



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

## **MINUTES OF FEBRUARY 15, 2018**

### **1. CALL TO ORDER:**

By Board Chairman Adriance at 6:00 P.M. on February 15, 2018

### **2. ROLL CALL OF BOARD MEMBERS/AFFIRMATION OF QUORUM:**

|                           |                |         |
|---------------------------|----------------|---------|
| Board Chairman:           | Doug Adriance  | Present |
| Board Clerk:              | Laura Guimond  | Absent  |
| 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, Finance Director Arnett and William R. Whittington (to be considered as Legal Counsel for the District).

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

Pledge given by Chief Hunt

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

No comments

### **5. CONSENT AGENDA**

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

Regular session of: January 15, 2018

There were a couple of errors noted during the discussion and will be corrected.

Board Member Bown made a motion to accept the minutes as corrected. Board Member Reber seconded the motion. Motion passed. 4-0-1

### **6. REPORTS AND CORRESPONDENCE:**

#### **A. Fire Chief's Report:**

##### **i. AFG Grant update.**

Chief Hunt – I did finish and submitted it. So what I think I'll do on this go around is, I hope it's awarded, but I've already started writing all of the new narratives for next year to start pursuing for the new SCBA's, if it's not awarded we may have to look at buying our own LifePak 15's. This year we requested 2 LifePak 15's and turnouts. Chief Hunt wanted to add that we have a type 6 in Parker, AZ on a fire.

#### **B. Fire and EMS report for the month of: January 2018**

Chief Hunt gave the Fire and EMS report for the month of January 2018. We had a total of 6 Fire Responses and 39 Medical Responses for the month of January 2018. There were a total of 45 responses for the year.

#### **C. Board Chairman's Report:**

No Comments.

## 7. NEW BUSINESS:

- a. Discussion and possible action re: possible approval of Resolution, hiring of William R. Whittington as legal counsel for the District.

Board Chairman Adriance welcomed Mr. Whittington. Mr. Whittington introduced himself and firms background. His firm represents the major of the special taxing districts in the state, fire districts are his specialty. They also represent water, schools, hospitals and some city and county boards.

The firm charges \$200.00 an hour for his time, a regular commercial is \$300.00 an hour, but they give a break for smaller fire districts. He may assign work to others in his department and that is billed accordingly. He only goes to a handful of fire districts on a regular basis. Mr. Whittington also discussed the contents of the resolution and the purpose of it. Discussion continued what was budgeted for legal fees.

Administrative Assistant Burnett mentioned that he budgeted \$5,000 in the board's budget. Mr. Whittington made it clear the statute only allows the board to hire lawyers and I work for the board, I don't work for individual board members, I work for the board as a whole. Mr. Whittington also mentioned that \$5,000 is a little low and we can go through that really fast if something is going on, but is not uncommon for small districts and would have to dig maybe into the contingency funds.

Board Member Oliver – out of curiosity what is the most common problem you deal with a district like ours? Mr. Whittington – Open Meeting Laws is huge, chief's contract, chief's employment, employment issues in general, (we always have a handful of those going), IGA'S, mutual aid, automatic aid and others.

Board Chairman Adriance makes a motion to accept and adopt Resolution 2018-001.

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

Board Chairman Adriance gave the floor to Mr. Whittington (Legal Counsel).

Mr. Whittington – by the way, nice job on several things. He complimented us for (for us being a small District) on the use of tablets, there are still a lot of big districts that still don't do that, the board packets are in pretty good shape too, he admires that, a lot of boards can learn from you in regards on how to do that. The minutes are in pretty decent shape (somebody's paying attention in the kitchen), he did notice a few things on the agenda that you need to get legal advice on, the paramedic training agreement on line 8(a), the debt relief issue on 9(b), the fee schedule on 9(c), the reimbursement issue on line 9(e), and donation time on line 9(f) all has legal ramifications and need to have legal counsel.

Mr. Whittington also mentioned that he only tends to give legal advice only in an Executive Session, because he never wants to expose the board to more risk than needed. Discussion continued on the advantages of going into an Executive Session vs doing it in a public setting.

Board Chairman Adriance – I know that the Paramedic Agreement is a draft because that's one thing we're working on. That's why we wanted to make sure we could get legal advice on it. It's a whole new ball of was for us, we've never done that type of thing before. I'll take Board Member's Reber advice and we should go into an Executive Session.

Mr. Whittington – can I help you with the motion? Board Chairman Adriance – Yes

Let the minute's show that the board has decided they would like to go into an Executive Session in accordance with ARS 38-431-03 (A)(3) for various items on the agenda including 8(a) Paramedic Training Agreement; 9(b) request for debt relief; 9(c) fee schedule; 9(e) reimbursement request for \$270.00; 9(f) donation of time.

Mr. Chairman – you can entertain a motion on that

Board Chairman Adriance – I'll entertain a motion.

Board Member Reber – I'll make a motion to go into an Executive Session

Board Member Oliver – I'll second the motion. Motion passed to go into an Executive Session 4-0-1

Open meeting adjourned at 6:40P.M. on February 15, 2018.

Open meeting is called back in session and called to order at 7:20 P.M. on February 15, 2018 by Board Chairman Adriance.

## 8. OLD BUSINESS:

- a. Discussion and possible action re: proposed contract, re: Paramedic Training Assistant Agreement.  
After some discussion of the contents, and the attorney already in possession of the draft Board Chairman Adriance made a motion to send a draft of the contract for Captain Gates to the attorney for review and revision.

