



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

**MINUTES OF SEPTEMBER 28, 2017**

1. **Call to order:** Called to order by Board Chairman Adriance at 6:01 P.M. on September 28, 2017.
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 – lost internet connection at 6:18 P.M.
Board Member: Dan Reber	Present
Board Member: Tom Oliver	Present
Administrative Assistant: George Burnett	Present

Also present were:  
 Fire Chief Hunt, Battalion Chief Ojeda and Finance Director Arnett
3. **PLEDGE OF ALLEGIANCE:** Given by Chief Ojeda
4. **CALL TO THE PUBLIC:** There were no comments from the public  
 Board Chairman Adriance if there were any calls from the public and they had 3 minutes  
 A member of the public asked, “can you talk when a certain topic comes up”?  
 Board Chairman Adriance – no, you have to ask, then maybe.

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**CONSENT AGENDA**

5. **CONSIDERATION OF APPROVAL OF MINUTES:**
  - A. Regular session of: August 17, 2017.  
 Board Member Reber made a motion to accept the minutes of August 17, 2017 as written.  
 Board Member Oliver seconded the motion. Motion Passed 5-0-0  
 Let it be shown contact with Board Member Bown was lost at 6:18 P.M.
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 August 2017
    2. Reconciliation of Mountain America Liabilities for the month ending August 2017
    3. Reconciliation of Mountain America Ambulance Revenue for the month ending

August 21, 2017

4. Reconciliation of Mountain America Operating Expenses (final).
5. Reconciliation of the Cosco Visa Credit Card for the month ending August 21, 2017
6. Consideration of approval of the Warrants from August 1, 2017 thru August 31, 2017

Chief Hunt – may I ask a question on the financials rally quick?

Board Chairman Adriance – Yes

Chief Hunt – on the MACU items listed on 7 (A)(2 &3), Question #1, can these two be combined into one account, Liabilities is payroll liabilities and the other is the Ambulance Revenue is for Ambulance Revenue for the credit card payments, but can we combine into one account?

Finance Director Arnett – yes, that’s my question, the more accounts you have open, the more risks you carry as fraud and liabilities, so you’re really better off with fewer accounts.

Board Clerk Guimond – I think it’s a good idea, because it’s a lot of extra work for you (reference to Finance Director Arnett) to do the reconciliation.

Discussion continues on this matter

Board Clerk Guimond – I like the way you initial each reconciliation report.

Finance Director – I take responsibility for my work.

Board Chairman Adriance – I don’t see consolidating these into one, if there’s not a problem on accounting issues with it.

Chief Hunt – well, we just took care of item 8 (C).

Board Chairman Adriance – have all the journal entries been corrected from the past?

Finance Director Arnett – what I did was go back and balance to the audit, so all the balances for 2016 balances with the ending balance of the audit, and then I’ve gone ahead and reconsolidated all the bank accounts from July 1, 2016. I just did 14 months of all the banks through current, so all the discrepancies have been from prior years. Currently there are no old open items.

Board Member Reber – Do we need a motion on consolidate these 2 accounts.

Board Chairman Adriance makes a motion that we go ahead and consolidate these two accounts.

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

Discussion continued on this with Board Member Reber making a motion to accept the reconciliation statements in item 6 (A) (1-6).

Board Clerk Guimond seconded the motion. Motion passed 4-0-1

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**AGENDA ITEMS:**

**7. REPORTS AND CORRESPONDENCE:**

A. Fire Chief's Report:

1. Wildland Report

Chief Hunt mentioned that we have all of our units that have been on the wildland fires fires are back and that the fire season is about done. Chief Hunt went on to say that he’s that this winter he’s going to put on two and potentially a 3<sup>rd</sup> class. He’s going to put on

S-211 (portable Pump and Water use) and S-212 (Wildland Fire Chain Saw) and potentially S-290 (Advanced Wildland Firefighter) if he finds it's not being offered elsewhere. This will be a great asset for us next year and in the long run.

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

Chief Ojeda gave the August 2017 Fire and EMS report. There were 18 responses for fire related incidents and 59 responses for EMS related responses. Year to date there have been a total of 616 responses.

C. Board Chairman's Report:

There was nothing from Board Chairman Adriance

**Public Comment:**

**8. OLD BUSINESS:**

A. Discussion and possible action concerning the corrective action that Board Clerk Guimond and Finance Director Arnett have been working on in response to the concerns of the audit report for FY 2016-2017.

This item was answered in the Action Item #7 (A) during the discussion, no action or discussion was necessary.

