



**Beaver Dam/Littlefield Fire District**  
630 N. Highway 91, P.O. Box 579  
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Minutes A.R.S. §38-403.01

## **MINUTES OF DECEMBER 20, 2018**

1. **CALL TO ORDER:** Called to order by Board Chairman Adriance at 5:59 P.M. on December 20, 2018.
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:	Kevin Smith	Present
Board Member:	Dan Reber	Present
Administrative Assistant:	George Burnett	Present

Board Chairman Adriance – let the minutes show that we do have a quorum.  
Also present were:  
Fire Chief Hunt and Financial Director Arnett
3. **PLEDGE OF ALLEGIANCE:** The Pledge was given by Board Member Smith.
4. **CALL TO THE PUBLIC:**

There were no comments from the public
5. **CONSENT AGENDA**
  - a. **CONSIDERATION OF APPROVAL OF MINUTES:**
    - i. **Minutes of Regular Session of November 15, 2018**

With little discussion Board Member Bown made a motion to accept the November 15, 2018 minutes as written. Board Clerk Oliver seconded. Motion passed to accept the minutes as written. 4-0-1

Voting for approval: Board Chairman Adriance, Board Clerk Oliver, Board Members Bown and Reber. Abstained: Board Member Smith account new board member.
6. **REPORTS AND CORRESPONDENCE:**
  - a. **Fire Chief's Report:**

Chief Hunt – wanted to let the board know that they are putting a pressure pump and two (2) pressure tanks for the building. We've had only 30 pounds pressure for a number of years. This will boost the pressure to 60 or 70 pounds inside the building.
  - b. **Fire and EMS report for the month of: November 2018**

Chief Hunt gave the Fire & EMS Report – this is a big number for November. There were a total of 89 responses for November and broken down includes 22 Fire Responses and 67 EMS responses for the month. Since January through November we've had a total of 818 Fire & EMS responses. Captain Gates stated that as of December we're short 5-6

calls

of achieving 700 EMS calls for the year.

c. Board Chairman's Report:

i. Comment on the Annual Holiday Dinner

Board Chairman Adriance – first I want you to remind your firefighters that drive the engine that because they're pulling out of the station they still have to follow the rules for cross traffic. I had it pull out in front of me coming North Bound on Highway 91. If I hadn't stopped they probably would of hit me. Now for the comment on the holiday dinner – I thought it was very good & well done. Thanks for putting it together. From the feedback that I got, everyone had a good time.

**7. OLD BUSINESS: ACTION/DISCUSSION**

a. Discussion and possible action re: AFDA Conference

Board Chairman Adriance – has everyone got their application filled out. This year it will be January 17 through January 19, 2019. I know that the newly appointed board members are pretty much wired into the classes that we have to take because of the mandated requirements. I know that the chief was grandfathered in on this whole thing when the state started the mandatory classes for all new board members and the chief's. I would suggest that he did he did last year.

Chief Hunt – I did it last year. I try to sneak in on one of your classes. Last year I actually hit two (2) of them.

Board Member Bown – I won't be going this year, I'm on Jury Duty all month. Rest of the conversation was not able to be heard account of back ground noise.

b. Discussion and possible action re: Health insurance for employees.

Finance Director Arnett – I put in your packet concerning the options given by Wyatt from VFIS. The options were to stay with the HSA (Health Savings Account) and continue funding the savings account of \$3,000.00. The second is to decreasing the deductible on the current HSA which would cost \$204.00 per month. The third would be to go to a PPO Plan which would cost \$311.00 per month. The chief and I discussed this and he wants to stay with the HAS Plan. The discussion continued on the pros and cons with the different plans.

Chief Hunt – the other thing we have to look at too is, we know what the growth is, we can see what's going on! We can pick up 100 plus calls next year. This next year is going to be a growing year for us. We may have to look at the next budget cycle in hiring more employees. I want to make sure that whatever we get it will attract employees and to stay with us.

Board Chairman Adriance made a motion to stay with the current plan and continue funding the savings account. Board Member Bown seconded the motion. Motion passed to stay with the current HSA Plan. 5-0-0

c. Discussion and possible action re: Using the "[Free Conference Call. com](http://FreeConferenceCall.com) for conference calls.

This turned into a discussion item, the benefits seem to outweigh all the others that are out there and Administrative Assistant Burnett was instructed to go ahead and create an account. There is no charge for using this unless we do, which would be the call itself.

d. Discussion and possible action re: MOA agreement between the Fire District and the School District.

Board Chairman Adriance – This has been bouncing back a forth between the attorney and the School Board. The latest version Michelle (Finance Director) you had a revision on the financial numbers.

