



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

MINUTES OF JANUARY 31, 2019

1. **CALL TO ORDER:** By Board Chairman Adriance at 6:09 P.M. on January 31, 2019

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

Board Chairman:	Doug Adriance	Present
Board Clerk:	Tom Oliver	Present
Board Member:	Reed Bown	Present
Board Member:	Dan Reber	Present
Board Member:	Kevin Smith	Present
Administrative Assistant:	George Burnett	Present

Also present were:

Battalion Chief Ojeda and Finance Director Arnett

3. **PLEDGE OF ALLEGIANCE:** The Pledge was given by FF/EMT T. Gates

4. **CALL TO THE PUBLIC:** No Public Comments were given.

5. **CONSENT AGENDA**

a. **CONSIDERATION OF APPROVAL OF MINUTES:**

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

Finance Director Arnett – at the last board meeting in part of what I was discussing, I mentioned that I had made the transfer at Wells Fargo from one account to the other. I don't know if I said \$250,000.00 was transferred or \$200,000.00, anyhow it's not \$250,000.00 that was transferred, only \$200,000.00 was transferred and it's in the Minutes (ref: Minutes of December 20, 2018, Item 9 viii) as \$250,000.00 and that amount is wrong. If I said it and I have no clue and if I said it I misspoke.

Administrative Assistant Burnett – well it was mentioned and I do have the information on when the discussion was started and ended. If \$250,000.00 was transferred then we would have to ratify that action at this board meeting.

Board Chairman Adriance – just go in and put in parenthesis, corrected to read \$200,000.00, it's just a procedural matter.

Board Member Bown made a motion to accept the minutes as written.

Board Member Reber seconded the motion.

Motion passed to accept the minutes of December 20, 2019. 5-0-1

6. REPORTS AND CORRESPONDENCE:

a. Fire Chief's Report:

i Year to date of Fire & EMS responses for 2018

Chief Ojeda – there were 715 EMS calls and 177 Fire calls for a total of 892 calls for the year. I believe that's 100 more calls than the previous year.

ii. Medic 11 & 21 updates, inspections

Chief Ojeda – two (2) weeks ago we had the inspections on two (2) of the ambulances. The state came in and inspected M-11 and M-21 and was really good on the box's for the inspections of the medications and other items. Congratulations to Capt. D. Gates, she did a great job on that. We're kind of struggling with the ambulances, at that time the inspector wanted to leave the ambulances idling. On M-21 he noticed there was a leak (diesel fuel) coming out of the engine, and the problem was in the fuel housing. It took me awhile to get the part. I finally had to order it from the Ford Dealership. It was down for about 1 ½ weeks. M-11 is kind of down right now, the DEF heater in the exhaust fuel tank is out, and if you keep driving it, it's going into limp mode. I ordered the parts for it and it came in today, so it's going to take a couple of days to fix it. I actually went to the dealership and they wanted over \$1,000.00 to fix it. I decided to order the part at a cost of \$300.00.

iii. Update on the fire district taking over the legal 2000 transports from Mesa View to Las Vegas.

Chief Ojeda – you guys know from the beginning of the year, the legal 2000 (psychiatric patients), that's going to be all ours. At this time we've done only a handful, maybe 3-4 and we're just going have to let it play out. Down the road I think the chief might talk to them. We might buy a van type ambulance, but I think that if we're going to spend \$90,000 I'd rather spend it on a regular ambulance, even if it's going to cost us \$10,000 more to do those transfers. But at least we would have a 911 response vehicle here at the community.

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

Chief Ojeda – for the month of December 2018 we had 16 fire responses and 57 EMS responses for a total of 73 responses. Year to total responses were 177 fire and 715 EMS responses. There were a total of 892 responses for the entire 2018 year.

c. Board Chairman's Report:

Board Chairman Adriance – really the only thing that I had was AFDA (Arizona Fire Districts Association) and it's further down on the agenda. Administrative Assistant Burnett mentioned that he would need to get the tablets from The Board Chairman, Board Clerk and Board Members Reber and Bown to update them after the meeting.

7. OLD BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: update on a proposal to hold a community shred day.

Since the Chief Hunt was not present and he was spearheading this and no other staff present really knew anything Board Member Bown made a motion to table this matter until next month.

Board Member Reber seconded the motion. Motion passed to table this item. 5-0-0

b. Discussion and possible action re: update on the "**Free Conference Call. Com.**

Also shall we start putting the conference call material on the agenda and place a time frame for the call in. Example: From 5:55 P.M. until 6:15 P.M

Administrative Assistant Burnett – we're setup with the "Free Conference call. I have the phone number and that's in South Dakota, the pin that is used and also the access code which are permanent. He had talked with Board Chairman Adriance about putting it on the agenda and give them a time frame to call in. A couple of other persons said don't even offer it to the public, it's basically for board members who are out of town.

Board Chairman Adriance – my concern was when he brought it up to me and that's why I had him to try and check, was if it's supposed to be open to the public and our attorney mentioned about being able to call in and listen to the meeting or video tape, which would have to go live on the web site. The issue was could we put a 15 minute window for them to call in. The

discussion continued concerning this matter concerning the costs and what are the legal matters concerning this. The discussion continued with that the ADA criteria required is already on the agenda. This was a discussion item until we get an answer from the Arizona Ombudsman Office on this matter.

8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: this is for each of the participates to voice how the AFDA Conference went with them and the information gathered.

Each of the board members that did attend the AFDA Conference made their individuals remarks the they had brought back from attending.

- b. Discussion and possible action re: dental renewal

Finance Director Arnett – the Dental insurance renews, the policy runs April 1, 2019 to March 30, 2020. The new rate is less than \$10.00 for the employees & family with the Benefits remaining the same. There is nothing to sign or that we have to do, it automatically renews. This was a discussion item only to bring the board members up to date on the costs.

