDGE OF ALLEGIANCE:** Given by Board Member Reber
4. **CALL TO THE PUBLIC:** No comments

=====

CONSENT AGENDA

5. CONSIDERATION OF APPROVAL OF MINUTES:

A. Regular session of: February 21, 2017

Board Member Reber noticed a spelling error, Administrative Assistant Burnett corrected it before the vote was taken.

Board Member Reber made a motion to accept the minutes with the correction. Board Member Bown seconded the motion. Motion passed with the correction 5-0-0.

6. BEAVER DAM/LITTLEFIELD FIRE DISTRICTS FINANCIAL STATEMENTS:

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

1. Reconciliation of Chase Morgan for the month ending: February 21, 2017
2. Reconciliation of Mountain America for the month ending: February 21, 2017
3. American Express Credit Card Statement for the month of: February 21, 2017
4. Consideration of approval of the Warrants from February 21, 2017 thru March 16, 2017

Board Clerk Guimond asked if we were reconsolidating the petty cash.

Chief Hunt mentioned that the only way it's done is by the receipts that are in the box.

After further review Board Chairman Adriance made a motion to accept all of the Districts Financial Statements. Board Member Reber seconded the motion.

Motion passed to accept all of the District's Financial Statements 5-0-0.

AGENDA ITEMS:

7. REPORTS AND CORRESPONDENCE:

A. Fire Chief's Report:

1. Discussion on the new ambulance delivery.

Chief Hunt – the new ambulance has been delivered and is sitting outside. I'm extending to the board to please come out and look it over. The full board did go out and Chief Hunt went over it with the board and showed some of features that are new. He also mentioned that the dealer also added some extra's that we did not have to pay for. After about 20 minutes the board returned to the meeting.

Chief Hunt – it just got back from the state inspection, we had to take it to Page, AZ to meet with the inspector. As of now it is officially in service.

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

Chief Hunt gave the Fire & EMS Report for February 2017 – there were 9 fire responses and 42 EMS responses, for a total of 51 responses during the month of February 2017. To date there have been 27 fire responses and 93 EMS responses, for a total of 120 responses since January 1, 2017.

C. Board Chairman's Report:

Board Chairman Adriance – we received an FOIA request the other day. Administrative Assistant Burnett was not familiar with the name; however he looked at it and said that that it's a company that tries and gets all the information from different government agencies and put's it on-line. My salary is even on the site. However because of the nature of the request Administrative Assistant Burnett did send it to the district's attorney. Administrative Assistant Burnett has not heard back from him yet, but I did want to let all of you know we did receive a request for all of your salaries, hire date, position and so on.

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.

Chief Hunt – while there were no sealed bids received, Chief Ojeda did receive an e-mail from an interested person. The e-mail offered \$900.00 USD for the pump and

engine and if accepted would make arrangements to pick it up.

Board Member Bown made a motion to accept that bid for \$900.00. Board Chairman Adriance seconded the motion. Motion passed to accept the bid of \$900.00, 5-0-0.

- B. Discussion and action on the chevron stripping on the back of the new ambulance for safety purposes and the payment of such. There was already a consensus of the board to have it done while the star of life and other decals were being put on. Board Member Bown made a motion to approve the cost of putting the Chevron on the back of the ambulance. Board Member Reber seconded the motion. Motion passed to approve the charge of the chevron 5-0-0.
- C. Assignments for board members to oversee. Discussion and possible action. There was some discussion on the matter and there was a consensus to remove this item from the agenda.
- D. PTO (Personal Time Off) – discussion and possible action on extending the amount of time to bank. Administrative Assistant Burnett presented to the board a suggested Personnel Policy changes to deal with. It was for extending the amount of time to bank from 2 years to 3 years, with a 2 year cap on all unused PTO upon termination. After further discussion and a couple of changes that the board felt were necessary, Board Chairman Adriance made a motion to accept the changes to the PTO. The changes being made: Item C – striking the second sentence, and item N – striking the 75% payout to full payout after termination. Board Member Bown seconded the motion. Motion passed to make the changes. 5-0-0
- E. Discussion and possible action on creating a threshold for major purchases. Conflict with policy manuals and SOG's. Administrative Assistant Burnett – the board's policy manual has procedures in place for budgeted items only and nothing about unbudgeted items or for emergency purchases if necessary. The SOG's does have a small section that conflicts with the board's policy manual, and the addition of the unbudgeted items into the board's policy manual would correct that. There was some discussion on the different examples of what could happen. Board Member Oliver – we need to change one word in the first paragraph from continual to continued. Board Member Bown made a motion to accept the draft with the one correction. Board Member Oliver seconded the motion. Motion passed to accept the draft. 5-0-0
- F. Consideration of using a different carrier for both the workman's compensation and also for medical insurance. Financial Clerk Rowley mentioned that there were no responses as of the meeting.

