



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

MINUTES OF NOVEMBER 15, 2018

1. CALL TO ORDER:

Called to order by Board Chairman Adriance at 5:59 P.M. on November 15, 2018

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

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

Also present were:

Finance Director Arnett

3. PLEDGE OF ALLEGIANCE:

The pledge was given by Finance Director Arnett

4. CALL TO THE PUBLIC:

There were no comments

5. CONSENT AGENDA

a. CONSIDERATION OF APPROVAL OF MINUTES:

i. Minutes of Regular Session of **OCTOBER 18, 2018**

ii. Discussion and action re: reimbursement for Chief Hunt in the amount of \$ 31.91, lug covers for E-11.

Finance Director Arnett mentioned that the Chief Hunt accidentally used the wrong credit card

Board Member Oliver made a motion to accept the minutes of October 18, 2018 and the

reimbursement for Chief Hunt. Board Member Bown seconded the motion. Motion passed 3-0-2

6. REPORTS AND CORRESPONDENCE:

a. Fire Chief's Report:

i. Wildland update

There were no chief officers present at the meeting, however the Board Chairman Adriance mentioned that the Type 3 (E-23) was in California with 4 personnel.

b. Fire and EMS report for the month of: **OCTOBER 18, 2018**

Since there was no staff for this item, the Report did show that there were 17 Fire responses and 66 EMS responses for a total of 83 incidents for the month.

c. Board Chairman's Report:

- i. Discussion on the elections by Administrative Assistant Burnett.
Board Chairman Adriance mentioned that the election is over and we have a vacancy for the board. He mentioned that Administrative Assistant Burnett did take applications for the vacancy. He also mentioned that we have two (2) applications for it and will be interviewing for those in an Executive Session.
- ii. Discussion on the Open Meeting Law Booklet and changes.
Administrative Assistant Burnett noted that the personnel do have the updated Open Meeting Law Booklet that was passed out.

7. EXECUTIVE SESSION:

The board may move to discuss items in an Executive Session pursuant to A.R.S. §38-431.03 (A)(1), (A)(2), (A)(3), (A)(4) and (A)(5), this authorizes discussion and consideration of employment, assignment, appointment, promotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of the District.

- a. Motion to adjourn to executive session.
Board Chairman Adriance made a motion to adjourn to an Executive Session to interview the applicants for the vacancy on the board. Board Member Bown seconded the motion. Motion passed to adjourn 3-0-2. The open meeting was closed at 6:05 P.M. on November 15, 2018.
- b. Call to order.
Called to order by the Board Chairman Adriance at 6:07 P.M. on November 15, 2018
- c. In accordance with A.R.S. §38-432.03 (A)(1), the board may hold an Executive Session to interview applicants for possible appointment to a vacancy on the board.
- d. Motion to Adjourn and to return to open meeting to vote on items discussed in Executive Session as needed.
Motion made by Board Chairman Adriance to adjourn to the open meeting. Board Member Oliver seconded the motion. Motion passed 3-0-2. Executive Session adjourned at 6:33 P.M. on November 15, 2018

8. RECONVENE THE OPEN MEETING:

- a. Reconvene the open meeting re: Discussion and possible action on appointing an applicant for the board created after the General Election.
Board Chairman Adriance reconvened the open meeting at 6:35 P.M. on November 15, 2018 Board Chairman Adriance passed out the ballots for board members to vote for a replacement. Administrative Assistant Burnett read the votes out loud with Kevin L. Smith getting the majority. Board Chairman Adriance made a motion to accept Kevin L. Smith as the new board member effective December 1, 2018. Board Member Bown Seconded the motion. Motion passed to accept Kevin L. Smith as the new board member. 3-0-2

9. SWEARING IN OF NEW BOARD MEMBERS

- a. Swearing in of the appointment of board officers re: two (2) board members appointed by the Mohave County Board of Supervisors and one (1) appointed by the Board of Directors.
Board Member Bown gave the oath of office to the newly appointed board members which were Douglas Adriance, Thomas Oliver and Kevin L. Smith.

10. 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.
Administrative Assistant Burnett did finally receive a response from the district's attorney and that there was some comments and also mentioned that there are two (2) items

missing that is required by the Arizona Revised Statute's. He will also get the response to the school district.

Board Chairman Adriance asked to make arrangements with the district's attorney for discussion on this matter on a regular scheduled meeting for next month.

