



Beaver Dam/Littlefield Fire District
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Beaver Dam, AZ. 86432
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www.beaverdam-littlefieldfire.org



Minutes A.R.S. §38-403.01

MINUTES OF JANUARY 23, 2018

1. Call to order:

Called to order by Board Chairman Adriance at 6:02 P.M. on January 23, 2018

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	Absent
Board Member: Tom Oliver	Present
Administrative Assistant: George Burnett	Present

Also present were:

Chief Hunt and Finance Director Arnett

3. PLEDGE OF ALLEGIANCE:

The pledge was given by Board Member Bown

4. CALL TO THE PUBLIC:

Administrative Assistant Burnett mentioned that he would need all the tablets in after the meeting to update them.

CONSENT AGENDA

5. CONSIDERATION OF APPROVAL OF MINUTES:

A. Regular session of: December 21, 2017.

After reviewing the minutes Board Chairman Adriance made a motion to accept the minutes as written. Board Member Bown seconded the motion. Motion passed to accept the minutes as written. 4-0-1

AGENDA ITEMS:

6. REPORTS AND CORRESPONDENCE:

A. Fire Chief's Report:

1. Comments from Fire Department Staff on the AFDA Conference.

Chief Hunt felt that the conference went well, especially the wildland billing.

Chief Hunt also was happy to get a chance to talk with the vendors.

Finance Director Arnett mentioned that she did enjoy the conference and the most important thing she took away was the fact that we should have due diligence to the public when conducting business.

2. Discussion on the AFG Grant update.

Chief Hunt mentioned that they haven't been able to get on the site because of a problem and are looking into it. Finance Director Arnett has all the information that is needed. They are looking at the reason for this problem.

Board Clerk Guimond asked what they consider is unauthorized burning. Chief Hunt answered. She also asked when the AFG Grant is due. Both Chief Hunt and Finance Director Arnett answered that it was February 1, 2018.

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

Chief Hunt gave the report with the following statistics for the month and year.

There were a total of 13 Fire Incidents and 53 EMS Incidents during the month.

Total incidents responded to were 227 Fire Incidents and 643 EMS Incidents for a total of 870 Incidents responded to in the year 2017. Chief Hunt also mentioned that our billing company is now set up to bill for unauthorized fires and out of district fires.

C. Board Chairman's Report:

1. Comments from the Board Members on the AFDA Conference

Board Chairman Adriance - he got a few extra things out of that, he did attend most of the required classes, but also sat in on the wildland and one other one. They gave out some good information as they always do and thought the conference was well attended and had some good vendors there also. He also was able to talk with our billing and got some more information and what's going on with it.

Board Clerk Guimond had a couple of questions. Do we have a fee schedule?

Chief Hunt – yes

Board Clerk Guimond – what is the mill rate?

Chief Hunt – you mean the mill levy, it's at 3.25%

Board Member Oliver – I went to two classes and it looks like we're going to spend more money. I went to the drone class, which I had no idea what they were going to do with them, but I found out that we may have to have a drone in five (5) years and will have to have the infrared camera that you use to go into buildings. Chief Hunt – only better.

Board Member Oliver continued on how they were showing pictures from fires on the roof and the damage to it so you can keep your crews away from that area.

You can also use it in accident investigations and plot it.

The discussion continued on this subject for a period. The other class I went to was on human trafficking and that is not really so much for firefighting as for the EMS people. Apparently it's becoming prevalent all over the country. They did mention things like the I-15 corridor that runs from here. That the EMS people should be trained

to notice on how they act and try and separate them from the person who's with them and get them to a hospital, even if they don't need it.

2. Discussion on using the email and ensuring that all personnel are keeping up on it.
Board Chairman Adriance – one of the things they brought up, every district is required to have a web site now, and they also, the attorneys highly recommends that you do any company business on the company server and on the company email. If you use your own email to communicate you could open up the fact they could subpoena your computer and hard drive looking for who knows what because every email can be considered public record. I know that George has that all set-up, all the main employees have an email.

Chief Hunt – to that note, there's a guy that's going to be here Friday that was at the conference, he's an IT Specialist. He just asked if he could come to our station and sit down away from the conference. So he's going to be here Friday, he was talking about things like the website, setting up your emails and so he's going to let him come here, let make his spill and hope that we have some information to bring back to you guys in the next meeting. He was talking like our beaverdam-littlefieldfire. org, why is it so long. He mentioned that he could change that in a few keys for you.

Administrative Assistant Burnett – do you mind if I attend that, since I deal with it.

Board Chairman Adriance – that sounds good, any time we get good information, that's part of the issue, the IT situation changes so fast.

Administrative Assistant Burnett – on the emails, doing a quick check, there's people that has all there emails read and up to date. It went from zero to just under 1200 emails that have been read.

Chief Hunt – I get so much junk email that comes to mine and all I do is look for the stuff that's pertinent.

The discussion continued on this subject on how to deal with the excessive junk emails received.

Administrative Assistant Burnett continued on that when he was going through Board Member's Reber tablet and I'm asking all the board members and chief to watch out because it looks like his was hacked. When I was working on it on Saturday, I wound up deleting over 800 documents that were in German that were put on his tablet.