- c. Discussion and possible action re: Group Health-Dental Insurance

Finance Director Arnett – I've kind of given you an overview. She went over what the Personal Policy Manual mentioned about the medical/dental benefits were given the full time employees. She mentioned that currently there is only 1 member taken advantage of the benefit while the other 2 full time employees are taken advantage of that benefit in their pay.

This question is then what would you like the HAS (Health Savings Account) to be?

I gave you a sheet and I put down \$3,000.00 because that's what we did last year.

What would you like to do with the HAS this year?

Board Member Reber – is the chief the only one taken the benefit?

Finance Director Arnett – yes he is, the other 2 have other insurance.

After further discussion Board Chairman Adriance made a motion that we accept the dental and health insurance policies.

Board Member Bown seconded the motion. Motion carried to continue with the dental and health insurance policies. 5-0-0

Finance Director Arnett asked if we could state in the motion or have a another motion what you like the HSA benefit to be, because right now it's \$3,000.00.

Board Chairman Adriance made a second motion that all health care benefits stay as they are, the program as they are now.

Board Clerk Oliver seconded the motion. Motion passed to accept that the health care benefits remain the same. 5-0-0

- d. Discussion and possible action re: HR Policy Manual Updates

Finance Director Arnett – I gave you a memo on the overview on what wee changing.

Basically at the last meeting, I was unaware that the reason why our PTO policy was out of sync was because it was written on the Semi-Monthly pay period, being on the 1st and 15th of each month. We pay on a bi-weekly basis. The policy was never changed to reflect that change.

After talking with our Human Resource Person it was also noted that there were also other areas that had to be tweaked. The discussion continued to the other changes that were needed and an Employee Assistance Program was added. Since its required and we never did have a policy on that. The discussion continued by the board and staff members.

Board Chairman Adriance made a motion we accept the recommended changes to the Personal Policy Manual.

Board Member Bown seconded the motion. Motion passed to accept the recommended changes to the Personal Policy Manual. 5-0-0

- e. Discussion and possible action re: Auditors presentation of the Financial Statements for FY ending June 30, 2018.
The auditor was unable to be present due to some changes in the audit report and this item is continued until February 21, 2019.
- f. Discussion and possible action re: AFDA travel reimbursement expenses for travel and training. Expenses for Board Member Smith in the amount of 98.71
After a short discussion Board Member Bown made a motion to approve the AFDA travel reimbursement for Board Member Smith.
Board Member Reber seconded the motion.
Motion passed to accept the AFDA travel expenses for Board Member Smith. 4-0-1
Board Member Smith abstained since this item involved him.

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: **DECEMBER 2018**
 - ii. Reconciliation of Mountain America Credit Union (Liabilities and Ambulance Revenue) for the month ending: **DECEMBER 2018**
 - iii. Review of the Cosco Visa Credit Card Statement for the month ending: **DECEMBER 2018**
 - iv. Review of the UMB Visa Card Statement for the month ending: **DECEMBER 2018**
 - v. Discussion and possible action re: Review Register of Checks, Warrants and Deposits for the month ending: **DECEMBER 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 **DECEMBER 2018**
Finance Director went over the financial activities and also mentioned that if you look at the counties financial statements that only \$200,000.00 was what was actually transferred from the checking to the capital outlay program.
Finance Director Arnett – went over each of the finance statements and made note for the board that the transfer to the Capital Outlay does indeed show that the amount reflects on the amount the board approved back on November 15, 2018 of \$200,000. She also mentioned that our budget looks really good and we should do well this budget year.
Board Chairman Adriance made a motion to accept the financial statements as presented.
Board Member Reber Seconded the motion. Motion passed to accept the financial statements. 5-0-0
 - ix. Discussion and possible action re: invoices from Mr. Whittington's office.
Finance Director Arnett stated that part of the invoice was for November 2018.
Board Chairman Adriance made a motion to accept and pay the invoice for Mr. Whittington's Office in the amount of \$347.50.
Board Member Bown seconded the motion. Motion passed to accept and pay the invoice of \$347.50. 5-0-0
 - x. Discussion and possible action re: HintonBurdick progress billing invoice.

10. FUTURE AGENDA ITEMS:

- a. Discussion and possible action re: continuing the discussion and possible action providing a Fire Protection Agreement for out of District Fires. Scheduled for February 2019
- b. Discussion and possible action re: billing interstate truckers insurance company for incidents

- that we respond/or have responded to. Scheduled for February 2019
- c. Discussion and possible action re: continuing the discussion and possibly offering the residents a subscription ambulance service for a set fee. Set for February 2019
 - d. Discussion and possible action re: update on a proposal to hold a community shred day.
 - e. Discussion and possible action re: Auditors presentation of the Financial Statements for FY ending June 30, 2018.
 - f. Discussion and possible action re: on having a car port installed for fire district vehicles.
 - g. Discussion and possible action re: how to handle conference calling.

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

11. NEXT REGULAR BOARD MEETING:

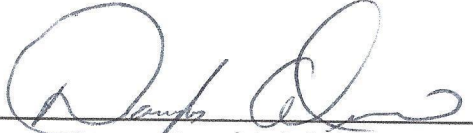
The next regular scheduled board meeting is on **FEBRUARY 21, 2019 at 6:00 P.M.** Arizona Time. Any special meeting scheduled will appear in the minutes.

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 Member Bown made a motion to adjourn. Board Member Reber seconded the motion. Motion passed to adjourn. 5-0-0. Meeting adjourned at 7:20 P.M. on January 31, 2019.



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board



Date

Ref:
SD Card #4
Rec: 026 BDFDBR026