



Beaver Dam/Littlefield Fire District
630 N. Highway 91, P.O. Box 579
Beaver Dam, AZ. 86432
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Minutes A.R.S. §38-403.01

MINUTES OF MAY 18, 2017

1. **Call to order:** Called to order by Board Chairman Adriance at 6:05 P.M. May 18, 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:
Chief Hunt, Capt. Jackson, Financial Clerk Rowley
3. **PLEDGE OF ALLEGIANCE:**

The pledge was given by Captain Jackson
4. **CALL TO THE PUBLIC:**

There were no comments

CONSENT AGENDA

5. **CONSIDERATION OF APPROVAL OF MINUTES:**
 - A. Regular session of: April 20, 2017
Board Member Reber made a motion to accept the minutes as written. Board Member Bown seconded the motion. Motion passed 5-0-0.
6. **BEAVER DAM/LITTLEFIELD FIRE DISTRICTS FINANCIAL STATEMENTS:**
 - A. Reconsideration of approval of the Chase Morgan for the month:
March 2017 – there was an error of \$517.99 that could not be verified.
Captain Jackson – He mentioned that he went through the reconciliation about 7 times and he could not find where the error was. Captain Jackson mentioned that you may have to bring in an accountant to find the error.

Captain Jackson – the May's reconciliation report went through the first time he did it and it did not show any errors.

Board Chairman Adriance – Chief, do you want to spend the money to have the Financial Clerk do it once before bring in an accountant?

There was further discussion on this subject, in the end, Financial Clerk Rowley will go over it to see if the error could be found. If not, then we may have to bring in an accountant. This matter was tabled until the next meeting.

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

1. Reconciliation of Chase Morgan for the month ending April 2017
2. Reconciliation of Mountain America Liabilities for the month ending April 2017
3. Reconciliation of Mountain America Ambulance Revenue for the month ending April 2017.
4. Reconciliation of Mountain America Operating Expenses for the month ending April 2017
5. American Express Credit Card Statement for the month of April 2017
6. Consideration of approval of the Warrants from April 21 thru May 10, 2017

Board Chairman Adriance – Are we paying for XM Radio on all of our equipment.

Chief Hunt – no, just one.

Board Chairman Adriance – there's a charge for XM Radio for M-11.

Chief Hunt – it should be for E-23.

After finishing the reviews and a couple of other comments, Board Member Reber made a motion to accept item 6 (B) 1 through 6. Board Member Bown seconded the motion. Motion passed 5-0-0

AGENDA ITEMS:

7. REPORTS AND CORRESPONDENCE:

A. Fire Chief's Report:

1. Wildland Fire Update

Chief Hunt – mentioned that the S130 and S190 wildland class is completed with 7 new wildland firefighters.

Chief Hunt also mentioned that he received a call for the Saw Mill Fire in Tucson but had to turn it down. After making several calls, he could not find anyone and the 7 new firefighters had not completed the pack test. They have since completed it and are now certified.

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

Chief Hunt – we had a total of 36 Fire Responses and 66 EMS responses during the month of April for a total of 102 responses. Year to date we've had a total 307 Fire and EMS Responses.

Board Chairman – have we billed for the unauthorized fire?

Chief Hunt – no, I'll have to look at it to see if it's in the district.

- C. Board Chairman's Report:
Nothing to report

Public Comment:

8. OLD BUSINESS:

- A. Discussion and possible action on changing Workman's Compensation carrier and also changing the Medical coverage carrier.
Captain Jackson – He's been in contact with the Special Districts and they did not have enough participants to be able to follow through with workman's compensation coverage. He's also been in contact with Travelers and Copper Point. If Travelers will not renew our workman's coverage then Copper Point will probably accept us. What ever happens we can anticipate a rise in our premiums. He's still waiting for information.
- B. Action on the Conflict of Interest Forms. Having the Fire Chief, Battalion Chief and the Captains fill it out.
Administrative Assistant Burnett handed out the forms and mentioned that they had to get them back to him. Board Chairman Adriance mentioned that this was required by law and was discussed at the AFDA conference.
- C. Discussion on the Mountain American Credit Union accounts and also any updates on obtaining a corporate credit card from different banking institutions.
Board Chairman Adriance – mentioned that Administrative Assistant Burnett had received e-mails from Wells Fargo and also AFDA. There would have to be a responsible person (usually the chief) for the credit card debt and would have to undergo a credit check.
Board Chairman Adriance also mentioned that we may have to keep the current debit card but there may an option. Since we have a corporate account at Cosco, we may be able to get one from them. However it will be up to the chief officer's to take the matter up.
Board Chairman Adriance – we're going to update the Mountain American Accounts and take Administrative Assistant Burnett off all accounts and also Captain Jackson will be taken off. Financial Clerk Rowley and Chief Hunt will be put on the accounts since this is a department's responsibility. Administrative Assistant Burnett passed out the necessary forms and had them filled out and notarized by the Board Clerk Guimond.
- D. Discussion and action on the tentative FY 2017-2018 Fire Board Budget, that is to be inserted into the General FY 2017-2018 Budget.
Administrative Assistant Burnett presented the board with two separate proposals and went over it with them. After some discussion between the board, Board Chairman Adriance made a motion to accept the budget for \$26, 230. Board Member Bown Seconded the motion. Motion passed 5-0-0.
- E. Discussion and action on the FY 2017-2018 Budget, tentative approval of the budget draft for posting prior to approval.
Chief Hunt went over the tentative budget with some increases. However there were some figures that was not available to complete the process. The board set a date of May 22, 2017 for a special meeting to meet deadlines imposed on by the state.