B. Discussion and possible action on giving 2 full-time and 1 part-time employees a raise.

This matter was tabled for a future agenda item after the board meets in a work session.

Board Chairman Adriance made a motion to table the matter for a future agenda item.

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

C. Update on MACU accounts – discussion only

This item was answered in the Action Item #7 (A) during the discussion, no action or discussion was necessary.

**9. NEW BUSINESS:**

A. Paramedic School – discussion and possible action

Chief Hunt - Dixie Advanced Technology (DAT) is going to have a paramedic Program (PM) and Capt. Gates has always shown an interest in wanting to become a PM. From day 1 (10 years ago) since I was but on, that was one of my assignments, was not only to get a wildland division but was to get us to the PM level. Capt. Gates has always shown an interest and commitment and was willing to sign a commitment to the department. They discussed what type and length and they decided on a 3 year commitment to the department, upon your approval, and is still being drafted. We would have one full-time PM on our roster. It is expensive; it's \$10,000.00 and 1 year of schooling. My proposal to you, I'll have to dip into my contingency funds to do that, it's not in the training money, but I'd be willing to dip into that contingency, if you guys are OK with it, to approve Capt. Gates to go to PM school and become a PM for us.

Board Member Reber – when does the school start?

Chief Hunt – January 2018, she does have to have her application and approval for the financing within a week.

Board Member Reber – where is the school at?

Chief Hunt – it is in St. George at the DAT.

Discussion continues

Ms. Moerman – what kind of oversight does a PM in Arizona have to have?  
Chief Hunt – the same thing, our Medical Control Physician can do the oversight.  
Discussion continues.

Board Member Oliver – What left in the contingency fund this year?

Chief Hunt - \$50,000.00

Board Chairman Adriance – I understand the whole reasoning for it, and I agree wholeheartedly for it, I also have to look at the other side of the coin is, four years ago we were talking about shuttering our buildings, we were at the brink of laying off our full-time employees and have Chief Ojeda being a part-time employee and everything. We maxed out or mill levy rate just to try and come back and now were just looking at expending and expanding. I understand quality care and everything, but it's also on the back of our tax payers and everybody just got their tax statements. I've got to keep in our mind that this is tax payer money, not ours.

Discussion continues on the tax levy's and other financial matters in direct relation to the above matter.

Board Member Reber – makes a motion to go ahead and pay for PM schooling for Capt. Gates.

Board Clerk Guimond 2<sup>nd</sup> the motion.

Board Chairman Adriance – any more discussion (pause) all in favor say "I".

Motion carried and passed 4-0-1.

- B. Reimbursement for Michelle Arnett (Financial Director) – discussion and action
- C. Reimbursement for Chief Hunt (Dog Fire) – discussion and action
- D. Reimbursement for Chief Ojeda (Lunch in route to Calif Fire) – discussion and action
- E. Reimbursement for Larry Lydon (Phone repair) – discussion and action
- F. Reimbursement for Ernesto Renteria (North Complex Fire – discussion and action

Board Chairman Adriance – I make a motion that we combine all of the reimbursement approvals including the one that was outside of our original packet for Chief Ojeda.

Board Member Reber – 2<sup>nd</sup> the motion.

Board Chairman Adriance – all those in favor say "I". Motion passed 4-0-1

- G. Annexation Request for Maria G. Martinez, approval of Resolution 2017-018 – discussion and action.

With little discussion Board Member Reber made a motion to accept the request for annexation and Resolution 2017-018. Board Member Oliver seconded the motion.

Motion passed 4-0-1

- H. Update on the Workman's Compensation issue – discussion only

Finance Director Arnett mentioned that she received the letter from NCCI that we re-established eligibility for workman's compensation on 8-21-2017, and we are currently covered.

- I. Employee purchase card and Employee Reimbursement – by Financial Director Arnett, discussion and possible action.

Finance Director Arnett – One of the problems with the reimbursement is that not everybody has a credit card, so right now with the Costco Credit Card, there is a couple of things, first of all to have a Costco Card you have to be a Costco Member, which is \$35.00 which is an annual fee to issue another card, 2<sup>nd</sup>, for the Costco Card is a personal liability on the chief. So, he is liable for all of the purchases that he and Chief Ojeda, they are the only two with the card.

To solve that, because if the chief were to leave, which has happened, then you're left again without a card, and how are you going to cover some of these emergencies.

