



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

MINUTES OF FEBRUARY 21, 2019

1. CALL TO ORDER:

Board Chairman Adriance called the meeting to order at 6:04 P.M. on February 21, 2019

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

Board Chairman:	Doug Adriance	Present
Board Clerk:	Tom Oliver	Present
Board Member:	Reed Bown	Absent
Board Member:	Dan Reber	Present
Board Member:	Kevin Smith	Absent – Arrived at 6:10 P.M.
Administrative Assistant:	George Burnett	Present

Also present were:
Fire Chief Hunt and Finance Director Arnett

Board Chairman Adriance – There is a quorum here so let's start the meeting.

3. PLEDGE OF ALLEGIANCE: The Pledge was given by Finance Director Arnett

4. CALL TO THE PUBLIC:

There were no public comments

5. CONSENT AGENDA

a. CONSIDERATION OF APPROVAL OF MINUTES:

i. Minutes of Regular Session of **JANUARY 31, 2019**

Board Member Reber made a motion to accept the minutes of January 31, 2019 as written.
Board Chairman Adriance seconded the motion. Motion passed to accept the minutes. 3-0-2
NOTE: Board Member Smith arrived at the meeting at 6:10 P.M., February 21, 2019 after the vote was completed.

6. REPORTS AND CORRESPONDENCE:

i. Update on M-11

Chief Hunt – M-11 has been fixed with the DEF Heater

ii. Wildland Training

a. Wildland class S-130 & S-190

Chief Hunt – I'll be doing a wildland firefighting class (S-130 & S-190) during the week of March 18th through the 22nd. During the next board meeting the room may be in a disarray.

b. Refresher class RT-212 & RT 130

Chief Hunt – in April I'll also be doing a wildland refresher class (RT-212 which is a chainsaw refresher that are currently certified and RT-130 which is a wildland firefighter's safety class). This will be held on April 12, 2019

iii. Remarks about the incidents of February 17 & 18, 2019 (snow storm).

b. Fire and EMS report for the month of: **January 2019**

Chief Hunt went over the Fire & EMS report for January 2019. It included 9 Fire related incidents and 54 EMS related incidents for a total of 63 incidents since the beginning of January 2019.

The chief mentioned that we had two unauthorized fires, I'm going to break away from that, there may be an agenda item for next month's meeting. I invited ADEQ to come up. I did meet with him while he was here to discuss what is & isn't a illegal burn, what is an unauthorized burn? Do we have any way we can do anything about it? Chief hunt mentioned he put a kibosh on it. He said that it's a good thing we haven't told people they have to do this or have to do that or anything else like that. What it's looking like that what we're going have to do is change our burn permit & won't be able to charge. So, that will have to come out of our policy manual, but will be given a little bit of authority to go put their fires out. Chief then completed the rest of the Fire & EMS Report.

c. Board Chairman's Report:

i. Discussion with the staff.

Board Chairman Adriance mentioned that Administrative Assistant Burnett wanted him to thank Chief Hunt on getting him the documents that were needed ahead of time.

7. OLD BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: auditor's presentation of the Financial Statements for **FY ending JUNE 30, 2018.**

Mr. Spackman from HintonBurdick (auditors) went through the audit report for FY 2017-2018. While he noted that there was no material weaknesses noted and it's a far improvement from the previous audits. He then went through the rest of the report and we only had four (4) significant deficiencies which also is an improvement of previous audits that they have done. There is one (1) deficiency we will probably not be able to really remedy because of the size of our department. Overall the audit went really smooth and he also thanked everyone that responded with questions asked in a timely manner. The overview of the audit was greatly improved over previous audits.

Board Member Reber made a motion to accept the auditor's report as given and presented.

Board Member Smith seconded the motion. Motion passed to accept the audit. 4-0-1

b. Discussion and possible action re: having a community shred day.

Chief Hunt – the shredders thought it be a good idea to wait until spring to do the shred day either March or April. He also mentioned that company would be willing to do it on a Saturday.

c. Discussion and possible action re: continuing the discussion providing a fire protection agreement for out of district fires.

Board Chairman Adriance – I'm sorry but I did forget the information that I had gotten while at AFDA. I'm looking for that information for next month's agenda

d. Discussion and possible action re: billing interstate truckers insurance company for incidents that we respond/or have responded to.

Chief Hunt – Considering the number of interstate trucker's that we respond to which is 3-4 per year, he feels that it's not in the best interest of the district to pursue this matter. No action was taken and the matter died for a lack of a motion.

- e. Discussion and possible action re: continuing the discussion and possibly of offering the residents a subscription ambulance service for a set fee.
Board Chairman Adriance – He mentioned that he also forgot to get the information and other papers, he's hoping that he will have them for next month.
- f. Discussion and possible action re: how to handle conference calling.
This was discussed last month's meeting except Chief Hunt mentioned that the ability to call long distant has been resolved.
- g. Discussion and possible action re: response from the Ombudsman Office on the Free Conference call.com.
Board Chairman Adriance – he mentioned that the Arizona Ombudsman's Office mentioned that we did not have to offer conference calling to the general public. He also mentioned that if we were on a conference call it would have to last and be open the entire meeting.
This was a discussion item only and there was no action needed or taken.

