



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

MINUTES OF APRIL 18, 2019

1. CALL TO ORDER:

Acting Board Chairman Oliver called the meeting to order @ 6:04 P.M. on April 18, 2019

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

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

Also present were:

Fire Chief Hunt and Finance Director Arnett

3. PLEDGE OF ALLEGIANCE:

The Pledge was given by Acting Board Chairman Oliver

4. CALL TO THE PUBLIC:

There was no comments

5. CONSENT AGENDA

a. CONSIDERATION OF APPROVAL OF MINUTES:

- i. Minutes of Regular Session of **March 21, 2019**
- ii. Minutes of Special Session of **April 4, 2019**

b. CONSIDERATION OF APPROVAL FOR EMPLOYEE REIMBURSEMENT(S):

- i. Reimburse a. Ojeda for Smiths Purchase.
- ii. Reimburse S. Burch for Star Nursery purchase.

Acting Board Clerk Reber made a motion to accept the Consent Agenda

Board Member Bown seconded the motion

Motion passed to accept the consent agenda and all items in 5(a) (b). 4-0-1

6. REPORTS AND CORRESPONDENCE:

a. Fire Chief's Report:

- i. Update on the Wildland Refresher Class held on April 12, 2019

Chief Hunt mention that they had 16 Wildland Firefighters in attendance for the Wildland Refresher Class that was held. There will be 2 persons coming in from Dixie Applied Technical Class for the pack test. He also mentioned that this will give us plenty of Wildland

Firefighters to draw on and we could actually have 2 brush trucks and our type 3 out on brush fires without any problems.

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

Chief Hunt went over the Fire & EMS report for the month of March 2019. There was a total of 17 fire responses and 87 EMS responses for the Month. For the month of March we responded to a total of 104 Fire and EMS responses. He also noted that there were 7 interfacility transports to hospitals in Las Vegas and St. George.

c. Board Chairman's Report:

i. new printer for the Board's Administrative Assistant

Administrative Assistant Burnett – the printer for the board went belly up and he had to get it replaced. After talking with Board Chairman Adriance and showing him what was happening and trying the diagnosis procedure available to him and also noted that the warranty had expired Board Chairman gave him permission to get a new one that he found for \$399.99.

ii. Board Member Bown - mentioned that he was resigning after this week for personal reasons.

The resignation will be effective April 20, 2019.

7. OLD BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: holding a special meeting in regards to the

FY 2019-2020 budget cycle. Finance Director Arnett mentioned that the special meeting is scheduled for May 9, 2019 and will be reaffirmed in the April 18, 2019 regular meeting.

Acting Board Clerk Reber made a motion to hold a Special Meeting on May 9, 2019 in regards to the 2019-2020 Budget Cycle. This meeting is open to the public for input and discussion.

Board Member Bown seconded the motion. Motion passed to hold a Special Meeting on May 9, 2019 at 6:00 P.M. 4-0-1

b. Discussion and possible action re: try and resolve the issue with the burn permits as presented by ADEQ/Chief Hunt.

Chief Hunt – we still have nothing from ADEQ. Maybe we should start a discussion and maybe research. He was contacted by Laurie of dispatch talking about raising our price for dispatching us. He also got a list from Jason on how they break that out. If you look at the list, you'll see line items for Fire, EMS and burn permits with 300+ just for burn permits. They track every call that comes in there and those numbers are going towards what we're paying for our dispatching. This discussion continued on how we may be able to decrease those numbers, maybe having the burn permit calls coming into the fire station. The discussion continued on how various departments handle those calls and what factors they are using to allow them to burn.

In the end, the board tabled this matter until the next regular scheduled meeting to allow the chief to research and try and come up with a possible solution.

c. Discussion re: update on the transport ambulance authorized by the Board of Directors at the April 4, 2019 Special Meeting.

Chief – Administrative Assistant Burnett got the documentation and he sent it to our attorney and all of sudden there are a bunch of other documents. The attorney had to prove that we in fact a fire district on when, how and if it was done legally. He also wanted to know if the members of the board were either elected or appointed legally.

Administrative Assistant Burnett – mentioned that he called the Clerk of the Board of Supervisors and mentioned what items were needed by the attorney. He did receive the documentation around 5:00 P.M. and it was sent at approximately 5:30 P.M. to the attorney.

Finance Director Arnett – let me back-up you guys just a little bit and answer his question at the very start of the meeting. That is, "is the van you guys authorized at the April 4 meeting, is that van still available. It was but it turned out to be a 2018 and not a 2019. Battalion Chief Ojeda worked with that dealership and got a 2019 van that would be available at the manufacturing plant in Elkhart, Indiana with all the bells and whistles as the one that was promised that you

guys authorized at the April 4, 2019 meeting. Yesterday, I was doing a check on the VIN # that was promised us also belonged to a 2018. Battalion Chief Ojeda called them up again today (April 19, 2019) and that he was dishearten this was it. We wouldn't deal with them. They (ref: the manufacturing plant) came through with a new 2019 with more bells and whistles at the same price as the 2018 that we were promised.

Board Member Smith – did you check the VIN # on that one?

