



Beaver Dam/Littlefield Fire District
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Beaver Dam, AZ. 86432
Telephone (928) 347-5114
www.beaverdam-littlefieldfire.org



Minutes A.R.S. §38-403.01

MINUTES OF 10-19-2017

1. Call to order:

Called to order by Board Chairman Adriance at 6:03 P.M. on October 19, 2017

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

| | |
|--|---------------------------|
| Board Chairman: Doug Adriance | Present |
| Board Clerk: Laura Guimond | Present |
| Board Member: Reed Bown | Not present – out of town |
| Board Member: Dan Reber | Present |
| Board Member: Tom Oliver | Present |
| Administrative Assistant: George Burnett | Present |

Also present were:

Battalion Chief Ojeda and Finance Director Arnett

3. PLEDGE OF ALLEGIANCE: Given by Rena Moerman

4. CALL TO THE PUBLIC:

There were no comments from the Public

CONSENT AGENDA

6. CONSIDERATION OF APPROVAL OF MINUTES:

A. Regular session of: September 28, 2017

During the discussion it was noted that there were a couple of errors. The corrections were made and Board Member Reber made a motion to accept the minutes as corrected. Board Member Oliver seconded the motion. Motion passed to accept the minutes. 4-0-1

7. BEAVER DAM/LITTLEFIELD FIRE DISTRICTS FINANCIAL STATEMENTS:

A. Consideration of approval of the District's Consolidated Monthly Reports

1. Reconciliation of cash w/Treasury – Wells Fargo Checking for the month ending September 2017.
2. Reconciliation of Mountain America Liabilities for the month ending September 2017.

3. Reconciliation of Mountain America Ambulance Revenue for the month ending September 2017.
4. Reconciliation of the Cosco Visa Credit Card for August 17 thru October 3, 2017
5. Consideration of approval of the Warrants for the month ending September 30, 2017.

Board Chairman Adriance asked Finance Director Arnett about if she had found the two missing receipts.

Finance Director Arnett – No, I have not. Those two missing receipts, one was in Montana and that was with the Rice Ridge Fire and the other one is a station meal that was purchased at Walmart Super Center. Both of those were on Chief's Hunt card.

Finance Director Arnett made a couple of comments about when the Mohave County Treasury switched her over to handle the warrants, there were a few checks that were returned because of an error in the coding at the county level, she was able to get everything taking care of after a few phone calls to the county and vendors.

Board Member Reber made a motion to accept the consolidated monthly reports.

Board Clerk Guimond seconded the motion. Motion passed to accept the monthly consolidated reports. 4-0-1

AGENDA ITEMS:

8. REPORTS AND CORRESPONDENCE:

A. Fire Chief's Report:

Chief Ojeda – Board Member Reber asked if the Type 1 engine was back, it did come back today with FF Lydon and Chief Hunt. The Type 3 is still out there with FF Renteria and three other persons, they had a little problem yesterday with a leak in the water pump, but they were able to get it taken care of. The AFG grant, we had two out there, one for ten sets of turnouts and two Life Pack 15's. We made it all the way to the end, but they kicked us out, we will not be getting those grants. Last month we took Medic 21 to St. George Ford to replace a valve casket cover because the spout where you put the oil in was broken. They charged us around \$1400.00. We had an antifreeze leak on B-11 and we decided to take the task on that one. It took almost two days to get it done. We did a lot of work on it, replacing different parts and cost only like \$600.00. Chief Ojeda continued with that last week we did fire prevention at the school, we also attended Mesquite Night Out.

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

Chief Ojeda gave the monthly Fire & EMS report for the month of September 2017. There were a total of 17 Fire responses and 53 EMS responses for a total of 70 responses. Year to date there have been 183 Fire responses and 503 EMS responses. Year to the end of September 2017 there have been 686 responses.

C. Board Chairman's Report:

Board Chairman Adriance made mention that the AFDA Conference will be held on January 11th thru the 13th in Laughlin, NV. Administrative Assistant Burnett mentioned that the regular board meeting is scheduled on January 18, 2018 and suggested that

the board considers rescheduling to January 23, 2018 to allow the employee's able time to get all documents required for the meeting together and also allow time to get the packet out to the board members.

Public Comment:

9. OLD BUSINESS:

- A. Update on the UMB Visa Purchasing Program. Discussion and possible action on allowing the Finance Director to proceed with the program and possible action on Resolution 2017-021 – UMB Credit Card Program.
After some initial discussion on the program and Finance Director Arnett believes that we've been approved but no action can be taken without the resolution.
Board Chairman Adriance made a motion to accept resolution 2017-021.
Board Member Reber seconded the motion. Motion passed to accept Resolution 2017-021. 4-0-1
- B. Opening of sealed bids received for surplus equipment and possible action.
Board Chairman Adriance was given the sealed bids. There were a total of 9 sealed bids received for the surplus equipment. Board Chairman Adriance opened them and verified them with Board Clerk Guimond and Administrative Assistant Burnett.
The bids ranged from \$800.00 to \$5,359.00 for the equipment up for sale.
Board Member Reber made a motion to accept the bid of \$5,359.00. Board Member Oliver seconded the motion. Motion passed to accept the bid of \$5,359.99. 4-0-1
Board Chairman Adriance directed that Administrative Assistant Burnett to contact all the persons that bid to notify them of the board action.
- C. Discussion and possible action on combing the two back accounts into one held at MACU.
Finance Director indicated that she had written AFDA on the possibility of combing two accounts into one. AFDA's e-mailed mentioned that there were no legal reasons why it can't be done as long as the two accounts can be managed effectively.
Board Chairman Adriance made a motion to allow Finance Director Arnett to combine the two accounts at MACU in one account.
Board Clerk Guimond seconded the motion. Motion passed to combine the two accounts into one. 4-0-1