9. NEW BUSINESS:

- A. Discussion and action on the lease purchase with Zion Bank for the new ambulance.
- B. Discussion and action on Resolution 2017-002, Lease/Purchase Agreement. There was very little discussion on this item and Board Member Reber made a motion accept the lease-purchase, item 9(A), with Zion Bank for the new ambulance and also made a motion to accept Resolution 2017-002 to authorize it. Board Member Bown seconded the motion. Motion passed to accept the lease-purchase and Resolution 2017-002 5-0-0.
- C. Discussion and action on Conflict of Interest
There was some discussion and it was noticed that there were a couple of errors on the

document. This was tabled until April's meeting after the document is corrected.

- D. Discussion and possible action on the Mountain America Credit Union account. This is to see if it would be feasible to set-up a separate account for food and supplies using a debit card.

Board Chairman Adriance – he had Administrative Assistant Burnett contact Mountain America Credit Union to see if we could get a second account to use a debit card.

Board Chairman Adriance continued to see if we could get 3 accounts. He would like to see the Liability Account clean, account #2 – ambulance billing, having a separate account for money that comes in and is immediately sent to the warrant account (that money is warrant money) easy accountability. Account #3 – we would send warrant money into for daily operations where we would set up 1 or 2 debit cards where the American Express isn't accepted. Discussion continued what might be the best way to go. Administrative Assistant Burnett will follow up on this matter and report back to the the board at the next meeting.

10. OTHER FINANCIAL INFORMATON:

- A. Capital Outlay and Replacement
- B. Vendor Summary
- C. Year to total expenses, projected and actual revenue received.

The Board did review all of the items above and noted that everything seemed in order. No action was necessary by the board.

11. FUTURE AGENDA ITEMS:

- A. Discussion and possible action on what we should do with the 1996 ambulance.
- B. Consideration of using a different carrier for both the workman's compensation and also for medical insurance.
- C. Discussion and action on the Conflict of Interest forms.
- D. Discussion and action on the Mountain American Account.

12. NEXT REGULAR BOARD MEETING:

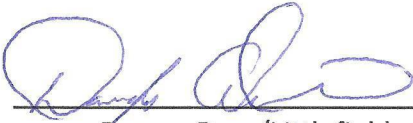
The next regular scheduled board meeting is **APRIL 20, 2017 at 6:00 P.M.** Arizona Time. Any special meeting scheduled will appear in the minutes.

13. CALENDAR OF EVENTS:

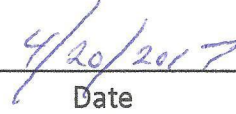
The Calendar of events is on the board's tablets, the web site and also at Station #1. Administrative Assistant Burnett mentioned that there is a meeting next month when the Mohave County Representatives will be on hand.

14. ADJOURNMENT:

Board Member Bown made a motion to adjourn. Board Member Reber seconded the motion. Motion passed 5-0-0. Meeting adjourned at 8:00 P.M. on March 16, 2016



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board



Date

File:

SD Card #4

File: 002 BDFDB002