



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

## **MINUTES OF DECEMBER 21, 2017**

### **1. Call to order:**

Called to order by Board Chairman Adriance at 6:02 P.M. on December 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	Arrived at 6:05 P.M.
Administrative Assistant: George Burnett	Present

Also present were:

Captain Gates and Finance Director Arnett

### **3. PLEDGE OF ALLEGIANCE:**

Given by Captain Gates

### **4. CALL TO THE PUBLIC:**

No comments from the public

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## **CONSENT AGENDA**

### **5. CONSIDERATION OF APPROVAL OF MINUTES:**

A. Special session of: November 14, 2017

B. Regular session of: November 16, 2017

Board Member Reber – there is an error on the November 16<sup>th</sup>, 2017 minutes on the new business (agenda item #9, section B) that needs to be corrected. The correction was made and Board Clerk Guimond made a motion to accept the minutes of A & B (as amended).

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

**6. BEAVER DAM/LITTLEFIELD FIRE DISTRICTS FINANCIAL STATEMENTS:**

1. Reconciliation of cash w/Treasury – Wells Fargo Checking for the month ending: November 2017
2. Reconciliation of Mountain America Credit Union (Liabilities and Ambulance Revenue) for the month ending: November 2017
3. Reconciliation of the Cosco Visa Credit Card for the month ending: November 2017
4. Consideration of approval of the Warrants for the month ending: November 2017
5. Reconciliation of the UMB (VISA) Credit Cards statements (if any)

Board Chairman Adriance – do we have the American Express (AE) in there or is it separate?

Finance Director Arnett – AE came late so it didn't get on the agenda, it's been paid, but I'd like to discuss it if possible? I have all of the statements, and I'm happy to report that all 3 of these, AE doesn't have any details since they are recurring, charges and we are in the process of closing the account. There are no cards for it, the issue is when Chief Ojeda went to close it we have 96,000 membership points which are pretty valuable.

Board Clerk Guimond – how can Chief Ojeda close the account if Damon is the account holder.

Finance Director Arnett – well, he can do that if he calls up and says he is.

Board Clerk Guimond – that's shady

Finance Director Arnett – it is shady, but we need to get it closed.

Board Clerk Guimond – and Damon won't close it?

Finance Director Arnett – we didn't actually talk with Damon

Board Chairman Adriance – I don't think Damon will have a problem with closing it. We discussed before that Damon gets the points. We can't have that card open under the fire department.

Finance Director Arnett – what would you like us to do – contact Damon?

Board Chairman Adriance & Board Clerk Guimond – yes, contact Damon.

The discussion continued as to the best way to handle the situation with AE and the membership points. It was suggested that we contact Damon and see if he will work with us, and if it becomes a problem then maybe we should just let him have the points. It was even suggested that maybe they can issue a card in someone else's name, use the points and then close the account.

Finance Director Arnett – We'll contact Damon and see about working with him.

All the other accounts are Ok, I have all the receipts if you want to look at them.

The UMB card was paid so we wouldn't have any late charges, with it being a new card, I didn't have the receipts, but I do now, I have all the card holders reconcile their own card and turn everything into me for payment.

Board Clerk Guimond – the \$47,000 dollars for dispatch. What do they do?

Captain Gates, the first this that it is, it's an Enhanced 911 system and that's expensive in itself. The discussion continued on what they do, recording of all calls, maintain logs, taking calls for burning and a host of other activities including dedicating 1 dispatcher to us. This is still cheaper than us trying to dispatch ourselves. Discussion continued and it not only satisfied the Board Clerk, but rest of the board as well.

Board Member Reber – if nobody else has any discussion on the financial aspects I'm making a motion to approve all of the Financial Statements.

**AGENDA ITEMS:**

**7. REPORTS AND CORRESPONDENCE:**

- A. Fire Chief's Report:
  - 1. Wildland Fire update  
Captain Gates mentioned that E-23 and its crew just got back from the wildland fires in California about 15 minutes ago.
- B. Fire and EMS report for the month of: November 2017  
Captain Gates – we had a total of 19 fire responses and a total of 47 EMS responses. To date we have had a total of 214 fire responses and 590 EMS responses. That puts us at 804 fire and EMS responses to date. We have broken the records for this year responses.
- C. Board Chairman's Report
  - 1. Board Chairman Adriance to let all personnel know that AFDA registration forms are to be into the Administrative Assistant no later than 12-22-2017.

**Public Comment:**

**8. OLD BUSINESS:**

- A. Update on S-21, Discussion only.  
Board Chairman Adriance made mention that S-21 is finally gone. It went to the 3<sup>rd</sup> highest bidder. The high bidder stiffed us and the 2<sup>nd</sup> highest bidder already was committed to another purchase.
- B. Discussion and possible action on the grounds keeper for Station #3 in Scenic.  
Since the fire chief was not available this matter was tabled until the next meeting.