10. NEW BUSINESS:

- A. Ratify and approve reimbursement for Battalion Chief Ojeda. Discussion and action.
Board Member Reber made a motion to accept the reimbursement for Battalion Chief Ojeda. Board Chairman Adriance seconded the motion. Motion passed to accept the reimbursement for Battalion Chief Ojeda. 4-0-1
- B. Ratify and approve Reimbursement for Captain Gates. Discussion and action.
Board Chairman Adriance made a motion to accept the reimbursement for Captain Gates. Board Member Reber seconded the motion. Motion passed to accept the reimbursement for Captain Gates. 4-0-1
- C. Discussion and possible action on a VFA Grant.
This item was put on the agenda and was not discussed because of an error on the name of the grant. The actual wording should have been the AFG Grant and was discussed in the Chief's remarks.

- D. Discussion and possible action on having a Christmas Party/get together.
There was discussion on a possible Christmas Party/get together similar to what we did a couple of years ago with having it catered. The discussion also went on to discuss the possible dates for it on a Friday. Chief Ojeda was given 3 dates on which to consider in December 2017. He was also reminded that we would need to have 3 bids on it for the caterer. There was also discussion on gifts and Chief Ojeda would research ideas for gifts. There was no action taken at this time.

11. OTHER FINANCIAL INFORMATION:

- A. Discussion and possible action on the Statement of Financial Activities for the period July through September 2017.
B. Discussion and possible action on the Statement of Net Position as of September 2017.
C. Vendors summary
The above agenda items were a discussion matter only and no action was needed.

12. 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.

13. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is **NOVEMBER 16, 2017 at 6:00 P.M.** Arizona Time. Any special meeting scheduled will appear in the minutes.

14. CALENDAR OF EVENTS:

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

15. ADJOURNMENT:

Board Member Reber made a motion to adjourn

Board Clerk Guimond seconded the motion.

Motion passed 4-0-1. Meeting adjourned at 7:04 P.M. on October 19, 2017

Chief Ojeda came back inside as he was on the radio with a crew in Scenic and wanted to address something with the board. He was made aware that the meeting was adjourned. The meeting was reopened to address the issue that Chief Ojeda has at 7:05 P.M. October 19, 2017.

Chief Ojeda – I know that you guys haven't OK's on hiring a full-time person yet, but I need help to hire as a part-time firefighter/PM for 32 hours per week at \$15.00 per hour.

The person he's looking at is a FF/PM and would come to work on Saturday and Sunday from 8:00 A.M until midnight on those two days, and Captain Gates would have coverage through the week, so now we'll have coverage every day of the week from 8:00 A.M. until midnight.

Discussion continued on this matter on the hours. We do need help right now.

Board Chairman Adriance – my concern is can we do this without a formal agenda item.

Chief Ojeda – we should be able to being an in-house hire.

Board Chairman Adriance – to me the kicker is that we following the guidelines in the Operations Manual, the Policy Manual, to make sure that we're following the guidelines. I know that this is different in house as opposed to offering to the public. I don't see much of a problem with it.

The discussion continues on why is a female going on most of these interfacility transports and what we can do about it. The discussion continues on how to make sure that nobody gets overworked and gets burned out.

Administrative Assistant Burnett asked if he was a certified firefighter. Chief Ojeda mentioned that he's working on it.

Board Chairman Adriance – I don't see a problem with posting an inner office posting for a temporary posting to see how this works out.

Board Chairman Adriance makes a motion that we go ahead and do an in-house hiring to fill the vacancy that we have on a temporary basis of 32 hours per week.

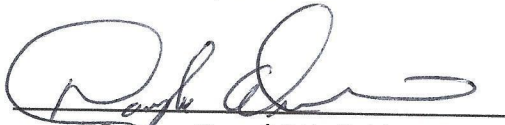
Board Clerk Guimond seconded the motion.

Board Member Reber – so are we also going to do an in-house advertisement?

Board Chairman Adriance – he's going to post it in-house and the motion also authorizes the hiring of that position in-house. All those in favor say "I". Motion passed 4-0-1.

Board Chairman Adriance makes a motion to adjourn the meeting.

Board Member Reber seconded the motion. Motion passes to adjourn at 7:15 P.M. on October 19, 2017.


Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

11/17/17
Date

Ref: .
SD Card #4
Rec: BDFDBR009