8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: carport for district vehicles, review proposals, costs.
Chief Hunt went over the proposals that were given and he suggested that we stick with a local merchant to buy and install the carport. All bids that were given were almost the same amount. There was some discussion on any permits that may be needed and the staff will talk with the appropriate people on this.
Board Chairman Adriance made a motion to accept the Dreams Carports 1. Inc. from the Scenic General Store for the amount of \$4,355.
Board Member Reber seconded the motion. Motion passed to accept the Dreams Carport 1, Inc. 4-0-1
- b. Discussion and possible action re: request for cost adjustment for Type 1 engine, add on and removal of items.
Chief Hunt went over the adjustments that were found during the review of the full proposal. There were some items needed and our manufacture worked with us and accepted to pick up some of the items without costs and the others needed the district will need to pay for. In the end the manufacture would pick up \$8,039.00 on the adjustments and the district would need to pick up an additional cost of \$7,398.00.
Board Chairman Adriance made a motion to accept the adjustments and additional costs for the build of the Type 1 engine in the amount of \$7,398.00.
Board Clerk Oliver seconded the motion. Motion passed to accept the adjustments and additional cost to the district. 4-0-1
- c. Discussion and possible action re: request for debt relieve for ambulance service for Mike and Tiffany Stanford in the amount of 355.90.
Finance Director Arnett – I wasn't aware that this item was going to be on the agenda since the attorney made mention of the fact we need to pursue other avenues of collection. I have been in contact with the party involved and asked them to see if they could make payments of \$30.00 per month. I also have been in contact with our billing company to see if they would accept those payments. Right now we're still working on this.
This item turned into a discussion item only and no action was taken on this matter.
- d. Discussion and possible action re: Timeline for the FY 2019-2020 Budget.
Finance Director Arnett.
Finance Director Arnett presented the board with a suggested timeline for preparing for the FY 2019-2020 budget process.
Board Chairman Adriance – I believe that this timeline is very reasonable, however I don't see anything for a possible special session. I believe that a special session/work session would be in order so that will be the only thing we would work on and it would not affect our regular

scheduled meeting and drag on.

Finance Director Arnett – I believe that it would be in the best interest to have a special meeting sometime before the adoption of the budget.

- e. Discussion and possible action re: Request for Annexation by Randall & Debra Plagmann and approval of Resolution 2019-001 Request for annexation.

little discussion except that the property in question abuts the back yard of a residence that is in the district. Board Member Reber made a motion to accept the request for annexation and also Resolution 2019-001.

Board Chairman Adriance seconded the motion. Motion passed to accept the request for annexation and Resolution 2019-001. 4-0-1

- f. Discussion and possible action re: billing from Hinton Burdick for the amount of \$7940.00 less amount paid of \$4,000.00 and Service Charge of \$60.13.

Finance Director Arnett – this bill was created on the same date that a check was approved and mailed for \$4,000.00 and she mentioned that because of our meeting date she would not be paying the service charge of \$60.13. The total still owed is \$3880.00 and this should be the final payment.

Board Chairman Adriance made a motion to go ahead and pay the \$3880.00.

Board Member Reber seconded the motion. Motion passed to pay the \$3880.00. 4-0-1

- g. Discussion and possible action re: billing from Mr. Whittington (attorney) for the amount of \$323.25.

There was no discussion on this; all the activities shown were for December 2018 and for the necessary work for the auditors.

Board Member Reber made a motion to pay Mr. Whittington in the amount of \$323.25.

Board Member Smith seconded the motion. Motion passed to pay Mr. Whittington the invoice of \$323.25. 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:

JANUARY 2019

- ii. Reconciliation of Mountain America Credit Union (Liabilities and Ambulance Revenue) for the month ending: **JANUARY 2019**

- iii. Review of the Cosco Visa Credit Card Statement for the month ending: **JANUARY 2019**

- iv. Review of the UMB Visa Card Statement for the month ending: **JANUARY 2019**

- v. Discussion and possible action re: Review Register of Checks, Warrants and Deposits for the month ending: **JANUARY 2019**

- 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 **JANUARY 2019**

Finance Director Arnett went over each of the accounts and also mentioned that we're doing good this budget year. There was little discussion otherwise on this matter.

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 as presented. 4-0-1

10. FUTURE AGENDA ITEMS:

- a. Discussion and possible action re: the issue with the burn permits as presented by ADEQ/Chief Hunt.
b. Discussion and possible action re: continuing the discussion providing a fire protection agreement for out of district fires.

- c. Discussion and possible action re: continuing the discussion and possibly offering the residents a subscription ambulance service for a set fee.
- d. Discussion and possible action re: Having a community shred day.
- e. Discussion and possible action re: holding a special meeting in regards to the FY 2019-2020 budget cycle.

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

11. NEXT REGULAR BOARD MEETING:

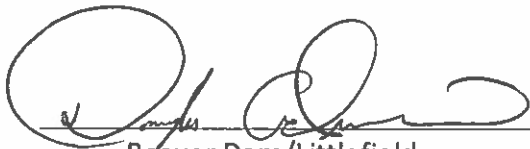
The next regular scheduled board meeting is **MARCH 21, 2019 at 6:00 P.M.** Arizona Time.
Any special meeting scheduled will appear in the minutes.

12. CALENDAR OF EVENTS:

The calendar of events is on the board's tablets, the web site and at Station #1.

13. ADJOURNMENT:

Board Member Reber made a motion to adjourn.
Board Clerk Oliver seconded the motion. Motion passed by a vote of 4-0-1
Meeting is adjourned at 7:54 P.M. on February 21, 2019



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

3/21/2019
Date

Ref:
SD Card #4
Rec: 027 BDFDBR027