



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

MINUTES OF SEPTEMBER 20, 2018

1. CALL TO ORDER:

Called to order by Board Chairman Adriance @ 6:00 P.M. on September 20, 2018

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

| | | |
|---------------------------|----------------|---------------|
| Board Chairman: | Doug Adriance | Present |
| Board Clerk: | Laura Guimond | Present |
| Board Member: | Reed Bown | Skype Present |
| 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:

Given by Finance Director Arnett

4. CALL TO THE PUBLIC:

There were no comments from the public

5. CONSENT AGENDA

a. CONSIDERATION OF APPROVAL OF MINUTES:

Regular session of: **AUGUST 16, 2018**

Board Member Reber made a motion to accept the minutes as written. Board Clerk Guimond seconded the motion. Motion passed to accept the minutes as written. 5-0-0

6. REPORTS AND CORRESPONDENCE:

a. Fire Chief's Report:

Chief Hunt mentioned that the Type 3 Engine was out again. They were in the area of Monterey and Big Sur areas. Although they were not actually on a fire, their main purpose was to be first out on any fires in the area. Chief Hunt also mentioned that they had a call to go to Yuma. They also mentioned that they were needed within a couple of hours. When Chief Hunt mentioned that it may take at least a day to arrive there; they apparently didn't know where we were located. They did find another agency and called back to cancel.

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

Chief Hunt went over the Fire and EMS report. There were a total of 8 Fire Responses and 52 EMS Responses for the month. Year to Date there has been 109 Fire Responses and 460 EMS responses for a total of 569 Responses for the year.

- c. Board Chairman's Report:
Nothing to Report.

7. OLD BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: protection agreement for out of district fires.
Board Chairman Adriance – mentioned that we were still looking at the options available and the best way to approach it and will be up for further discussion at the next meeting.
- b. Discussion and possible action re: possible ambulance subscription services.
Board Chairman Adriance – continued this discussion in conjunction with item 7(a). He stated that he had received a proposal from Board Member Bown who had submitted a policy that a provider does up in Idaho. Basically it's a subscription service and when you subscribe the ambulance transport you and not get charged. However, your insurance carrier is charged and you don't have to pay the co-payment. For us we'd have to look at a number of things to determine the amount for our subscription service that would look into the number of times a particular person may be using the service. We would have to find a way to get the feel of the public on both matters and may have to do it by mailings.
LOST BOARD MEMBER BOWN at 6:11 P.M., unable to reestablish contact.

- c. Discussion on the election update.

Board Chairman Adriance mentioned that there were only 2 persons that are running for the 3 vacancies on the board. There were himself and Mr. Oliver, which still leaves 1 vacancy on the board.

Administrative Assistant Burnett mentioned that he's tried to get ahold of the Elections Department/Board of Supervisors and has not really gotten an answer yet. He was trying get an opinion on if we could actually start recruiting for the vacancy.

- d. Discussion and possible action re: turning over the web site for in-house maintenance and updating under the direction of the fire chief.

Board Chairman Adriance – mentioned that the fire chief would like to assume the web site for in-house maintenance.

Chief Hunt – mentioned that they have a reserve and he took a look at the web site and felt that he could improve on it. He mentioned that Trevor would like to take a shot at it. He does this full time for his employer.

Board Chairman Adriance – the chief would be completely responsible for the web site and the Administrative Assistant would not be liable since he would be removed from the web site as the administrator. The chief would be responsible for all content and insuring that nothing inappropriate was put out.

Board Member Oliver asked who owns the web site.

Administrative Assistant Burnett answered that we are the owners.

After some more discussion, Board Chairman Adriance made a motion to allow the chief to do the web site in house. Board Member Reber seconded the motion. Motion passed to pass the web site to the fire chief. 4-0-1

8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: billing the interstate truckers insurance company for incidents that we respond to.

The discussion was whether we could actually do this since we receive a payment from the state to respond to incidents on the interstate. However, because interstate truckers usually carry insurance for these types of incidents and we don't charge the individual for any services rendered there should be no problem. It was noted that this does occur at a few of the other fire districts. No action was taken on this matter and will be on a future agenda for more discussion and possible action on how to proceed.