Finance Director Arnett – I did and it is in fact a 2019. She handed out the new invoice to the board members with the new VIN #.

Now, a couple of things have to happen, we have to actually physically pay for the van when they go and pick it up and the bank would reimburse us.

The discussion continued as to whether we had the funds to do that, what would happen if the attorney didn't approve the lease purchase. We then would own it because we had to pay for it when it was picked up, can we live with that. The discussion continued on other items concerning this purchase.

Administrative Assistant Burnett – mentioned that the attorney called him and after a couple of questions, the attorney mentioned that we could go ahead with the approval of the resolution since it was listed as a separate item on the agenda. We would have to have a special meeting dealing with the other documents he wanted to have signed.

8. NEW BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Lease/Purchase Agreement on the transport ambulance.

Board Member Reber made a motion to pull the \$66,454.00, go ahead and pick-up the vehicle and pay for it, go ahead with the special meeting tomorrow night with the paper work and see if we can still get the lease on it. If not we just bit the bullet, put it to work and hope for the best.

Board Member Bown seconded the motion. Motion passed 4-0-1

b. Discussion and possible action re: Resolution 2019-003 Authorizing the Lease/Purchase of the transport ambulance.

Board Member Bown made a motion to accept Resolution 2019-003, Authorizing the Lease/Purchase.

Board Member Smith seconded the motion. Motion passed to accept Resolution 2019-003. 4-0-1

c. Discussion and possible action re: Lifepack 15 that was purchased at the cost of \$20,895.00 from Foremost Medical Equipment. Attached are the 3 bids associated with that purchase for Equipment at the transport ambulance was approved at the April 4, 2019 Special meeting.

After reviewing the bids for the Lifepack 15 Board Member Bown made a motion to accept the bid from Foremost Medical Equipment for \$20,895.00.

Board Member Smith Seconded the motion. Motion passed to purchase the Lifepack 15 from Foremost Medical Equipment for \$20,895.00 4-0-1

d. Discussion and possible action re: a Stryker Power Cot that was at the cost of \$10,745.00 purchased from JJJ Stretchers. This was also approved at the April 4, 2019 Meeting.

After reviewing the bids on the Stryker Power Cot Board Member Bown made a motion to accept the bid from JJJ Stretcher in the amount of \$10,745.00.

Board Member Smith seconded the motion. Motion passed to accept the bid by JJJ Stretchers in the amount of \$10,745.00. 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:
March 2019

ii. Reconciliation of Mountain America Credit Union (Liabilities and Ambulance Revenue)

for the month ending: **March 2019**

- iii. Review of the Cosco Visa Credit Card Statement for the month ending: **March 2019**
- iv. Review of the UMB Visa Card Statement for the month ending: **March 2019**
- v. Discussion and possible action re: Review Register of Checks, Warrants and Deposits for the month ending: **March 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 **March 2019**
- ix. Discussion and possible action re: invoices from Mr. Whittington's office.

Finance Director Arnett – the reason that Battalion Chief Ojeda had to use his own personal credit card was that Smith's no longer accepts the VISA Credit Card. All of our credit cards are VISA. She has been looking into getting a Smiths Card with a sign in and sign out. She also noted that there was no invoices from Mr. Whittington's office. This is the only comments that she had concerning the Financial Statements as the rest was in good order.

Board Member Smith made a motion to accept the Financial Statements.

Acting Board Clerk Reber seconded the motion. Motion passed to accept the Financial Statements for the month of March 2019. 4-0-1

10. FUTURE AGENDA ITEMS:

- a. Discussion and possible action re: continuing the discussion on providing a fire protection agreement for out of district fires.
- b. Discussion and possible action re: continuing the discussion and possibly offering the residents a subscription ambulance service for a set fee.
- c. Discussion and possible action re: getting a Smith's Card.
- d. Discussion and possible action re: Burn issues and items.

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

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is **MAY 16, 2019 at 6:00 P.M.** Arizona Time.

Any special meeting scheduled will appear in the minutes.

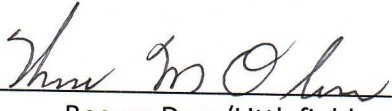
Special board meetings scheduled are as follows: **April 19, 2019** to discuss and possible action to take care of documents associated with the Lease/Purchase of a transport ambulance that the Fire District's attorney wants approved. Another Special Meeting is scheduled for **May 9, 2019** for discussion concerning the 2019-2020 budget year. Also marked for inclusion is declaring a vacancy on the board of directors and declaring that a search to begin immediately for a replacement.

12. CALENDAR OF EVENTS:

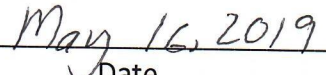
The calendar of events is on the board's tablets, the web site and also at Station # 1.

13. ADJOURNMENT:

Acting Board Clerk Reber made a motion to adjourn. Board Member Bown seconded the motion.
Motion passed to adjourn. 4-0-1
Acting Board Chairman Oliver adjourned the meeting at 7:30 P.M. on April 18, 2019.



Beaver Dam/Littlefield
Fire District – Chairman (Acting)
Governing Board



Date

File:
SD Card: #4
Rec: 030 BDFDBR030