



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



Minutes A.R.S. §38-403.01

MINUTES OF OCTOBER 18, 2018

1. CALL TO ORDER:

Called to order by Board Chairman Adriance at 6:04 P.M. on October 18, 2018

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

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

Also present were:

Fire Chief Hunt and Finance Director Arnett

3. PLEDGE OF ALLEGIANCE:

Pledge given by Chief Hunt

4. CALL TO THE PUBLIC:

There were no responses from the audience.

5. CONSENT AGENDA

a. CONSIDERATION OF APPROVAL OF MINUTES:

i. Minutes of Regular Session of **SEPTEMBER 20, 2018**

Board Chairman Adriance made a motion to accept the minutes as written.

Board Member Oliver seconded the motion. Minutes of September 20, 2018 passed. 4-0-1

6. REPORTS AND CORRESPONDENCE:

a. Fire Chief's Report:

i. Wildland update

Chief Hunt made mention that since the type 3 came back we haven't had anything, but some of you may of head the wildfires are starting back up in California. So, maybe we might spend Christmas out there again, we'll see.

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

Chief Hunt gave the Fire & EMS report: there were a total of 13 fire responses and 64 Medical responses for the month of September 2018. Year to date there have been 122 fire responses and 524 medical responses or 646 responses.

c. Board Chairman's Report:

i. AFDA Conference dates.

Board Chairman Adriance net it be known that the AFDA Conference dates were already set for January 17th thru the 19th 2019.

7. OLD BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: consideration of the changes and questions regarding the Memorandum of Agreement with the Littlefield Unified School District #9.

Board Chairman – we did get the memorandum back from the school board after their meeting last week or 2 weeks ago. They added back some of the stuff that was in the original memorandum. I don't see an issue with that, since they spend over \$12,000.00 on new well heads and stuff like that for the well.

Administrative Assistant Burnett – my suggestion would be to send this to the attorney, since this is something that both boards agree to and have the attorney scrap the one we sent him.

Board Chairman Adriance – the copy we got is coming from the school board, I say that we agree to send this to the attorney to overlook it. I don't believe that nothing is missing. I'm sure that the school board is doing right now.

There was further discussion on this matter, since there was 3 different Memorandum's in the packet. I'm hoping we get it back for the school board and us to have it on next month's agenda.

There was no action on this; Administrative Assistant Burnett was directed by the Board Chairman to submit it to our attorney.

8. NEW BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: consideration of declaring a board vacancy and also the approval of Resolution 2018 – 010, Notice of Board Vacancy.

There was little discussion with Board Chairman making a motion to accept Resolution 2018-010.

Board Member Bown seconded the motion. Motion passed to accept Resolution 20189-010, 4-0-1.

b. Discussion and possible action re: Ambulance Maintenance.

Chief Hunt – on a trip to Las Vegas it over headed way bad, I don't know how many times he (FF/EMT Gates) had to stop and put water in it to get it home (ref: M-31). He was able to get it home and they got it to St. George Ford. St. George Ford found that an oil cooler went bad.

The oil cooler they put in wasn't good so St. George Ford had to put another one in.

St. George Ford had told Chief Hunt they also thought it had a cracked head.

The ambulance spend a lot of time up there and kept going back and forth that Chief Hunt told St. George Ford to stop the work on it. Both Chief Hunt and Batt. Chief Ojeda had virtually had given up on it. We weren't going to put a \$20,000.00 motor in it when we bought it for approximately \$15,000.00. It just wasn't worth it. Chief Hunt mentioned that he was told that they found that the turbo was also bad from the heat and St. George Ford wanted \$2,500.00 to replace it. They brought the ambulance back and Chief Hunt and Batt. Chief Ojeda just dove into it and they found a turbo for only \$700.00. The turbo was replaced by both chiefs and now it's running perfectly. It's even been on a couple of calls since then. We're hoping that will buy us enough time until it's time to get a new one.

- c. Discussion and possible action re: Request for Annexation for Jay & Kim MacEachern and Resolution 2018-011.
Board Chairman Adriance – This was put on the agenda at the last minute and the reason for it is because it's such a large parcel and could daisy chain, and so that we get into the county. There were some questions on if it might be subdivided. The discussion continued on this matter. Board Clerk Guimond made a motion to accept the annexation and Resolution 2018 – 011. Board Member Reed seconded the motion. Motion passed to accept the annexation request and approval of Resolution 2018-011 by a vote of 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: **SEPTEMBER 2018**
 - ii. Reconciliation of Mountain America Credit Union (Liabilities and Ambulance Revenue) for the month ending: **SEPTEMBER 2018**
 - iii. Review of the Cosco Visa Credit Card Statement for the month ending: **SEPTEMBER 2018**
 - iv. Review of the UMB Visa Card Statement for the month ending: **SEPTEMBER 2018**
 - v. Discussion and possible action re: Review Register of Checks, Warrants and Deposits for the month ending: **SEPTEMBER 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 **SEPTEMBER 2018**
 - ix. Discussion and possible action re: invoices from Mr. Whittington's office. **No invoice as of this date**
Finance Director Arnett – the auditors will be here the week of November 12. We're ready
Board Chairman Adriance – That's good to hear.
As far as reconciliations go, there really nothing remarkable there. As far as Card Services go, this had quite a bit of activity, when FF Renteria went to California.
Board Clerk Guimond – this charge for \$795.08 for Intuit, is this for software?
Finance Director Arnett – it is, it's an annual expense that brings QuickBooks up to date and payroll that we use. Something that's new, she uploads each employee's payroll activity and the employee may log into intuit and look at their payroll activity and also download activity. The discussion continued on this matter on who downloaded their activity and how they liked it.
Board Clerk Guimond made a motion to accept the financial statements.
Board Member Oliver seconded the motion. Motion passed to accept the financial statements. 4-0-1

10. FUTURE AGENDA ITEMS:

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

- 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/or have responded to. Hold until AFDA Conference

- iv. Discussion and possible action re: continuing the discussion and possibly offering the residents a subscription ambulance service for a set fee.
- v. Discussion and possible action re: consideration of the changes and questions regarding the Memorandum of Agreement with the Littlefield Unified School District #9.
- vi. Discussion and possible action re: what is planned for the holidays for the employees and board members?
- vii. Discussion and possible action re: Adjourn to executive session for interviews with potential interested board member who submitted applications for the vacancy.
- viii. Discussion and possible action re: Moving funds from the county checking account to the Capital Outlay account.

11. NEXT REGULAR BOARD MEETING:

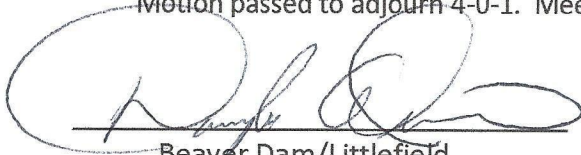
The next regular scheduled board meeting is **NOVEMBER 15, 2018 at 6:00 P.M.** Arizona Time. Any special meeting scheduled will appear in the minutes.

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 mentioned that Peggy Owen asked for the room to be able to wrap Christmas gifts for 3 days in December. It was also noted that the fee's for her to be able to use this were donated. This is an annual charity event for the underserved children in the area.

13. ADJOURNMENT:

Board Clerk Guimond mad a motion to adjourn. Board Member Bown seconded the motion. Motion passed to adjourn 4-0-1. Meeting adjourned at 6:55 P.M. October 18, 2018



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

11/15/2018
Date

File:
SD card #4
File: 023 BDFDBR023