**9. NEW BUSINESS:**

- A. Discussion and possible action on changing the regular board meeting from January 18, 2018 to January 23, 2018 at 6:00 P.M., account of the AFDA Conference.  
There was little discussion on this item. Board Member Reber made a motion to change the board meeting from January 18, 2018 to January 23, 2018.  
Board Member Bown seconded the motion. Motion passed 5-0-0
- B. Discussion and action on allowing the transfer of \$10,000.00 from the Contingency Fund to the training line item to allow Capt. Gates to attend Paramedic Program at Dixie State University and approving Resolution 2017-022.  
After some discussion and that the training fund still had enough money to pay for the the schooling, that it should come out of that without moving the money from the Contingency fund, and if there isn't enough funds after that the chief can move the money from another fund. No action was taken to move the funds and Resolution 2017-022 was not acted upon and is therefore void.
- C. Discussion and action on approving the renewal of the Health & Sickness insurance policy from VFIS for 2018.  
There was some confusion on whether we did sign this last month. The consensus was that we should sign it again and mail back in.

D. Discussion and possible action on the contract for Capt. Gates.

This item was tabled until the next meeting until we can consult with the district attorney.

E. PSPRS Defined Contribution – Discussion and possible action regarding SB1428 which requires payment to PSPRS for 3% Employee Contribution Rate and 4% Employer Contribution Rate for Tier 2 members from July 1, 2017 – November 30, 2017.

This was contributed to several problems, with PSPRS putting in a new system, to the problem the Finance Director was new and the failure of being notified until after a deadline had passed on for the employees to accept a couple of provisions.

Finance Director Arnett – due to the fact that PSPRS was putting in a new computer system, everyone was told not to try and send any funds. I've been working on trying to get the reports in, but what it come down to is the we've not been withholding the 3% from the employee's and the district has not been paying the 4%. Do we force the withholding from the employees or would the board consider making the payment due from July 1, 2017 thru November 30, 2017. Chief Ojeda's would be at \$1,513.60 and the district's portion would be \$2,018.13. Chief Hunt's would be \$1,973.56 and the districts portion would be \$2,631.42.

Board Member Reber – does this go into retirement?

Finance Director Arnett – yes it does actually, they could have chosen to have the 3% go into Social Security or have it go into Nationwide. Captain Gates is a tier 3 and it doesn't affect her.

Board Chairman Adriance – so the bottom line is, we make the employees pay their share or or the board pays their share for the first 6 months.

Board Clerk Guimond – why are they saying their share too, it seems clear to me that their not.

Board Chairman Adriance – because we didn't join PSPRS, the retirement program until after.

Discussion continued that the confusion and none of the information was clear amid all of the paper work.

Board Member Bown – what's the bottom number?

Finance Director Arnett – the employee's portion is \$3,487.16

The discussion continued on different fronts

Board Member Bown made a motion to go ahead and pay it.

Board Chairman Adriance seconded the motion. Motion passed to go ahead and pay the employee's portion of \$3,487.16. 5-0-0.

**10. OTHER FINANCIAL INFORMATION:**

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

The above items were discussion only and no action was necessary.

**11. FUTURE AGENDA ITEMS:**

A. Members who attended the AFDA Conference on 1-11-2017 thru 1-13-2017 to give updates.

B. Discussion and possible action on the grounds keeper for Station #3 in Scenic.

C. Discussion and possible action on the contract for Captain Gates.

**12. NEXT REGULAR BOARD MEETING:**

The next regular scheduled board meeting is **JANUARY 23, 2017 at 6:00 P.M.** Arizona Time. Any special meeting scheduled will appear in the minutes.

**13. CALENDAR OF EVENTS:**

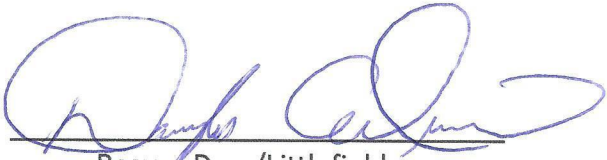
The Calendar of events is on the board's tablets, the web site and also at Station #1.

**14. ADJOURNMENT:**

Board Member Reber made a motion to adjourn.

Board Clerk Guimond seconded the motion.

The meeting is adjourned at 7:23 P.M. on December 21, 2017



Beaver Dam/Littlefield  
Fire District – Chairman  
Governing Board

1/23/18  
Date

File:

SD Card: #4

Rec: 012 BDFDBR012