Finance Director Arnett – yes I did, I put some revisions on the financial numbers. I wanted to express my impressions that the board would be meeting with the School District and as it turned out it was George (Administrative Assistant) that met with the School District and then George talked with the attorney. It's just concerning for me to have George represent us in a financial matter. I'm not comfortable with that.

Board Chairman Adriance – my working with it was to have George take care of the paper work.

Finance Director Arnett – he was actually making decisions. He went to the School Board & made decisions about the agreement.

Board Chairman Adriance – we haven't finalized anything yet.

Finance Director Arnett – yes, you haven't finalized it, but just in preparing the documents and all the revisions and working with the attorney, basically that was all a financial matter and I'm just not comfortable with George taking on that role.

Board Clerk Oliver – how many of the versions of this thing are there?

Administrative Assistant Burnett – I've got all the documents from the beginning along with the emails listed in the packet. When I got the latest revision after the attorney got it to me was the same day the School District had to have it to put it in their packet. Michelle was off that day and there was no one at the station.

Board Chairman Adriance – I've already discussed it with the School District that were brought up after it was given to the chief and staff to go over it again and that we made those changes. They'll sign the new form with the new figures that came up. The timing was off just a little bit thanks to our attorney. I've read the new revision and the new figures, is everyone comfortable with those?

Board Member Reber – what figures did you come up with?

Finance Director Arnett – section 3 under compensation, it was \$2,000.00 and it really is \$2,400.00, which is the value of the water that the School District is providing to us. The value of our service is \$2,400.00 and it was shown as \$1,000.00. The bottom line is still \$1,000.00 that we will be paying them.

Board Chairman Adriance made a motion that the board signs this MOA and present it to the School Board for their signature. Board Member Bown seconded the motion. A question came about the dates on the contract. Since we need to have a contract this year it should be dated July 1, 2018. Motion passed to accept the revised MOA. 5-0-0

## **8. NEW BUSINESS: ACTION/DISCUSSION**

- a. Discussion and possible action re: Annexation for Roberto S. Pleites & Celsal L. Saldivar into the fire District and approval of Resolution 2018-012.

Without discussion Board Member Bown made a motion to accept the Annexation request and Resolution 2018-012. Board Clerk Oliver seconded the motion. Motion passed to accept the Annexation request and Resolution 2018-012. 5-0-0

- b. Discussion and possible action re: Awarding and authorizing the manufacture to start building the new type 1 engine.

The packet contained the costs of the new type 1 engine. The proposals were from HME for a total of \$563,327.00. The second one was from Velocity (Rosenbauer) which our current engine was manufactured by and the proposal was for \$550,000.00. The third proposal was from Ferrara which was the builder for our type 3 wildland engine. The discussion continued from the pros and cons of each of the proposals. Chief Hunt, Battalion Chief Ojeda and Board Member Reber visited the manufacturing plant of HME and Ferrara. Their overwhelming agreement was in favor of the Ferrara proposal, especially the manufacturing of the trucks that are build, plus having some extra's not added by the other manufacturers. The board and staff mentioned that our type 3 wildland engine has not had any problems since we've gotten it and it has been on wildland fires, especially in California the last 2 years.

Board Member Bown made a motion to go ahead with the Ferrara proposal and have them start the manufacture of the engine. Board Member Smith seconded the motion. Motion passed to grant Ferrara the contract for the new type 1 engine. 5-0-1

- c. Discussion and possible action re: Changing the date of January's regular scheduled meeting

from January 17, 2019 to January 31, 2019.

There was some discussion on this since our regular scheduled meeting is on January 17, 2019 and the annual AFDA (Arizona Fire Districts Association) is slated to run from January 17, 2019 through January 19, 2019. Board Member Bown made a motion to change the meeting from January 17, 2019 to January 31, 2019 at 6:00 P.M. Board Member Bown made a motion to change the date. Board Member Reber Seconded the motion.

Motion passed to change the regular scheduled meeting. 5-0-0

- d. Discussion and possible action re: Hinton Burdick, CPA Progress Billing Invoice.

Finance Director Arnett – made mention that this was the first Billing for the annual audit. This is basically for the field work and that has been completed. They are working on finishing the audit and hoping to present next month.

Board Member Bown – does this require a motion?

Finance Director Arnett – it does not require a motion.

- e. Discussion and possible action re: VFIS Accident-Sickness Insurance Policy, renewal of.

Finance Director Arnett – our VFIS Accident-Sickness Insurance Policy is up for renewal. There is no increase in the premiums which is \$1,951.00 per year.