- b. Discussion and possible action re: what is planned for the holidays for the employees, board members & families? Tentatively scheduled for December 13, 2018
Finance Director Arnett mention that they have reserved the room for December 13, 2018 for the annual holiday and that two (2) requested proposals for menu items. Board Chairman made a motion to accept the date of December 13, 2018 and also to accept Alberto's proposal to supply the menu. Board Member Bown seconded the motion. Motion passed 3-0-2
Finance Director Arnett also mention that the gift(s) for the employees gifts would be a shield cover at the cost of \$50.00/shirt & pants for a cost of \$100.00.
Board Member Oliver made a motion to cap the gifts at \$2700.00.
Board Member Bown seconded the motion. Motion passed 3-0-2
- c. Discussion and possible action re: Moving funds from the county checking account to the Capital Outlay account.
Finance Director Arnett suggested that we move \$200,000.00 from our checking to the Capital Outlay account. A new engine would be in the neighborhood of \$550,000.00 with a down payment of around \$56,000.00.
Board Member Adriance made a motion to move the \$200,000.00 from the checking account to the Capital Outlay account.
Board Member Bown seconded the motion. Motion passed to transfer the money to the Capital Outlay Account. 3-0-2

11. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Blue Cross Blue Shield Health Insurance Renewal.
Finance Director Arnett went through the options for the health insurance renewal. After some discussion Board Chairman Adriance felt that maybe we need to see if there are some other options out there. He feels that we need to try and get the best one out for the employees. Board Member Bown suggested that we table this matter until the December's meeting.
- b. Discussion and possible action re: 2019 AFDA Conference Schedule.
Administrative Assistant Burnett handed out the AFDA Conference Schedule and went over it. He also mentioned that he will be able to make room reservations and register those who are going on-line. He also noted that the price of the rooms did increase this year.

12. 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: **OCTOBER 2018**
 - ii. Reconciliation of Mountain America Credit Union (Liabilities and Ambulance Revenue) for the month ending: **OCTOBER 2018**
 - iii. Review of the Cosco Visa Credit Card Statement for the month ending: **OCTOBER 2018**
 - iv. Review of the UMB Visa Card Statement for the month ending: **OCTOBER 2018**
 - v. Discussion and possible action re: Review Register of Checks, Warrants and Deposits for the month ending: **OCTOBER 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 **OCTOBER 2018**

- ix. Discussion and possible action re: invoices from Mr. Whittington's office.
After some discussion from Finance Director Arnett, Board Chairman Adriance made a motion to accept the financial statements. Board Member Bown seconded the motion.
Motion passed to accept the financial statements. 3-0-2

13. APPOINTMENT OF BOARD OFFICERS

- a. Discussion and action re: appointment of a Board Chairman and Board Clerk.
Board Member Bown nominated Douglas Adriance as the Board Chairman.
Board Member Oliver seconded the motion. Douglas Adriance accepted the nomination.
Board Chairman Adriance made a motion to appoint Thomas Oliver as the new Board Clerk. Board Member Bown seconded the motion. Thomas Oliver accepted the nomination. The new terms will be effective December 1, 2018.

14. 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. Scheduled for December 20, 2018 Board Chairman Adriance mentioned that Administrative Assistant Burnett has been looking at other alternatives to accomplish this.
- ii. Discussion and possible action re: continuing the discussion and possible action for providing a Fire Protection Agreement for out of District Fires. Scheduled for February 2019
- iii. Discussion and possible action re: billing interstate truckers insurance company for incidents that we respond/or have responded to. Scheduled for February 2019
- iv. Discussion and possible action re: continuing the discussion and possibly offering the residents a subscription ambulance service for a set fee. Scheduled for February 2019
- v. Discussion and possible action on health insurance for the employees.

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

15. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is at **DECEMBER 20, 1918 AT 6:00 P.M.** Arizona Time.
Any special meeting scheduled will appear in the minutes.

16. CALENDAR OF EVENTS:

The Calendar of events is on the board's tablets, the web site and also at Station #1.
Administrative Assistant Burnett made mention that the Virgin River Community annual Christmas Gift Wrapping will be on December 17, 18, and 19. He also mentioned that the costs for using the room have been donated.

17. ADJOURNMENT:

Board Member Bown made a motion to adjourn. Board Chairman Adriance seconded the motion. Motion passed to adjourn. 3-0-2. The meeting was adjourned at 7:41 P.M. on November 15, 2018.



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

12/20/2018
Date

FILE:

SD Card #4

Rec: 024 BDFDBR024