



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

MINUTES OF AUGUST 16, 2018

1. CALL TO ORDER:

Board Chairman Adriance called the meeting to order at 6:04 P.M. on August 16, 2018

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

Board Chairman:	Doug Adriance	Present
Board Clerk:	Laura Guimond	Present
Board Member:	Reed Bown	Via Skype
Board Member:	Dan Reber	Present Arrived @ 6:07 P.M.
Board Member:	Tom Oliver	Absent
Administrative Assistant:	George Burnett	Present

Also present were:

Captain Gates and Finance Director Arnett

3. PLEDGE OF ALLEGIANCE:

The Pledge given by Board Chairman Adriance

4. CALL TO THE PUBLIC:

No public input

5. CONSENT AGENDA

a. CONSIDERATION OF APPROVAL OF MINUTES:

i. Minutes of Regular Session of JULY 19, 2018

Board Chairman Adriance made a motion to accept the minutes of July 19, 2018 as written

Board Clerk Guimond seconded the motion. Motion passed. 3-0-2

Board Member Reber arrived at 6:07 P.M., August 16, 2018

ii. Discussion and action re: Expense request for EMT Barlow for Reimbursement and completion of EMT training in the amount of \$1,500.

This item was moved to item 8 - New Business (8)(c) to correspond to the Training Reimbursement for discussion.

6. REPORTS AND CORRESPONDENCE:

a. Fire Chief's Report:

Captain Gates reported that we had the Type 3 Wildland Engine, the 3500 gallon water tender out and one Type 6 Brush Truck out. The Type 3 was back, with the 3500 gallon water tender due back tomorrow night 8/17/2018

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

Captain Gates gave the Fire & EMS report: There were 20 Fire responses and 64 EMS responses for a total of 84 Fire & EMS responses during July 2018. Year to date there has been 509 responses since January 1, 2018.

c. Board Chairman's Report:

Board Chairman Adriance – he received numerous positive complements during a conference that he was attending in Reno, NV for working on the wildland fires in California.

7. OLD BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: VFIS Property Casualty Insurance Renewal.

During the discussion concerning whether we should stay at a zero deductible, go to a \$500.00 or \$1,000.00 deductible it was mentioned that having one incident happen would wipe out the advantage of having a deductible. Finance Director Arnett mentioned that the rate for our insurance renewal was higher than in the past. This was due to the fact that we now have more personnel on the payroll along with the board members being increased from a 3 member board to a 5 member board. Board Chairman Adriance made a motion to stay with a zero dollar deductible and approve the insurance renewal. Board Member Reber seconded the motion. Motion passed to accept VFIS Property Casualty Insurance Renewal with a zero dollar deductible and for the \$27,964.00 Rate as quoted. 4-0-1

8. NEW BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Fire Chief would like to take over the website and have someone do it internally.

This matter is tabled account the Fire Chief is out of town until September's Meeting.

b. Discussion and possible action re: Renewal of Life Packs 12 Service Plan.

Captain Gates – this is a yearly contract renewal of a service agreement for our Life Pack 12's that we are currently using. The annual cost is \$2,845.44

Board Member Reber made a motion to go ahead and accept the service agreement.

Board Member Bown seconded the motion. Motion passed to accept the Physio Control Service agreement. 4-0-1

c. Discussion and possible action re: Training Reimbursement Agreement for Hope Barlow.

Discussion on expense reimbursement was moved from item 5 (a) (ii) to be included in the Training Reimbursement Agreement.

Finance Director Arnett – Ms. Barlow has successfully completed the EMT (B) course and is certified as a Utah, Nationally registered and has Arizona Certification. The cost of the reimbursement is \$1500.00. She also has signed the Training Reimbursement Agreement for a period of two (2) years. Finance Director Arnett mentioned it's the same Agreement except for a few changes reflecting the status of her certification.

Board Chairman Adriance made a motion to accept the Reimbursement request in the amount of \$1500.00 and also accept the Training Reimbursement Agreement for EMT

Barlow. Board member Bown seconded the motion. Motion passed to accept the reimbursement request and the Training Reimbursement. 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: **JULY 2018**
 - ii. Reconciliation of Mountain America Credit Union (Liabilities and Ambulance Revenue) for the month ending: **JULY 2018**
 - iii. Review of the Cosco Visa Credit Card Statement for the month ending: **JULY 2018**
There were no Cosco Visa Credit Card Statement for the month.
 - iv. Review of the UMB Visa Card Statement for the month ending: **JULY 2018**
 - v. Discussion and possible action re: Review Register of Checks, Warrants and Deposits for the month ending: **JULY 2018**
 - vi. Discussion and possible action re: Statement of Financial Activities, cash flow projections.
 - vii. Discussion and possible action re: Statement of Assets.
 - viii. Discussion and possible action re: Expenses by Vendor for **JULY 2018**
 - ix. Discussion and possible action re: invoices from Mr. Whittington's office.

There were no invoices from Mr. Whittington's office.

With little discussion and the assurance of Finance Director Arnett that there were no drastic changes in the monthly finance reports and the fact that there were some changes to the agenda so all the items appear as in the same monthly report instead of two (2) items.

Board Clerk Guimond made a motion to accept the Finance Statements in item 9(a) (i through ix). Board Chairman Adriance seconded the motion. Motion passed to accept all of the District's Financial Statements for the month of July 2018. 4-0-1

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 trail 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 possible action for providing a Fire Protection Agreement for out of District Fires.
- iii. Discussion and possible action re: billing interstate truckers insurance company for incidents that we respond to.
- iv. Discussion and possible action re: Having the fire chief take over the web site.

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

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is **September 20, 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 Clerk Guimond made a motion to adjourn. Board Member Bown seconded the motion. 4-0-1 Meeting adjourned at 6:43 P.M. on August 16, 2018



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board



Date