



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 AUGUST 17, 2017

1. Call to order:

Called to order at 6:03 P.M. on August 17, 2017 by Board Chairman Adriance

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

Board Chairman: Douglas Adriance	Present
Board Clerk: Laura Guimond	Present
Board Member: Reed Bown	Via Skype
Board Member: Dan Reber	Present
Board Member: Tom Oliver	Present
Administrative Assistant: George Burnett	Present

Also present were:

Chief Hunt, Battalion Chief Ojeda, Financial Clerk Arnett

3. PLEDGE OF ALLEGIANCE: Given by Chief Ojeda

4. CALL TO THE PUBLIC:

Rena – at the last meeting I was concerned about manning during the wildland fire season. After reviewing the answers I decided to do my own research it brought up some new concerns. They include coverage, pay, and the mutual aid agreement.

- Coverage – not enough personnel available during wildland season
- Pay – receive pay from both the district and federal compensation. These are tax payer dollars. Also double dipping. This year's budget appears to have budgeted a loss.
- Mutual aid agreement – how long will Mesquite provide coverage for the district when they realize that we are willing to send out 30% of our firefighters. This could lead to an abuse of the mutual aid agreement.

see attachment for the full handout

CONSENT AGENDA

5. CONSIDERATION OF APPROVAL OF MINUTES:

A. Regular session of: July 20, 2017

Board Clerk Guimond made a motion to accept the minutes as written. Board Member Reber Seconded the motion. Motion passed to accept the minutes as written. 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 July 2017
2. Reconciliation of Mountain America Liabilities for the month ending July 2017
3. Reconciliation of Mountain America Ambulance Revenue for the month ending July 2017
4. Reconciliation of the Costco VISA credit card statement for the month of July 2017
There was no statement received as of August 17, 2017.
5. American Express Credit Card Statement for the month of July 2017
There were no further statements received, account is closed and will no longer appear.
6. Consideration of approval of the Warrants from July 13, 2017 thru August 14, 2017
After review and a couple of questions, Board Member Oliver made a motion to accept the financial statements as presented.
Board Member Reber seconded that motion. Motion passed 5-0-0

AGENDA ITEMS:

7. REPORTS AND CORRESPONDENCE:

- A. Fire Chief's Report:
 1. Wildland Fire Update
Chief Hunt – the type 3 just got back from California after 20 days, the type 3 at Brian Head Fire for 14 days, a tender in Tucson for 10 days and a type 6 on the Tweet Fire for four (4) days.
- B. Fire and EMS report for the month of: July 2017
Chief Ojeda – There were a total of 23 Fire responses during July and a total of 49 EMS responses during the month for a total of 72 fire and EMS responses during July 2017. Year to the end of July 2017 there has been a total of 539 fire & EMS responses.
- C. Board Chairman's Report:
Board Chairman Adriance took this time to thank the public for their attendance.

Public Comment:

8. OLD BUSINESS:

- A. Discussion and action on the job descriptions and minimum requirements for employee positions and pay scale for the different positions available.
Chief Hunt – We're working on it and getting the data together. It should be ready by the next meeting. This item was tabled until the September's meeting or a special meeting
- B. Discussion and possible action to replace an employee vacancy.
This item was tabled until the September's meeting to allow the staff to finish item 8(A).
- C. Discussion and possible action on giving 2 full-time and 1 part-time employees a rise.
This item was tabled until the September's meeting or in a special meeting.
- D. Discussion and possible action on accepting the audit engagement letter from

Hinton-Burdick.

Financial Clerk Arnett – The letter of engagement for the auditors are almost identical and most use the same language.

Board Chairman Adriance made a motion to approve the letter of engagement.

Board Member Reber seconded that motion. Motion passed. 5-0-0

- 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. This would be the amount due to the actual increase in wages vs the estimated wages that were given.

- F. Discussion and possible action on the 2 checks in question.

This item was taken care of between July and August's meetings and was not discussed.

9. NEW BUSINESS:

- A. Introduction of the new Financial Clerk.

Michelle Arnett introduced herself and gave a brief employment background.

- B. Request for reimbursement for Chief Hunt, discussion and possible action.

With little discussion Board Clerk Guimond made a motion to reimburse Chief Hunt.

Board Member Reber seconded that motion. Motion passed to reimburse Chief Hunt. 5-0-0

- C. Request for reimbursement for Thomas Gates, discussion and possible action.

With little discussion Board Chairman Adriance made a motion to reimburse Thomas Gates.

Board Member Reber seconded that motion. Motion passed to reimburse Thomas Gates. 5-0-0

- D. Discussion and possible action on the Acceptance for VFIS Insurance.

With little discussion Board Clerk Guimond made a motion to renew the insurance.

Board Member Reber seconded that motion. Motion Passed 5-0-0

Lost internet connection to Board Member Bown at 7:15 P.M.

- E. Discussion and possible action on Resolution 2017-014, request for annexation.

Board Chairman Adriance made a motion to accept Resolution 2017-014.

Board Member Reber seconded that motion. Motion passed 4-0-1

- F. Discussion and possible action on Resolution 2017-015, request for annexation.

Board Chairman Adriance made a motion to accept Resolution 2017-015.

Board Member Reber seconded that motion. Motion passed 4-0-1

Reestablished internet connection with Board Member Bown at 7:18 P.M.

- G. Discussion and possible action on Resolution 2017-016, request for annexation.

Board Member Reber made a motion to accept Resolution 2017-016.

Board Clerk Guimond seconded that motion. Motion passed 5-0-0

- H. Discussion and possible action on Resolution 2017-017, request for annexation.

Board Member Bown made a motion to accept Resolution 2017-017.

Board Member Reber seconded that motion. Motion passed 5-0-0

10. OTHER FINANCIAL INFORMATON:

- A. Discussion and possible action of the Budget Review and the monthly projected revenues.
- B. Vendor Summary
- C. Capital Asset Inventory

There was no updated list available and should be ready by September's Meeting. The above matters were a discussion only, with the financial clerk stating that the formats will change to make it easier to read.

11. FUTURE AGENDA ITEMS:

- A. Discussion and action on the policy that Board Clerk Guimond has been working on.
- B. Discussion and action on the job descriptions and minimum requirements for employee positions and pay scale for the different positions available.
- C. Discussion and possible action to replace an employee vacancy.
- D. Discussion and possible action on giving 2 full-time and 1 part-time employees a rise.

12. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is **September 21, 2017 at 6:00 P.M.** Arizona Time. Be advised there may be special meeting to discuss the future agenda items. There has been no date set if one will take place.

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 Member Reber seconded the motion. Motion passed to adjourn. 5-0-0. Meeting Adjourned at 7:35 P.M. on August 17, 2017.



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

9/28/17
Date

File:
SD Card #4
Rec: BDFDBR 007