Board Member Bown made a motion to accept the policy as written with no changes to it. Board Member Bown made a motion to accept the Accident-Sickness Policy.

Board Member Reber seconded the motion. Motion passed to accept the Accident-Sickness Insurance Policy. 5-0-0

- f. Discussion and possible action re: Clarify PTO Policy Calculation Discrepancy.

Finance Director Arnett – so, part of the auditors work this year was verifying that we had accrued the correct amount for PTO (Personal Time Off) and they noticed a discrepancy in the policy. I've given you the policy what the PTO policy looks like, if you didn't already know out of the manual. She went over the calculations and they are wrong. So, on the memo George had made a comment on there that he recommended that the policy stay the same and the policy can't stay the same, it must change. Hands out a revised sheet with new numbers. This is what it would look like if you choose option #1 or option #2. I'm not comfortable with George making recommendations on financial matters. There was some discussion on where the numbers came from. Finance Director Arnett didn't know since she was not employed at the time. After some other discussion which would be best for the employee's whether it be option #1 or option #2. The previous figures didn't make any sense at all.

Board Chairman Adriance made a motion to change the PTO Policy to option #2 where 0-2 years of service earns 8 hours even on a 280 hour full schedule.

Board Member Smith seconded the motion. Motion passed to change the PTO Policy. 5-0-0

- g. Discussion and possible action re: Having/scheduling a community shred Day. – Chief Hunt

Chief Hunt – I'll send all the glory where it belongs, indicating Board Member Bown.

Board Chairman Adriance – so, how many boxes can I bring?

Chief Hunt – as many as you want. Discussion continued about the company whom he already has a contact with. The company not only does shredding but also does medical waste for the clinic that is behind us and the hospital and other clinics in Mesquite. I did talk with him and he'd be more than happy to schedule. He feels that a Thursday would be the best time. He does charge \$5.00 for a banker's box.

Board Member Bown – I'm just curious if there is any interest in it and if the community would be interested in it. We can advertise it, put it on the website and put flyers out.

Board Chairman Adriance – I think it's a great idea, I also think that a date in February is a good time since January is pretty crowded and also to give us time to advertise it. This is a discussion item only and no motion is required. The Chief will make arrangements and do the footwork, we can park the truck in back of the station. Discussion also mentioned that maybe we can give free

Blood Pressure checks so the community can become more familiar with us.

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

Finance Director Arnett – there is not much to say, we're almost have the way through the fiscal year and we're doing really well. You don't see the transfer of the \$250,000.00 that was transferred to the capital outlay since that was done on December 4, 2018 and won't appear until next month.

Board Member Reber made a motion to accept the financial reports 9(a) (i-viii). Board Member seconded the motion. Motion passed the accept the financial reports 9(a) (i-viii). 5-0-0

- ix. Discussion and possible action re: invoices from Mr. Whittington's office.

The invoice from the District's Attorney was for the work done on the MOA (Memorandum of Agreement) between the fire district and the school district in the amount of \$219.50.

- x. Discussion and possible action re: invoice from the Elections Department.

The fire district received an invoice from the Mohave County Elections Department for the cancellation of the November 6, 2018 General Election. Two Board Members were appointed to the board by the Mohave County Board of Supervisors. The total of the invoice was in the amount of \$115.00.

Board Member Reber made a motion to accept and pay the invoices for the attorney and the elections department. Board Member Smith seconded the motion. Motion passed to accept the invoices from the attorney and the elections department and pay them. 5-0-0

**10. FUTURE AGENDA ITEMS:**

- i. 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
- ii. Discussion and possible action re: billing interstate truckers insurance company for incidents that we respond/or have responded to. Scheduled for February 2019
- iii. 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

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

**11. NEXT REGULAR BOARD MEETING:**

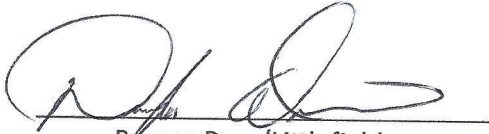
The next regular scheduled board meeting is on **JANUARY 31, 2019 at 6:00 P.M.** Arizona Time. Any special meeting scheduled will appear in the minutes.

**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 Clerk Oliver seconded the motion. Motion passed to adjourn. 5-0-0. Board Chairman Adriance adjourned the meeting at 7:15 P.M. on December 20, 2018.



Beaver Dam/Littlefield  
Fire District – Chairman  
Governing Board

1/31/2019  
Date

FILE:

SD Card #4

Rec: 025 BDFDBR025