



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

MINUTES OF JULY 20, 2017

1. Call to order:

Board Chairman Adriance called the meeting to order at 6:03 P.M. on July 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	Absent
Board Member: Dan Reber	Present
Board Member: Tom Oliver	Absent
Administrative Assistant: George Burnett	Present

Board Chairman Adriance mentioned that we have 3 board members present and that we do have a quorum.

Also present were:

Fire Chief Hunt, Battalion Chief Ojeda and Financial Clerk Rowley.

3. PLEDGE OF ALLEGIANCE:

Chief Hunt gave the Pledge of Allegiance.

4. CALL TO THE PUBLIC:

Board Member Reber – I'd like to be the public tonight, there may be someone interested next month to hold a memorial in somebody's life in this room, can we do that?

Chief Hunt – We've done it before!

Administrative Assistant Burnett – Dan, when you find out the date, make sure you call me so that I can get it on the calendar.

CONSENT AGENDA

5. CONSIDERATION OF APPROVAL OF MINUTES:

A. Regular session of: June 15, 2017

There was some question on to minor typing errors, but they could not be found.

There was some discussion on item #10 (Executive Session), Board Chairman Adriance mentioned that it looks like we went into Executive Session. Administrative Assistant Burnett pointed out right below shows the board did not go into Executive Session. Board Chairman Adriance thought that it should be above it, the change was made.

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: June 2017
2. Reconciliation of Mountain America Liabilities for the month ending: June 2017
3. Reconciliation of Mountain America Ambulance Revenue for the month ending: June 2017
4. American Express Credit Card Statement for the month of ending: June 2017
5. Cosco Visa Credit Card Reconciliation Statement for the Month ending: June 2017.
6. Consideration of approval of the Warrants from June 8, 2017 thru July 13, 2017

Board Chairman Adriance – Chief, what did we pay the Forestay Service for?

Chief Hunt – oh, the Division of Forestay, that is the shut off value and 2 hand tools.

Board Chairman Adriance – a little over 2 grand?

Chief Hunt – Yes

Board Clerk Guimond – on the American Express there are no receipts. There was some discussion that the statement showed no receipts were noted on Damon's card. How do we know it wasn't for something that he bought on pay pal.

FF Lydon – the pay pal was for the work I did on the phones, I don't remember the amounts. I'd have to go & look at them. There was some more discussion on this item with Board Clerk Guimond stating that Auditors look for this.

Board Member Guimond – also mentioned on 2 pairs of boots bought, they were pricey, what are they for and who got them. The auditor would love to see this.

Chief Hunt – I've already passed on that we need two signatures on each invoice, so that we're starting to get that done.

Financial Clerk Guimond – so the Cosco card, is that for you then?

Chief Hunt – yes, we're working on getting Chief Ojeda done, then we'll each be a guarantor.

Board Chairman Adriance – so do we have the receipt for that Cosco Purchase?

Administrative Assistant Burnett – Yes, it's right here.

Board Chairman Adriance – we'll have to make sure that the Financial Clerk is familiar with this and does the same thing that's being done with the American Express Cards.

Board Member Reber made a motion to approve the minutes and the financial Statements on the Consent Agenda

Board Clerk Guimond seconded the motion. Motion passed by a vote of 3-0-2

AGENDA ITEMS:

7. REPORTS AND CORRESPONDENCE:

A. Fire Chief's Report:

Wildland Fire Update

Chief Hunt – we've had a pretty good start on the Wildland season, we've had the North Fire and was up on that for a few days (that was up in Pine Valley again). We then got ordered to the Brian Head Fire, E-23 (Type 3) got up there and got a solid 14 days up there and were very well represented and worked for both the Type 1 and 2 teams. they heard nothing but good things about them. We then got called out for a type 6 engine to the Tweet Fire, they were there for 6 days. We then got orders for a support tender down near Tucson and got 10 days with our type 2 support tender.

Power Lift for M-11 – the power lift is installed and working. FF Lydon had the very first call with it.

FF Lydon – we went to an interfacility from Mesa View to Dixie Regional. We got to Mesa View and found that the patient was very large (over 450 lbs.) and there was only myself and Conchie. FF Lydon mention that they got the patient on the stretcher and then loaded the patient into the ambulance using only 1 finger. There was further discussion about how well it works and how it may prevent back injuries.

