



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 NOVEMBER 16, 2017

1. Call to order:

Called to order by Board Chairman Adriance at 6:00 P.M. on November 16, 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:

Fire Chief Hunt, Battalion Chief Ojeda and Finance Director Arnett

3. PLEDGE OF ALLEGIANCE:

Given by Chief Ojeda

4. CALL TO THE PUBLIC:

No comments were given.

CONSENT AGENDA

6. CONSIDERATION OF APPROVAL OF MINUTES:

A. Regular session of: October 19, 2017

Board Member Reber made a motion to accept the minutes as written.

Board Member Bown seconded the motion. Motion passed to accept the minutes as written. 5-0-0

7. BEAVER DAM/LITTLEFIELD FIRE DISTRICTS FINANCIAL STATEMENTS:

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

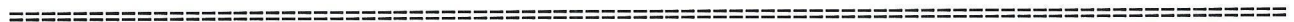
1. Reconciliation of cash w/Treasury – Wells Fargo Checking for the month ending October 2017
2. Reconciliation of Mountain America Liabilities for the month ending October 2017
3. Reconciliation of Mountain America Ambulance Revenue for the month ending October 2017

4. Reconciliation of the Cosco Visa Credit Card for the month ending October 2017
5. Consideration of approval of the Warrants ending October 2017

While the board was looking over the financial statements Finance Director Arnett mentioned to the board that the MACU Liability Account was closed on November 2, 2017 and combined with the MACU Ambulance Revenue Account items 6 (A) (2 & 3), and the funds were transferred as well. Therefore you'll see only the Ambulance Revenue on future conciliated reports from MACU.

After some discussion concerning the financial statements Board Chairman Adriance made a motion to accept all of the consolidated reports, items 6 (A) (1 through 5). Board Member Reber seconded the motion.

Motion passed to accept all of the consolidated reports 5-0-0.



AGENDA ITEMS:

8. REPORTS AND CORRESPONDENCE:

A. Fire Chief's Report:

Chief Hunt mentioned that if you haven't seen all the responses and thank you cards received from California residents affected by the wildland fires this year, there is a bin in to office of all of them. We've never had that kind of response from people wishing to thank us for all the work we did during a wildland fire.

Chief Hunt went on to mention that since we weren't selected for the AFG grant he has since found out that the VFA Grant is going to do one this year. He's thinking about some radio's for the wildland fires or PPE & fire shelters for the wildland fires. Chief Hunt mentioned that he's got to information on the Winter Fire School in St. George to see if there's a conflict with AFDA so we can make adjustments.

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

Chief Ojeda gave the fire and EMS report for October. We had 12 fire incidents and 40 medical incidents for a total of 52 fire and EMS incidents for October 2017. To date we have had 195 fire responses and 543 medical incidents for a total of 738 responses.

C. Board Chairman's Report:

Update on AFDA Conference

Board Chairman Adriance mentioned that we just got the class schedule and registration yesterday (11-15-2017). You have them with you. Finance Director Arnett was told that unfortunately, being a new employee you'll have to take all of the required classes this year. He also mentioned to the chief that he'd like to see him take the financial management class and the ethics/fiduciary responsibilities class.

Administrative Assistant Burnett mention that they did change the way that the registration is taken care of. He would need to have the classes you'd like to take given back to him when possible.

Public Comment:

There were no comments made concerning the agenda items.

9. OLD BUSINESS:

- A. Update and discussion on the UMB Visa Purchasing Program and any possible action as necessary.

Finance Director Arnett mentioned that we did approval and the approved amount was set at \$70,000 and the cards have been ordered and received.

- B. Update on combining the two accounts at MACU.

This item was discussed during the Districts Financial Statements (item 6).

- C. Update, discussion and possible action on the Christmas Party/get together.

Chief Ojeda did give a handout to the board concerning the date and menu.

The menu is for up to 50 persons and will be held on December 8, 2017 at 6:00

P.M. There was discussion on what gift that they would be getting. Both Chief Ojeda and Chief Hunt mentioned that they would like to get them flashlights that they can attach to their turnouts or use them by hand. The ones that they are looking at are very bright and can help them when working at a fire or accident scene at night when there isn't much lighting available.

Board Member Reber made a motion to go ahead and buy the flashlights for the employees.

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

- D. Discussion and possible action on Salaries as discussed in the Special Session on November 14, 2017 session.

Board Chairman Adriance - I think on our meeting on Tuesday (11-14-2017) we basically came up with an across the board 10% increase for all employees except the Fire Chief.

Captain Gates will step up to full Captains pay.

