



**Beaver Dam/Littlefield Fire District**  
**630 N. Highway 91, P.O. Box 579**  
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Minutes A.R.S. §38-403.01

## **MINUTES OF JULY 19, 2018**

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

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

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

Also present were:  
Fire Chief Hunt and Finance Director Arnett

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

Given by Acting Board Chairman Oliver

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

There was an individual who introduced himself and made mention that he had bought some property behind the Acting Board Clerk Reber's property and the county inspector came out and mentioned that someone called in to their office and said he had some code violations going on. When asked who called the inspector mentioned that it came from the district. Acting Board Chairman Oliver mentioned that it couldn't have, we don't get involved with that and there has been no mention of anything like that taken up on our agenda's. I can assure you it didn't come from us. There was some other discussion concerning this.

### **5. CONSENT AGENDA**

- a. Consideration of approval of minutes: Regular session of: June 21-2018  
Acting Board Clerk Reber made a motion to accept the June 21-2018 minutes as written.  
Board Member Bown seconded the motion.  
Motion passed to accept the minutes 3-0-2

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

- a. Fire Chief's Report:  
Chief Hunt mention that he was sent as Medical Director to the Tinder Fire and then was moved to the Pine Valley & Black Mountain Fire.  
Brush 11 also is on Severity Duty for the month of July 2018. He also explained exactly to the public what it means for Severity Duty and what it encompasses.

- b. Fire and EMS report for the month of:
  - i. **June 2018:** Chief Hunt gave the Fire & EMS Report: Fire – there were a total of 21 responses and 50 EMS responses. For the month of June 2018 there were a total of 71 responses and for the year to date there were a total of 425 Fire & EMS responses.
- c. Board Chairman's Report:
  - i. Discussion by Board Member Oliver and Administrative Assistant Burnett on the Open Meeting Law(s) attended at Mayer Fire District and given by the Ombudsman Office.  
Administrative Assistant Burnett brought the board and public up to date concerning the Open Meeting Laws. Only the State Attorney General can bring charges on an individual on violations concerning the Open Meeting Laws. The future of posting the open meeting may come within one (1) to five years (5) where we will be required to post all meetings with audio and visual (recordings) on the web site. Additionally the minutes should show how the voting of each person is on a particular action. There were also some other changes and they are working on a new Open Meeting Laws booklet.  
Acting Board Chairman Oliver mentioned that somewhere in the near future will require spending some money. The discussion continued and was for discussion only.

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

- a. Discussion item only re: update on the elections. Administrative Assistant Burnett.  
Administrative Assistant Burnett mentioned that since Mesquite Local News pushed back date the original printing that the election notice was supposed to appear and since the statutes require certain mandates he also made arrangements to have the notice published in the Desert Valley Times. At the present time the notice has been run in each of the papers and is scheduled to run on July 24, 2018 and also in the Mesquite Local News on July 26, 2018.
- b. Discussion and possible action re: VFIS Property Casualty Insurance Renewal. Must take action regarding changing limits and/or deductibles. Finance Director Arnett.  
Finance Director Arnett mentioned that she has not received any information from VFIS and probably won't be until August 2018 board meeting. This item was tabled until August 2018 board meeting.

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

- a. Discussion item only, re: Introduction of the new Littlefield United School District #9 Superintendent.
  - i. Introduction and remarks by the new school Superintendent.  
The new Littlefield United School District #9 Superintendent (Darlene McCauley) introduced herself and mentioned that she was born and raised in Winslow, AZ. She was also a school director for the school district and she gave some examples of her experiences.
- b. Discussion and possible action re: review and approval of the new proposed fee schedule.
  - i. Discussion and possible action on Resolution 2018-008 Adoption of the new fee schedule.  
Finance Director Arnett went over the changes of the fee schedule and why it was done. Acting Board Clerk Reber made a motion to adopt the new fee schedule and also Resolution 2018-008. Board Member Bown seconded the motion. Motion passed to adopt the new fee schedule and Resolution 2018-008. 3-0-2. The new fee schedule is effective August 1, 2018.
- c. Discussion and possible action re: review and approval of the new Mesquite Police Department Dispatch Fees.  
Chief Hunt asked why is this even on the agenda, isn't it included in the budget?  
Finance Director Arnett mentioned that she wanted the board to have the information.  
No action was needed, but she mentioned that it was the same of last year's dispatch fees

and no action was needed or taken.

- d. Discussion and possible action re: review and approval of the Hinton Burdick Audit Engagement Agreement.

Finance Director Arnett mentioned that the fee for the audit was the same as last year's audit except that there was the Implementation of GASB 68, which is a onetime fee of \$2,000.00 which raised the total cost of the audit to \$17,880.00

Acting Board Clerk made a motion to accept the audit engagement agreement. Board Member Bown seconded the motion. Motion passed to accept the engagement agreement. 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: **JUNE 2018**

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

- iii. Review of the Cosco Visa Credit Card Statement for the month ending: **JUNE 2018**

- There were no charges to the Cosco Visa Credit Card for the month of June 2018.

- iv. Review of the UMB Visa Card Statement for the month ending: **JUNE 2018**

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

- With very little discussion Board Member Reber made a motion to accept the consolidated financial statements, item a (i through v). Acting Board Chairman Oliver seconded the motion. Motion passed to accept the consolidated financial statements 3-0-2.

- After reviewing the financial consolidated financial statements made a motion to accept them, Item 9(a) (i through v). Acting Board Chairman Oliver seconded the motion. 3-0-2

- b. Other Financial Information.

- i. Discussion and possible action re: invoices from Mr. Whittington's office.

- There were no invoices from Mr. Whittington's Office.

- ii. Discussion and possible action re: Statement of Assets.

- iii. Discussion and possible action re: Expenses by Vendor for **JUNE 2018**

- iv. Discussion and possible action re: Statement of Financial Activities (Cash flow and projections) for FY 2017 – 2018.

- Item b (ii through iv) was discussion items only and no action was needed.

**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 possible a new line and is good for only 24 hours, possibly the purchase of a new conference phone that has extension microphones; or "Go To Meeting" (initial trial has ended, and would to have the ability of being able to call out on long distance, for the size of the room may have to purchase a new conference phone with microphones.

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

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

**11. NEXT REGULAR BOARD MEETING:**

The next regular scheduled board meeting is **AUGUST 16, 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:**

Acting Board Clerk Reber made a motion to adjourn. Board Member Bown seconded the motion. Motion passed to adjourn 3-0-2. Meeting adjourned at 6:56 P.M. on July 19, 2018.

**THIS IS A WORKING DRAFT ONLY AND IS NOT APPROVED UNTIL SIGNED**

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Beaver Dam/Littlefield  
Fire District – Chairman  
Governing Board

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Date