Chief Hunt then went back to address some concerns of manning during the wildland season and he is very confident with his crew when the chiefs are away, there was some concern from a member of the public and mentioned that the only concern is that there are personnel to handle the incidents at home.

Chief Hunt – whenever there is a structure fire Mesquite and Bunkerville are automatically dispatched.

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

Chief Ojeda gave the statistics for the month of June 2017; there were a total of 27 fire related calls and a total of 52 EMS calls. For the month of June there were a total of 79 responses for services. This included a total of 4 responses to Mesquite for Mutual Aid and Mesquite responded to the fire district on 2 responses.

C. Board Chairman's Report

Nothing to report

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. Update on the Mountain America Credit Union Accounts, discussion and possible action.

Administrative Assistant Burnett – all of the Mountain America Credit Union Accounts have been taken care of. Administrative Assistant Burnett is no longer on any of the accounts and that Financial Clerk Rowley and Chief Hunt are the only ones on the accounts. The Operating Account has been closed.

- B. Update on the Credit Card application, discussion and possible action.
Chief Hunt mentioned that he did receive a temporary Visa Credit card from Cosco. They are also waiting on one for Chief Ojeda.
- C. Update on the Workman's Comp. issue, discussion and possible action.
Administrative Assistant Burnett – the workman's compensation issue was taken care of. By working together the Financial Clerk and he assured continuing coverage.
- D. Discussion and possible action onto replace an employee vacancy.
Chief Hunt – I've been giving a lot of thought about this, and I'm really not ready to say anything and is requesting that this matter be tabled until the next meeting. The board did table this matter until the August 2017 board meeting.
- E. Discussion and possible action on giving full-time and the two part-time employees a raise.
This matter was tabled until the next meeting while the board gets the impact of the raise's on the district's financial status.

9. NEW BUSINESS:

- A. Request for reimbursement for Administrative Assistant Burnett, discussion and possible action.
With little discussion Board Member Reber made a motion to approve the reimbursement. Board Chairman Adriance seconded the motion. Motion passed by a vote of 3-0-2
- B. Request for reimbursement for Battalion Chief Ojeda, discussion and possible action.
Chief Ojeda – this is for a mirror that was damaged on the Brian Head Fire. He mentioned that he called the manufacture and they only sold the whole assembly and not just the bracket for it and the cost of that was over \$500.00. He went on-line and found the bracket. He used his personal credit card for that purchase.
Board Chairman Adriance made a motion to approve the reimbursement.
Board Member Reber seconded the motion. Motion passed by a vote of 3-0-2
- C. Request for reimbursement for Firefighter Larry Lydon, discussion and possible action.
There was some confusion on this, but after being explained to the board, they could see why there was some confusion.
Board Member Reber made a motion to approve the reimbursement.
Board Chairman Adriance seconded the motion. Motion passed by a vote of 3-0-2
- D. Auditors – discussion and possible action on accepting the Audit Engagement Letter from Hinton-Burdick. There is also further discussion concerning the auditors from Administrative Assistant Burnett.
Board Chairman Adriance – the auditors would be more than happy to do our audit again this year.
Administrative Assistant Burnett – I have the letter right here, the chief will have to sign it and you'll have to sign it.
Board Chairman Adriance – Should we approve it to have them do our annual audit again this year?
Board Clerk Guimond – are they doing the audit independently and they're not helping us out with anything else?
Administrative Assistant Burnett – They're going to do the audit this year as they have in the past. But if it happens this year as it did last year.
Board Clerk Guimond – but they fix things, some other discussion ensued with the Board

Clerk saying she's not comfortable doing that, with them auditing there work.

Administrative Assistant Burnett – that's up to the board if you feel like they can come in and do it or we'll have to find another auditor and we've got until February of next year, we've got 240 days after the end of the fiscal year to have it into the Board of Supervisors.
Board Clerk Guimond – Could I have some time to look at that?

Administrative Assistant Burnett – I can make copies for you, this has to go back to Bonnie (financial clerk).

Board Chairman Adriance – So do I table this until next month?

Board Clerk Guimond – I'd like to use them, but not for corrections, I've never heard of an auditor making corrections.

Board Chairman Adriance – We'll move the engagement letter until next meeting

- E. Discussion and action on putting Captain Gates into the PSPRS.

