



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

MINUTES OF APRIL 20, 2017

1. **Call to order:** By Board Chairman Adriance @ 6:05 P.M. on April 20, 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:
Captain Gates in the absence of the other officers, Financial Clerk Rowley
3. **PLEDGE OF ALLEGIANCE:**

Given by Tom Gates
4. **CALL TO THE PUBLIC:**

Administrative Assistant Burnett mentioned to the board that we will be upgrading the security on the web site with a SSL Certificate and also mentioned that he will be getting Code Guard to back up the web site daily.

CONSENT AGENDA

5. **CONSIDERATION OF APPROVAL OF MINUTES:**
 - A. Regular session of: March 16, 2016
Board Member Bown made a motion to accept the minutes of March 16, 2017 as written.
Board Clerk Guimond seconded the motion. Motion passed to accept the minutes 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: March 2017

In going over the Chase Morgan reconciliation for the month of March 2017 there was a discrepancy. Financial Clerk Rowley mentioned that there was a \$517.99 that could not be verified. Board Chairman Adriance made a motion to not accept this reconciliation pending an investigation and put it on the agenda for next month.

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

2. Reconciliation of Mountain America for the month ending: March 2017

3. American Express Credit Card Statement for the month of: March 2017

4. Consideration of approval of the Warrants from March 16, 2017 thru April 20, 2017

Board Member Reber made a motion to accept item 6 (A) (2, 3 and 4).

Board Member Bown seconded the motion. Motion passed to accept the reconciliation statements item 6 (A) (2, 3, and 4). 5-0-0

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AGENDA ITEMS:

7. REPORTS AND CORRESPONDENCE:

- A. Fire Chief's Report:

In the absence of Chief Hunt, Captain Gates mentioned that the chief held a wildland Class involving S-130 and S-190, giving us 8 more possible wildland firefighters that we can pull from and also that they all had passed the endurance test.

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

Captain Gates gave the Fire & EMS Report for March 2017, mentioning that there was a total of 14 Fire Incidents and a total of 71 Medical Incidents. This brings total responses for the year to 205 fire and EMS incidents.

- C. Board Chairman's Report:

Nothing to report

Public Comment:

8. OLD BUSINESS:

- A. Discussion on changes made to Board Policy Manual, make changes if necessary and possible approval of the revised Board Policy Manual.

Board Member Oliver made a suggestion on a change to the Board Policy Manual within the unbudgeted section. He suggested to make 2 paragraphs instead of one.

Board Clerk Guimond made a motion to accept the Board Policy Manual with the changes suggested. Board Member Reber seconded the motion. Motion passed to accept the Board Policy Manual with the changes. 5-0-0

- B. Discussion on changes made to Personnel Policy Manual, make changes if necessary. Go over the Paid Sick Leave requirements as necessary and possible approval of the revised Personnel Policy Manual.

Board Chairman Adriance made a motion to accept the Personnel Policy Manual as written. Board Member Bown seconded the motion. Motion passed to accept the Personnel Policy Manual. 5-0-0

- C. Discussion and possible action on changing Workman's Compensation carrier and also changing the Medical coverage carrier.

Financial Clerk Rowley went over the costs of the Workman's Compensation costs. She mentioned that one could not match what we had and suggested that we would be better off going with the Special Districts Workman's Compensation that was being set up. She also mentioned that she received notification that Travelers would not be renewing our Workman's Compensation. Board Chairman Adriance made a statement that leave us no choice in the matter. No action was taken account that the change will be in the budget for FY 2017-2018.

- D. Discussion and possible action on the Conflict of Interest forms. Having the Fire Chief, Battalion Chief and Captains fill it out.

The conflict of interest forms were filled out by the board members and in absence of all of the departments officers this matter will be tabled until the next meeting.

- E. Discussion and possible action with the new accounts at Mountain America Credit Union. This will include discussion on adding/removing signatures required/removal of accounts.

