



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

## MINUTES OF APRIL 19, 2018

### 1. CALL TO ORDER:

Called to order by Board Chairman Adriance at 6:02 P.M on April 19, 2018.

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

Board Chairman:	Doug Adriance	Present
Board Clerk:	Laura Guimond	Present
Board Member:	Reed Bown	Absent
Board Member:	Dan Reber	Present
Board Member:	Tom Oliver	Present
Administrative Assistant:	George Burnett	Present

Also present were:

Fire Chief Hunt and Finance Director Arnett

### 3. PLEDGE OF ALLEGIANCE:

The pledge given by Finance Director Arnett

### 4. CALL TO THE PUBLIC:

No Comments

### 5. CONSENT AGENDA

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

i. Regular session of: **March 15, 2018**

#### b. CONSIDERATION OF EMPLOYEE REIMBURSEMENTS:

ii. Discussion and possible action re: Reimbursement for FF Lydon for dinner while on interfacility to Las Vegas in the amount \$23.89

iii. Discussion and possible action re: Reimbursement for yard caretaker Burch for expenses incurred for lodge poles to support trees in the amount of \$25.92

Board Member Reber made a motion to accept the Consent Agenda items (a) and (b).

Board Clerk Guimond seconded the motion. Motion passed 4-0-1

### 6. REPORTS AND CORRESPONDENCE:

#### a. Fire Chief's Report:

i. Wildland updates

Chief Hunt mentioned that the Wildland Rates were in Phoenix and that we did get them back, the only change was for the old engine. The S-212 (Chain Saw Class) was deemed a success, although they were going to Utah Hill for practice.

b. Fire and EMS report for the month of:

i. **March 2018**

Chief Hunt gave the Fire & EMS Report. March 2018 we handled 13 Fires and 68 Medical calls for a total of 81 Fire & EMS call.

c. Board Chairman's Report:

**7. OLD BUSINESS: ACTION/DISCUSSION**

i. Discussion and possible action re: Paramedic Training Assist Agreement.

Administrative Assistant Burnett will have the Paramedic Training Assist Agreement turned into Chief Hunt on April 23, 2018 for revisions.

ii. Discussion and possible action re: proposed fee schedule

Chief Hunt had the draft of the proposed fee schedule. Finance Director Arnett mentioned that they did look at the fee schedule, basically what we did come up with, a couple of problems that we see, first of all there is no petty cash, the board suggested that the petty cash be closed and all funds deposited into the bank account, so there is no petty cash, so if someone wants to come in and they want a copy, the first thing that we don't want to do is collect quarters from them and have to keep track of a quarter. Keeping in mind that the attorney said that we have to charge something because we made this up for a minimal charge for things. Right now there is no charge for them, we didn't want anybody have shell shock. Board Chairman Adriance mentioned that most of this is good will to the community. Again the stickler of the law, if somebody complains that we're giving something away for free, it could come back and bite us.

Finance Director Arnett – one of the things that were discussed among everyone the other day was that the consensus that the taxpayer already pay for this building, that the fact that they get it for free, there not really getting it for free because they've already paid for it. The discussion continued concerning this matter. The matter was tabled until Administrative Assistant Burnett could put a resolution together for next month.

iii. Discussion on the Type 3 Engine re: update on the payoff and how much was saved.

Finance Director Arnett mentioned that the Type 3 Engine has been paid off. It was \$173,619.95. We also transferred the same amount from the Capital Outlay Account into the Operating Account, so when we talk about the reconciliation accounts you will see there that the balance in the Capital Outlay \$50,088.12 because we transferred all of that out into operations that you requested. So we saved approximately \$10,000 to \$11,000.

**8. NEW BUSINESS: ACTION/DISCUSSION**

i. Discussion comments and possible action re: reviewing the proposed FY 2018-2019 draft of the budget.

After some discussion and a couple of changes, the draft of the FY 2018-2019 was approved.

Board Chairman Adriance made a motion to accept the proposed draft of the FY 2018-2019 Budget.

Board Member Oliver seconded the draft. Motion passed 4-0-1

ii. Discussion and possible action re: handing out the conflict of interest forms for filling out.

Board Chairman Adriance suggested that the conflict of Interest forms be turned into the Administrative Assistance at the next meeting.

iii. Discussion and possible action re: Attorney's Invoicing

There was nothing to follow up on.

iv. Discussion and possible action re: Discussion on the Conference Phone and setting up by Reliance Connects as recommended by the District's Attorney

After discussion the Administrative Assistant did ask for a vote to let Reliance Connects set up the Bridge Port.

Board Chairman Adriance made a motion to allow Reliance Connects to set up the Bridge Port.

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

**9. 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: **March 2018**

ii. Reconciliation of Mountain America Credit Union (Liabilities and Ambulance Revenue) for the month ending: **March 2018**

iii. Review of the Cosco Visa Credit Card for the month ending: **March 2018**

iv. Review of the UMB Visa Card for the month ending: **March 2018**

b. Other Financial Information:

**Items b (i) (ii) are action items and must have a motion**

i. Discussion and possible action re: Invoices from Mr. Whittington Office  
There were no Invoices from Mr. Whittington's Office for review

ii. Discussion and possible action re: Review Register of Checks, Warrants and Deposits for the month ending: **March 2018.**

iii. Discussion and possible action re: Review of Statement of Assets.

iv. Discussion and possible action re: Expenses by Vendor for **March 2018**

v. Discussion and possible action re: Statement of Financial Activities (together with Cash flow projections).

Finance Director Arnett mentioned that the PSPRS issue has been resolved.

Board Member Oliver made a motion to accept the Financial Statements (a) through (b).

Board Clerk Guimond seconded the motion. Motion Passed 4-0-1

**10. FUTURE AGENDA ITEMS:**

*The Board can recommend matters for inclusion on an upcoming agenda.*

**11. NEXT REGULAR BOARD MEETING:**

The next regular scheduled board meeting is **MAY 17, 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.

Administrative Assistant Burnett made mention that the Virgin Valley Community will be hosting their annual event which features the Mohave County Officials and it will be held on April 26, 2018.

**13. ADJOURNMENT:**

Board Member Oliver made a motion to adjourn.

Board Member Reber seconded the motion

Motion carried 4-0-1 to adjourn. Meeting adjourned at 7:17 P. M on April 20, 2018



Beaver Dam/Littlefield  
Fire District – Chairman  
Governing Board

5/18/2018  
Date

Ref:

SD Card: #4

File 017 BDFDBR017