According to the PSPRS rules, the board needed to approve of Captain Gates into the PSPRS. Board Member Reber made a motion to allow Captain Gates into the PSPRS. Board Clerk Guimond seconded the motion. Motion passed by a vote of 3-0-2

- F. Discussion and possible action on allowing Captain Gates to collect the premiums for Health Insurance as she's not going to be taking the medical insurance.

After some discussion on if it's been done before and the answer is yes. Chief Ojeda has been collecting the premiums on it for a few years now.

Board Clerk Guimond made a motion to allow Captain Gates to collect the premiums.

Board Member Reber seconded the motion. Motion passed by a vote of 3-0-2

- G. Discussion and action on the proposal for adding lights to the new R-31 as the proposal is written.

After some discussion about what was being supplied and by whom, Board Chairman Adriance made a motion to accept the proposed quote. Board Member Reber seconded the motion. Motion passed by a vote of 3-0-2

- H. Discussion and possible action on Resolution 2017-012 declaring S-21 as excess equipment and allowing for the disposal of S-21 to the highest competitive sealed bid. With little fanfare Board Member Reber made a motion to accept Resolution 217-012 declaring S-21 as excess equipment. Board Chairman Adriance seconded the motion. Motion passed by a vote of 3-0-2

- I. Discussion and possible action on Resolution 2017-013 declaring R-32 as excess equipment and allowing for the disposal of R-32 to the highest competitive sealed bid. Board Member Reber made a motion to accept Resolution 2017-013 declaring R-32 as excess equipment. Board Chairman Adriance seconded the motion. Motion passed by a vote of 3-0-2

- J. Discussion and approval of invoice for Copper Point Insurance in the amount of \$5,416.05 for an audit report that was due back in 2014.

The Board refused to accept the amount Copper Point Insurance says that we owe them, until they investigate the matter further. This was tabled on any action by the board until next month's meeting.

- K. Discussion and possible action on using Purchase Orders. Administrative Assistant Burnett. Administrative Assistant Burnett – mentioned that he had stopped by the auditors officer because he had been asked to. The information that he was given to him by the auditor was provided by Captain Jackson while he was here. The Auditor mentioned that by using purchase orders for every purchase and/or using an open P.O. for each Vendor you

will loosen up your controls. The information and policy that Damon gave us is fine and is a good policy for auditing purposes.

Board Clerk Guimond – there are a couple of things that I would like to add to that and clean it up. For one, I'm not comfortable signing checks for the vendors without having an invoice attached to the check for verification purposes, it's too easy to create a vendor and the invoices must be signed.

Chief Hunt – we can do that, I think it's great that you would take this and just make notes and come up with a draft that all of you like and then we can put it into policy.

After further discussion the information from the auditor was given to Board Clerk Guimond to clean up and present it back to the board.

- L. Discussion and possible action on the American Express Credit Card and what to do with the points accrued.

After some discussion and the fact that the cards did belong to Captain Jackson, the board felt that we could never use the points accrued and we'll just let Captain Jackson have them since there has been issues involving frequent flyer miles.

10. OTHER FINANCIAL INFORMATION:

- A. Discussion and possible action of the Budget Review and the monthly projected revenues.
- B. Vendor Summary for 6-15-2017 thru 7-13-2017
- C. Capital Asset Inventory

These items were a discussion only and no action was needed or taken.

11. FUTURE AGENDA ITEMS:

- A. Discussion and action on the job descriptions for employee positions and pay scale for the different positions available.
- B. Discussion and possible action to replace an employee vacancy.
- C. Discussion and possible action on giving 2 full-time and two part-time employees a raise.
- D. Auditors – discussion and possible action on accepting the audit engagement letter from Hinton-Burdick.
- E. Discussion and approval of invoice for Copper Point Insurance in the amount of \$5,416.05 for an audit report that was due back in 2014.

12. NEXT REGULAR BOARD MEETING:

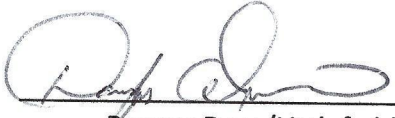
The next regular scheduled board meeting is **AUGUST 17, 2017 at 6:00 P.M.** Arizona Time. Any special meeting scheduled will appear in the minutes.

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 Clerk Guimond seconded the motion. Motion passed to by a vote of 3-0-2. Board Chairman Adriance adjourned the meeting at 8:00 P.M. on July 20, 2017.


Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

8/17/17
Date

File Ref:
SD Card #4
File - BDLFBR 006