Chief Ojeda - I don't think you guys are being fair with me, you've said it all the time that when he's gone (Ref: Fire Chief) you want me to be here to cover the district. I know I get overtime, but I don't get compensated for being around when he's not here. Looking at all different fire departments that there is \$9,000 - \$10,000 difference. If you can see our gap is much larger.

There was a lengthy discussion concerning this matter this. Discussion continued with several staff members in support of a larger increase for Chief Ojeda.

Board Member Reber made a motion to go into an Executive Session to discuss this item.

Board Member Bown seconded the motion. Motion passed 5-0-0 to go into an Executive Session.

Regular meeting is adjourned for a few minutes at 6:59 P.M. on November 16, 2017

Regular meeting is reopened to the public at 7:06 P.M. on November 16, 2017

Board Chairman Adriance - we're going to stick with the 10% pay increase across the board for all employees except the chief, we also discussed that we're going to make a 10% merit increase to Chief Ojeda. That will be a 10% upon the 10% and that will bump your base salary to \$27.34. I need a motion on the floor to approve it.

Board Member Bown made a motion.

Board Chairman Adriance - there is a motion to approve the pay increases as discussed.

Board Member Reber seconded the motion.

Finance Director Arnett - and do these go into effect on January 1, 2018?

Board Chairman Adriance - yes. All those in favor say aye. Motion passed 5-0-0.

The second part of this, Board Chairman Adriance made a motion that Captain Gates, since she's been promoted to Captain, her salary reflects that effective the next pay period

(effective 11-27-2017).

Board Member Bown seconded the motion. Motion passed 5-0-0.

Finance Director Arnett – so when you finish the pay period, this one will end next Sunday, so the next pay period will be the beginning date of that she will then be at the Captains wage, but with this pay period she'll be at her - Board Chairman Adriance – at the wage she is at now.

Finance Director Arnett – and in January will she go at the 10% also?

Board Chairman Adriance – yes.

E. Update and possible action on the status of S-21 disposition.

Chief Ojeda- apparently the guy went out of town and the check got lost in the mail. So, on Monday (11-13-2017) he mentioned that he's going to FEDEX the check tomorrow.

If he doesn't come up with the money by next week, I'll send him an e-mail or a text that we're done and then to the next person.

10. NEW BUSINESS:

A. Discussion and possible action on the renewal of the BCBSAZ medical coverage.

After discussion and the insurance agent e-mailing the changes to the BCBSAZ it was noted that there was good news all around. The plan stays the same as it was before except that the name changed and there was a price increase.

The best news is that they will allow the one person taking the insurance to be able to sign up and the benefit of having another person to be added if we decided to bring in another full time employee that wanted it.

Board Member Reber made a motion to accept the BCBSAZ health plan.

Board Member Bown seconded the motion. Motion passed to accept the BCBSAZ medical plan 5-0-0.

B. Discussion and possible action on a grounds keeper position at Station 3 in Scenic.

The discussion was centered on how the department wanted to hire a person, did they want to first try an in-house hire or put out a notice of to the public. There were two board members who knew someone that might be interested in doing it. The question was raised by a board member on exactly what they do. Chief Ojeda mentioned that they basically keep up the grounds (pulling weeds, tree trimming and the sprinklers). They work for approximately 15 hours per month on site.

It was decided to try an in-house hire first.

Board Member Reber made a motion to post the position in-house for a grounds keeper for Station #3. Board Member Bown seconded the motion.

Motion passed to post the grounds keeper position for Station #3, 5-0-0.

C. Discussion and possible action on the Medical Insurance and dental plans as discussed on November 24, 2017 session.

This matter was taken care of during the discussion and action in item 10 (A).

D. Discussion and possible action on the reimbursement for Cory Kamachi, wildland expenses.

E. Discussion and possible action on the reimbursement for George Burnett, office supplies. Board Chairman Adriance mentioned that we could possibly combine items 10 (D & E) into one motion.

Board Member Bown made a motion to combine the two reimbursements into one motion and to approve the reimbursements.

Board Member Reber seconded the motion. Motion passed to combine the two reimbursements and approve them. Motion passed 5-0-0.

11. OTHER FINANCIAL INFORMATON:

- A. Discussion and possible action on the Statement of Financial Activities
- B. Discussion and possible action on the Statement of Net Position
- C. Vendors summary

This was a discussion only and no action was needed or taken.

12. FUTURE AGENDA ITEMS:

- A. Discussion and possible action on the AFDA conference scheduled for January 11-13, 2017

13. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is **DECEMBER 21, 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 Chairman Adriance made a motion to adjourn. Board Member Bown seconded the motion. Motion passed to adjourn. 5-0-0.

Meeting adjourned at 7:26 P.M. on November 16, 2017



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

12/21/2017

Date

Ref:

SD Card #4

File: 011BDLFDBR011