Public Comment:

7. OLD BUSINESS:

- A. Discussion and possible action on the grounds keeper for Station #3 in Scenic.
Chief Hunt mentioned that Susan Burch agreed to take on Station #3 since she was already taken care of the other two stations.
- B. Discussion and possible action on the American Express Credit Card Account standing.
Finance Director Arnett mentioned that she had talked with Chief Ojeda and that he would get in contact with Damon on this. This item was tabled until the next meeting.
- C. Discussion on the contract for Capt. Gates, waiting to get sample contracts and appointment of a new fire district attorney.
Board Chairman Adriance – I guess the first question we need to discuss is this going to be a 3 year, a 4 year or a 5 year or do want to do after paying for the medic school. Where do we stand on it?

Chief Hunt – I'd go with what she was willing to offer, I'd go with a 5 year contract.

During that process we could do 2 year for EMT basic, 3 years for advanced EMT and 5 years for Paramedics.

Board Chairman Adriance – to me that seems fair, and we could write into the contract a pro-rating, if there here for 3 years, but left after 2 years they would have to pay back that pro-rate.

Chief Hunt – I had a couple from Enterprise that moved on to other, into the field and went out into the field, and of course they had no problem paying it back because it got them into the field and career.

Board Chairman Adriance – and I know that we've solicited a couple copies of other departments that we've got something to work with. This leads into the second half of the discussion, which is we were informed at AFDA that yes in fact the county attorney is no longer our legal adviser, so we have to have a retainer for legal counsel. Bill Whittington is going to be coming up, he was a presenter that was there giving us classes for AFDA. He represents a lot of departments, especially in Northern Arizona Districts, so he's going to be next month on the 15th.

8. NEW BUSINESS:

A. Discussion on the search of an attorney for the fire district, including contracts.

Possibly a Special Meeting to meet with Bill Whittington, next month.

Board Chairman Adriance mentioned that he would be here for the regular board meeting on February 15, 2018. The discussion continued on this subject. This matter has been tabled until February 15, 2018.

B. Discussion on the current status of the Audit. Will it be ready for presentation next month?

Finance Director Arnett mentioned that the audit is done, she got an email today on some items that needed clarification. Administrative Assistant Burnett also mentioned that the audit is being reviewed and he had talked with the auditor about being present. The auditor should have the draft of the audit of the audit by February 9 so that he could get it distributed. He also mentioned that the auditor would make arrangements to be here for the regular scheduled meeting on February 15, 2018.

C. Request for debt relieve for a patient in the amount of \$250.00. Discussion and action.

After some discussion Board Clerk Guimond make a motion to release the party involved from the \$250.00 outstanding debt. Board Member Bown seconded the motion.

Motion passed to release the party involved of the \$250.00 debt. 4-0-1

D. Reconsideration of action taken on December 21, 2017. Discussion and action.

The board and Finance Director thought this may have been an action that the board took on November 16, 2017 concerning the Accident & Illness Policy with VFIS.

Board Chairman Adriance – I think that this was an error on my part.

Administrative Assistant Burnett – I think that it was on everybody's part.

Board Chairman Adriance makes a motion that we accept the signature from December 21, 2017 on the policy and paper work.

Board Member Bown seconded the motion. All those in favor say Aye. 4-0-1.
Motion Passed.

9. OTHER FINANCIAL INFORMATION:

A. Consideration of approval of the District's Consolidated Monthly Reports, discussion and action.

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

Board Chairman Adriance – did we have any issues in reconciliation our accounts.

Finance Director Arnett – No, you will notice a lot of outstanding checks issued to PSPRS because their computer is still broken and it can't still accept our payments or our data. The checks that I've written are incumbent funds, that is they've taken out of our funds, but by the time they get it figured out, we may have to cancel the checks because they'll be dated. The credit card statements, I'm happy to report that we have 100% compliance and no missing receipts.

Chief Hunt mentioned that we just got a \$167,000 check from the wildfires.

Board Clerk Guimond makes a motion that we accept our financial consolidated monthly Reports.

Board Member Oliver seconded the motion. All those in favor say aye. Motion passed 4-0-1.

B. Other Financial Information

1. Discussion and possible action on the Statement of Net Position
2. Vendors summary
3. Capital Asset Inventory

This was a discussion item only and no action was deemed.

10. FUTURE AGENDA ITEMS:

- A. Schedule an Executive Session on February 15, 2018 to interview a candidate for a new attorney for the fire district.
- B. Discussion and possible action on the contract for Captain Gates.
- C. Discussion and possible action on the American Express Credit Card Account standing.
- D. Discussion and possible action on a request(s) of debt relieve.

11. NEXT REGULAR BOARD MEETING:

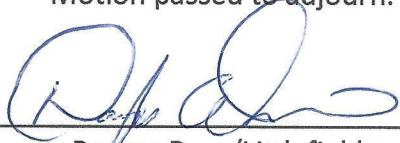
The next regular scheduled board meeting is **FEBRUARY 15, 2018 at 6:00 P.M.** Arizona Time. Any special meeting scheduled will appear in the minutes.

12. CALENDAR OF EVENTS:

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

13. ADJOURNMENT:

Board Member Bown made a motion to adjourn. Board Clerk Guimond seconded the motion. Motion passed to adjourn. 4-0-0. Meeting adjourned at 6:55 P.M. on January 23, 2018.



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

2/16/2018
Date

Ref:

SD Card #4

File: 013 BDFDBR013