So, what we did with the city of Gunnison (Colorado), UMB has a VISA purchasing card and I've got information for you (handing out to board members), some of the advantages of using a UMB Purchasing Card, is first of all you would take away the personal liability that Chief Hunt has put on himself. The flexibility is there is no cost to the district. UMB is a card that has to be paid in full at the end of each month. There are no finance charges, there's no carry forward, there is no expense what so ever. They even have a reward program where you're earning 1% for every dollar you spend on the card, it's a cash equivalent so that you can use those points in various ways. The other thing that you can do is the flexibility of issuing the card, so that if you have someone going on a wildfire, you would already have a card issued in their name, we would have that they would be going on a wildfire, we would activate the card, and they would take that with them, now they not taking Chief Ojeda card, so he's no longer legally liable for purchases he's not making, that person would be liable for those expenses within the district's purchasing guidelines. Secondly, we can add and subject as many cards as we want, so if we have 10 people out we can issue them and activate and deactivate. Finance Director Arnett continued to explain the benefits on how the card works, including blocking certain establishments, setting a limit for each individual employee, including being able to change them. Each employee would be signing an agreement to certain conditions. Board Chairman Adriance made a motion that we go ahead with UMB VISA Purchase Card program, to see if we qualify.

Board Clerk Guimond 2<sup>nd</sup> the motion.

Board Chairman Adriance – all those in favor say "I". Motion passed 4-0-1

J. Resume Burning, Resolution 2017-019 – discussion and action

Chief Hunt mentioned that the burning would resume at 8:00 A.M. on October 30, 2017.

Board Chairman Adriance made a motion to accept Resolution 2017-019.

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

K. Opening of sealed bids received for surplus equipment and possible action

There was discussion on whether we could legally extend the bid process on the account the board meeting was set back one week.

Bid opening of the sealed bids:

For the 2001 Yukon

Bid #1 \$400.00

Bid #2 \$1200.00

Bid #3 \$750.00

Bid #4 \$700.00

For the 1992 Squad

Bid #1 \$500.00

No other bids received

Chief's Hunt recommendation was to reject the single bid on the 1992 Squad and accept the \$1200.00 bid on the 2001 Yukon.

Board Chairman Adriance – on the 1992 Squad I make a motion that we reject the bid and write a new resolution and advertise it again.

Board Member Reber 2<sup>nd</sup> the motion

Board Chairman Adriance – all those in favor say "I". Motion passed by a vote of 4-0-1

Board Chairman Adriance – on the 2002 Yukon we have a bid of \$1200.00

Board member Reber – makes a motion that we accept the bid.

Board Member Oliver 2<sup>nd</sup> the motion.

Board Chairman Adriance – all in favor say “1”. Motion passed by a vote of 4-0-1

**10. OTHER FINANCIAL INFORMATION:**

- A. Discussion and possible action of the Budget Review and the monthly projected revenues.
- B. Statement of Net Worth Position
- C. Vendors Summary
- D. Capital Asset Inventory – There are not Capital Asset Inventory

Finance Director Arnett mentioned that she provided and changed the items in 10(A) to provide easier documentation for the board. She provided two samples of Statements of Financial Activities, one which was from the start of the fiscal year and the other was for the month of August 2017. She asked how the board wanted them. She also provided the board with a statement of Net Position of the fire district.

With discussion on those items the board felt that a monthly report would be ok and have a quarterly outlook for those statements.

There was no Capital Asset Inventory presented to the board.

The above items were discussion matters only and did not require any action by the board.

**11. FUTURE AGENDA ITEMS:**

- A. Discussion and possible action on the job descriptions and minimum requirements 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 pay raises for some employees.

**12. NEXT REGULAR BOARD MEETING:**

The next regular scheduled board meeting is **OCTOBER 19, 2017 at 6:00 P.M.** Arizona Time. Any special meeting scheduled will appear in the minutes.

**13. CALENDAR OF EVENTS:**

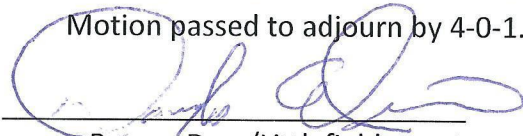
The Calendar of events is on the board's tablets, the web site and also at Station #1.

**14. ADJOURNMENT:**

Board Member Reber made a motion to adjourn.

Board Clerk Guimond 2<sup>nd</sup> the motion.

Motion passed to adjourn by 4-0-1. Meeting adjourned at 8:00 P.M. on September 28, 2017.



Beaver Dam/Littlefield  
Fire District – Chairman  
Governing Board

10/19/17  
Date

Ref:

SD Card #4

Rec. BDFDBR008