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

- b. Discussion and possible action re: American Express Credit Card Account standing.  
Finance Director Arnett – you might of seen there's an American Express Card statement again, we had another recurring charge for the Sirius Radio. That was paid. She's has talked with Chief Ojeda and he's still working with Damon and we've been able to get a replacement card and he's working with Damon on redeeming the points. So that should be resolved by the next meeting.  
Board Chairman Adriance – have we corrected the Sirius Radio?  
There was some more discussion concerning the Sirius Radio since there are other vehicles with it and Finance Director Arnett mentioned that they are logging in and correcting the information.

## 9. NEW BUSINESS:

- a. Discussion and possible action re: Audit Review and approval of audit.  
Finance Director Arnett made mention that there were a couple of items still needing correction and the auditors will be ready to present it on Tuesday.  
Board Chairman Adriance asked the board members if there were any problem with holding a special meeting on February 20, 2018. There were none. Board Chairman Adriance instructed the administrative assistant to insure that it's put on the agenda along with the proper notices and agenda. The Audit Review is tabled until Tuesday, February 20, 2018.
- b. Discussion and possible action re: request for debt relief for Gabriela Villegas in the amount of \$1,301.35 for ambulance transport.  
Board Chairman Adriance – after talking with legal counsel I'm willing to let our billing agency to take care of it.  
Attorney Whittington made a motion to be turned over to the billing agency for resolution in conjunction therewith authorized by the financial manager to become involved in this process if necessary in order to negotiate an appropriate resolution.  
Discussion continued as to why of the motion and the involvement of the finance director.  
Board Member Reber seconded the motion. Motion passed 4-0-1
- c. Discussion and possible action re: updating the resolution for updated fee schedule.  
Board Chairman Adriance – this matter is going to be tabled until the next meeting until we can gather more information.
- d. Discussion and possible action re: possible shorting of the email address.  
Board Chairman Adriance – my understanding is the way our website is set-up right now, that's what we get because the email goes through our website.
- e. Discussion and possible action re: reimbursement request by FF Renterina for the amount of \$270.00 re: Basic EMT Training.  
Board Chairman Adriance – let the minutes reflect that it's Standard Operating Procedure to reimburse our reservists and employees for out of pocket training costs.  
Board Member Bown makes a motion that we pay the firefighter \$270.00 for Basic EMT Training  
Board Member Oliver seconded the motion. Motion passed 4-0-1
- f. Discussion and possible action re: request for donated time or discounted rate from Wild West Series (Tyson) for standby at the MX park on 3-17-2018 and 3-18-2018.  
Board Chairman Adriance – on advice from legal counsel, basically we can't. Chief Hunt interrupts Board Chairman and mentions that his answer would have been no any anyway.  
Board Chairman Adriance makes a motion that we do not reduce our fee for a standby.  
Board Member Bown seconded the motion. Motion passed 4-0-1

## **10. BEAVER DAM/LITTLEFIELD FIRE DISTRICTS FINANCIAL STATEMENTS:**

- a. Discussion and possible action re: review and approval of District's Consolidated Monthly Reports (Action Required)
  - i. Reconciliation of cash w/Treasury – Wells Fargo Checking for the month ending: January 2018
  - ii. Reconciliation of Mountain America Credit Union (Liabilities and Ambulance Revenue) for the month ending: January 2018
  - iii. Review of the Cosco Visa Credit Card for the month ending: January 2018
  - iv. Review of the UMB Visa Card for the month ending: January 2018
  - v. Review Register of Check, Warrants and Deposits for the month ending January 2018.
  - vi. Review of the American Express Credit Card Statement for the month ending January 2018.  
Finance Director Arnett mentioned that she just got the Reconciliation from Wells Fargo this afternoon, was able to get it reconciled and was only able to get three (3) copies of it out of the Printer. The PSPRS still having problems and not clearing the checks yet, there still in my office still waiting for them to fix their website so we can enter our information.  
There was further discussion on this matter.  
Board Chairman Adriance asked Chief Hunt what is the FTC Vendor for?  
Chief Hunt – I can't recall to be honest. It's a brand new Vendor. Finance Director Arnett went to the office to get the check and invoice for this.

Board Member Reber – as far as I'm concerned we're through with Mr. Whittington. Should we let him head back. The discussion continued with legal counsel and he was excused since we were on the last action item. The board expressed their gratitude for his assistance. Mr. Whittington left at approximately 7:50 P.M.

Finance Director Arnett returned with the check and invoice.

Chief Hunt – now I know what is was for, we had to get on the internet and find a pressure regulator for our hose tester.

There was another discussion concerning the UMB Visa Card charges

Board Member Adriance made a motion that we accept the financial statements.

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

- b. Other Financial Information:
  - i. Review of Statement of Assets.
  - ii. Discussion and possible action re: Expenses by Vendor for
  - iii. Discussion and possible action re: Statement of Financial Activities (together with Cash flow projections).  
Item 9(b) was a discussion item only and there was no action warranted.

## **11. FUTURE AGENDA ITEMS:**

- a. Discussion and possible action re: Paramedic Training Assistant Agreement.
- b. Discussion and possible action re: Audit Review. Special meeting will be on February 20, 2018 at 6:00 P.M.
- c. Discussion and possible action re: Consideration to pay off our Type 3 Engine during the next FY of 2018-2019.

## **12. NEXT REGULAR BOARD MEETING:**

The next regular scheduled board meeting is on **MARCH 15, 2018 at 6:00 P.M.** Arizona Time.


The Board of Directors will be holding a Special Meeting on **FEBRUARY 20, 2018 at 6:00 P.M.** Arizona Time to review our FY 2016-2017 Budget Year.

## **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 Bown made a motion to adjourn. Board Member Reber seconded the motion.  
Motion passed to adjourn. Meeting is adjourned at 8:00 P.M. on February 15, 2018.

  
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Beaver Dam/Littlefield  
Fire District – Chairman  
Governing Board

3/15/18  
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Date

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