Board Chairman Adriance mentioned that the original intent of the Mountain American Credit Union (MACU) account was set up for the payroll liabilities. Any monies going in or out of that account should be only for that purpose to keep it sterile, for accounting and auditing purposes. We had discussed in the last meeting about setting up other accounts so we set up 2 other separate accounts. One was for the ambulance service for when the service is paid for by credit card (the county won't accept credit card payments). The other account that was set up was an operational account to for purchases vs a box with cash that's not audited.

Financial Clerk Rowley – that's the account that's driving me insane. She's asking why we can't just get a credit card. There's been talk of giving up the American Express and just have a VISA card.

The discussion continued on the pro's and cons of using a debit card vs a credit card.

Board Chairman Adriance asked Financial Clerk Rowley if she could look into what would better serve the department and make contact with the chief.

This matter was tabled until the next meeting for a possible solution.

- F. Request for information under the FOIA from American Transparency. Letter from District Attorney. Discussion and possible action if warranted.

Administrative Assistant Burnett went over the reasons the request was denied by the County Attorney.

Board Chairman Adriance made a motion to accept the attorney's recommendation.

Board Member Bown seconded the motion. Motion passed to accept the attorney's recommendation. 5-0-0

9. NEW BUSINESS:

- A. Discussion and possible action on declaring the 1995 Ambulance as surplus.

Board Member Bown made a motion to declare the 1995 ambulance as surplus.

Board Member Reber seconded the motion. Motion passed to declare the 1995 ambulance as surplus. 5-0-0

- B. Discussion and possible action on approving Resolution 2017-003 on the 1995 Ambulance.
Board Chairman Adriance made a motion to accept Resolution 2017-003.
Board Member Bown seconded the motion. Motion passed to accept Resolution 2017-003. 5-0-0
- C. Discussion and possible action on a request for inclusion into the Fire District for Joshua A. & Tiffany D. Wilson and for Resolution 2017-004
Board Member Reber made a motion to accept the request for inclusion into the fire district and also approval of Resolution 2017-004.
Board Member Bown seconded the motion. Motion passed to accept the request for inclusion into the fire district and Resolution 217-004. 5-0-0
- D. Discussion and possible action on items and other matters for the 2017-2018 Fiscal Year Budget.
Board Chairman Adriance asked Administrative Assistant Burnett to put together a timeline and get it to all personal involved. This matter was tabled until the next meeting.

10. OTHER FINANCIAL INFORMATON:

- A. Discussion and possible action of the Budget Review, YTD of Expenses, the monthly projected revenues and actual revenues received.
- B. Vendor Summary
This was a discussion item only and no action was necessary.

11. FUTURE AGENDA ITEMS:

- A. Discussion and possible action on the Chase Morgan Reconciliation statement for the month of March 2017 involving the discrepancy and if it's been resolved.
- B. Conflict of interest forms for the departments chief officers.
- C. Discussion and Action on the FY 2017-2018 budget.
- D. Discussion and possible action on the petty cash reconciliation with the supporting documents.
- E. Discussion and possible action on the 4 requests for annexation into the fire district.
- F. Further discussion and possible action on the MACU accounts and using a credit card vs a debit card.

12. NEXT REGULAR BOARD MEETING:

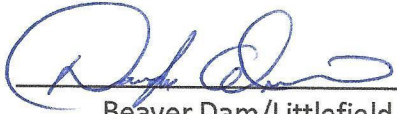
The next regular scheduled board meeting is **MAY 18, 2017 at 6:00 P.M.** Arizona Time.
Any special meeting scheduled will appear in the minutes.

13. CALENDAR OF EVENTS:

The Calendar of events is on the board's tablets, the web site and also at Station #1.
Remember – Mohave County will be here at Station 1 on April 27, 2017 at 6:30 P.M.

14. ADJOURNMENT:

Board Member Reber made a motion to adjourn. Board Member Bown seconded the motion. Motion passed to adjourn. 5-0-0. Meeting adjourned at 7:25 P.M. on April 20, 2017.



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

5/18/17

Date

Ref:
SD Card: #4
Rec: BDFDBR003