- F. Discussion and update on the SSL Certificate and Code Guard for the web site.
Update on the web site and statistics.
Administrative Assistant Burnett – since the first of the year we’ve had approximately 4,000 visitors to the web site, but there has been 11,000 unauthorized attempts in getting into the site. He also mentioned that the SSL certificate is active and when you go into the web site it show that, the word press site for administrative updating is also now secure. However he has still to do some Google Analytics work on it.

9. NEW BUSINESS:

- A. Discussion and possible action on the petty cash reconciliation with the supporting documents.
Board Chairman Adriance – has anyone been doing the petty cash reconciliation?
Chief Hunt – we’re going to get rid of it and not have any petty cash on hand.
- B. Discussion and action on an updated list of Capital Assets Inventory.
Chief Hunt went over the Capital Asset Inventory that was just completed. He then handed it to Administrative Assistant Burnett to put it together and get it to the auditors for their information.
- C. Discussion and possible action on Resolution 2017-005, request for annexation into the Fire District.
Administrative Assistant Burnett mentioned to the board each one had to be acted on in the order they were presented. Board Chairman Adriance made a motion to accept Resolution 2017-005 with the accompanying paper work into the district.
Board Member Bown seconded the motion. Motion Passed 5-0-0
- D. Discussion and possible action on Resolution 2017-006, request for annexation into the Fire District.
Board Member Reber made a motion to accept Resolution 2017-006 with the accompanying paper work into the District. Board Member Bown seconded the motion. Motion passed 5-0-0.
- E. Discussion and possible action on Resolution 2017-007, request for annexation into the Fire District.
Board Member Reber made a motion to accept Resolution 2017-007 with the accompanying paper work into the District. Board Member Bown seconded the motion. Motion passed 5-0-0.
- F. Discussion and possible action on Resolution 2017-008, request for annexation into the Fire District.
Board Member Reber made a motion to accept Resolution 2017-008 with the accompanying paper work into the District. Board Member Bown seconded the motion. Motion passed 5-0-0.
- G. Discussion and possible action on Resolution 2017-009, request for annexation into the Fire District.
Board Chairman Adriance made a motion to accept Resolution 2017-006 with the accompanying paper work into the District. Board Member Bown seconded the motion. Motion passed 5-0-0.

- H. Discussion and possible action on a stop burning date and on Resolution 2017-010, Order to stop burning
Chief Hunt mentioned that he would like to make it effective June 10, 2017.
Board Member Bown made a motion to accept Resolution 2017-010 effective for June 10, 2017. Board Chairman Adriance seconded the motion. Motion passed 5-0-0.

10. OTHER FINANCIAL INFORMATION:

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

11. FUTURE AGENDA ITEMS:

- A. Review Reconciliation report for J.P. Morgan for the month of March 2017. Discussion and action.
B. Discussion and action on a hardship letter.
C. Open sealed bids received for the 1995 ambulance.
D. Review the tentative FY 2017-2018 Budget on May 22, 2017. Discussion and action.

12. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is **JUNE 15, 2017 at 6:00 P.M.** Arizona Time.
There is a Special Meeting Scheduled for May 22, 2017 @ 6:00 P.M.

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 Clerk Guimond made a motion to adjourn. Board Chairman Adriance seconded the motion. Motion passed 5-0-0. Meeting adjourned at 8:15 P.M. May 18, 2017



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

6/16/17
Date