



**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](http://www.beaverdam-littlefieldfire.org)



Minutes A.R.S. §38-403.01

**MINUTES OF JUNE 21, 2018**

**1. CALL TO ORDER:**

Called to order by Board Chairman Adriance at 6:03 P.M. on June 21, 2018

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

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

Board Chairman Adriance – let the minutes show that we still have a quorum.

Also present were:

Fire Chief Hunt and Finance Director Arnett

**3. PLEDGE OF ALLEGIANCE:**

The Pledge given by Board Member Oliver

**4. CALL TO THE PUBLIC:**

No Comments

**5. CONSENT AGENDA**

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

Regular session of: **May 17, 2018**

Board Member Reber made a motion to accept the minutes of May 17, 2018 as written

Board Member Oliver seconded the motion. Motion passed 3-0-2

**6. REPORTS AND CORRESPONDENCE:**

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

**i. Wildland update**

Chief Hunt mentioned that the only thing that he had was that B-11 was on severity watch for the month of June. He then continued for the benefit of the board members what that met and also it is from month to month.

**b. Fire and EMS report for the month of: May 2018**

Chief Hunt gave the Fire & EMS report which shows a total of 16 Fire responses and a total of 67 EMS responses for a total of 83 incidents for the month of May. Year to date we are at 354 fire & EMS responses.

**c. Board Chairman's Report:**

**i. Discussion on the Mohave County Outdoor Fire and Permissible Fire Works Ban Implemented and is effective May 25, 2018.**

Board Chairman Adriance talked about the Mohave County Outdoor fire and Permissible Fire Works Ban that was implemented and says that it supersedes our own burn ban. It's been published in the Mesquite

Local News, The Desert Valley Times and the Spectrum out of St. George, Utah. It's also been on all their websites and is also on our website. A question was raised how they want to handle such calls.

Answer – when called out to one of these types of incidents your to notify the Mohave County Sherriff's to have them respond with you.

Board Chairman Adriance also mentioned that he will not be available for the July's Meeting. He'll make arrangements who will be the acting chairman.

## **7. OLD BUSINESS:**

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

After some discussion Board Chairman Adriance made a motion to approve the Paramedic Training Assist Agreement as presented. Board Member Reber seconded the motion. Motion passed to accept the Paramedic Training Assist Agreement 3-0-2

### **ii. Discussion and possible action re: continuing the discussion and maybe possible action for providing a Fire Protection Agreement for out of district fires.**

There was a little discussion on this particular item. It was also mentioned that if we did this would it be worth the effort involved. It would depend on the number of property owners willing to sign up for it. This item was tabled and will appear from time to time on the agenda.

## **8. NEW BUSINESS:**

### **i. Discussion and possible action re: Notice of Call to Elections and Resolution 2018-007.**

With some discussion and the mention that the Mesquite Local News where the information was pushed it back to another time. This invoked a discussion on the board doing what is required during this year's election cycle and the Arizona Revised Statutes. Administrative Assistant Burnett will get in touch with the Desert Valley Times and see if they'll publish the article. After the discussion Board Chairman Adriance made a motion to accept Resolution 2018-007. Board Member Oliver seconded the motion. Motion passed to accept Resolution 2018-007. 3-0-2

### **ii. Discussion and possible action re: VFIS Property Casualty Insurance Renewal. Must take action regarding changing limits and/or deductibles. See VFIS questionnaire.**

Finance Director Arnett – she gave the entire questioner in the packet. All the questions have been answered and it's ready to be sent in. What I wanted to bring to your attention were the property deductibles are \$250.00 which when you have low deductibles you have higher premiums. She feels that they should be changed to either \$500.00 or \$1,000.00. Discussion continued on this matter and it also has all the limits with the insurance.

Board Member Oliver raised a question on the name of the policy. It states on the policy the insured is "Beaver Dam/Littlefield Volunteer Fire District"? This is the first time he's seen it. The discussion continued that it was initially was called that. The Finance Director mentioned that the IRS shows that it is "Beaver Dam/Littlefield Fire District". The board instructed the Finance Director to talk with the carrier and have the name changed on the policy.

Board Chairman Adriance asked a question regarding how an item under the "crime" section was answered. It asks if 2 signatures are required for purchases. The discussion continued on this matter and it will be corrected to show that 2 signatures are required over a certain limit on non-budged items. Finance Director Arnett will get quotes for the insurance rates with a \$500.00 limit and a \$1,000.00 limit the deductibles. This was a discussion item at this time until we get the quotes for the insurance.

### **iii. Discussion and possible action re: Workers Compensation rates (see "Amguard Worker rate").**

Finance Director Arnett wrote on the rate sheet the prior year and the new rate for the upcoming year. There is actually a decrease from las year of 11.73%. The discussion continued if we could get a cheaper rate from another company and the Finance Director and VFIS were unable to find another carrier. Board Chairman Adriance made a motion that we stay with VFIS and the current Workers Compensation carrier. Board Member Reber seconded the motion. Motion passed to stay with VFIS and the current carrier. 3-0-2



**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: **MAY 2018**

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

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

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

v. Review of the American Express Statement for the month ending: **MAY 2018**

Finance Director Arnett mentioned that the reason the American Express Statement was on the agenda was to show that the account had been closed per our request. She also handed out the completed budget in a booklet form to all board members and the Administrative Assistant. The discussion went on for a few minutes with a few questions that were answered by the Finance Director.

Board Member Reber made a motion to accept the consolidated monthly reports.

Board Member Oliver seconded the motion. Motion passed to accept the consolidated monthly reports. 3-0-2

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's office.

Finance Director Arnett did make a spread sheet of the charges and there was a charge for the month of May that she paid. She was instructed by the board to please have the invoice(s) in any future meetings for the board review. This was a discussion item only.

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

After reviewing the Register Board Member Reber made a motion to accept the Register.

Board Member Oliver seconded the motion. Motion passed to accept the Register 3-0-2.

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

iv. Discussion and possible action re: Expenses by Vendor for the month of: **MAY 2018**

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

Items b (iii, iv and v) are discussion items and there was no action taken.

**10. FUTURE AGENDA ITEMS:**

i. Discussion and possible action re: what to use for conference calls. Skype, only one (1) person may use this and has not been very reliable; go through Reliance Connects, requires a bridge and possibly a new line, possibly the purchase of a new conference phone that has extension microphones; or "Go to Meeting" (initial trail has ended), and would have to have the ability of being able to call out on long distance, for the size of the room, may have to also purchase a new conference phone with microphones.

ii. Discussion and possible action re: revisit the fee schedule.

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

**11. NEXT REGULAR BOARD MEETING:**

The next regular scheduled board meeting is **JULY 19, 2018 at 6:00 P.M.** Arizona Time.

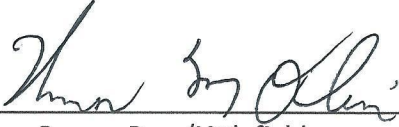
Any special meeting scheduled will appear in the minutes.

**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 Oliver made a motion to adjourn. Board Chairman Adriance seconded the motion. Motion passed to adjourn 3-0-2. Meeting is adjourned at 7:30 P.M. on June 21, 2018.



Beaver Dam/Littlefield  
Fire District – Acting Board  
Chairman of the Governing Board



Date

File:

SD Card: 019

Rec: BDFDBR019