- b. Discussion and possible action re: Expense request for reimbursement for Ernesto Renteria in the amount of \$129.14 (lunch for 5 persons and EMT National Registry Exam).
With little discussion Board Member Reber made a motion to accept the reimbursement request for FF/EMT Renteria. Board Member Oliver seconded the motion. Motion passed to accept the reimbursement request. 4-0-1
- c. Discussion and possible action re: Memorandum Agreement with the Littlefield Unified School District #9 to provide them with standby services in exchange for water provided to the fire station. This includes an increase to the Littlefield Unified School District #9 for water use from \$500.00 per year to \$1,000.00 per year.
There was some discussion with Finance Director Arnett explaining the costs of our service and our water usage to come up with the costs.
Board Member Reber – I have a question, as I understand it, if we are at an event and we got a emergency call, then they know we’re going to leave and take the call. But if we have a written agreement, does that mean we’re going to have an ambulance there?
Finance Director Arnett – when Chief Ojeda and I were discussing this and writing it up, because it says that we’re a standby service, if there was an emergency there is still an ambulance available that would respond to their emergency. So, it wouldn’t be like we’re abandoning them running to someone else, that service would still be available.
Chief Hunt mentioned that this actually happened once, a year or two ago, but Medic 31 took the call knowing that the other ambulance was on standby.
There was a question that is a binding thing that you have to stay there, or because it’s a standby does an emergency (ex: an accident on the freeway) does it take precedence over the standby?
Board Member Reber – we had an incident like that at a high school rodeo up through Nevada, if that ambulance got called out an emergency, they shut down the rodeo, until they could get another ambulance.
Board Chairman Adriance made a motion to have Administrative Assistant Burnett send this to the district’s attorney and to also get the draft of the Agreement to the School District. Board Member Reber seconded the motion. Motion passed as to the above actions 4-0-1
- d. Discussion and possible action re: Resolution 2018-009, A resolution to Resume Burning with caution.
There was a date error on this Resolution. Administrative Assistant Burnett made the necessary changes to it. Date for resuming burning with caution is September 22, 2018 at 8:00 A.M.
Board Member Reber made a motion to accept Resolution 2018-009, resuming burning with caution. Board Member Oliver seconded the motion. Motion Passed to accept Resolution 2018. 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: **AUGUST 2018**
 - ii. Reconciliation of Mountain America Credit Union (Liabilities and Ambulance Revenue) for the month ending: **AUGUST 2018**
 - iii. Review of the Cosco Visa Credit Card Statement for the month ending: **AUGUST 2018**
 - iv. Review of the UMB Visa Card Statement for the month ending: **AUGUST 2018**
 - v. Discussion and possible action re: Review Register of Checks, Warrants and Deposits for the month ending: **AUGUST 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 **AUGUST 2018**
 - ix. Discussion and possible action re: invoices from Mr. Whittington’s office. **No invoices at this time.**

Finance Director Arnett – the reconciliation reports from Wells Fargo and Mountain America Credit Union is looking very good and there is no significantly old uncleared transactions to be noted. The Costco charges is a renewable fee. The UMB VISA card is a little high because they've been out on a couple of fires. Finance Director Arnett mentioned that there was a missing receipt for hotdogs. She explained the procedure for a missing receipt and what has to be done. The receipt for the hotdogs that was missing was explained as lost in the wildfire. The discussion continued on for a few minutes.

Board Member Reber made a motion to accept all of the financial statements. Board Clerk Guimond seconded the motion. Motion passed to accept all of the financial statements. 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 **OCTOBER 18, 2018 at 6:00 P.M.** Arizona Time. No special meetings scheduled.

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 Reber made a motion to adjourn. Board Clerk Guimond seconded the motion. Motion passed to adjourn. 4-0-1 – Meeting is adjourned at 7:00 P.M. September 20, 2018.


Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

10/18/2018
Date

File:

SD Card: 004

File: 022 BDFDBR022