



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

MINUTES OF JUNE 20, 2019

1. CALL TO ORDER:

Called to order by Board Chairman Adriance at 6:06 P.M. on June 20, 2019

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

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

Board Chairman Adriance – let the minutes show that we have 4 board members present and 1 new board member to be sworn in, if the Notary shows.
Also present were:
Fire Chief Hunt and Finance Director Arnett.

3. PLEDGE OF ALLEGIANCE:

The pledge was given by Michelle Arnett

4. CALL TO THE PUBLIC:

Board Chairman Adriance – since this is a meeting concerning the approval of the budget I do have to make a call to the public. He called to the public 3 separate time and each time there were no responses.

5. CONSENT AGENDA

- a. Discussion and possible approval re: Special Minutes of May 9, 2019
No discussion. Board Member Smith made a motion to accept the minutes of May 9, 2019.
Board Member Reber seconded the motion. Motion passed to accept the minutes of May 9, 2019. 4-0-1
- b. Discussion and possible approval re: Minutes of May 16, 2019
Finance Director Arnett – I just wanted to mention that Administrative Assistant Burnett had made a couple of corrections to the minutes before he had to leave.
Board Member Reber made a motion to accept the corrected minutes of May 16, 2019.
Board Member Smith seconded the motion. Motion passed to accept the corrected minutes of May 16, 2019. 4-0-1

- c. Discussion and possible action re: Reimbursement for Battalion Chief Ojeda in the amount of \$347.48 for purchase at Smiths. Yearly BLM training
With little discussion Board Member Reber made a motion to approve the Reimbursement for Battalion Chief Ojeda. Board Chairman Adriance seconded the motion. Motion passed for the Reimbursement for Chief Ojeda. 4-0-1

6. REPORTS AND CORRESPONDENCE:

a. Fire Chief's Report:

i. Wildland updates.

Chief Hunt – We had the 1 fire across the river, it was a 19 1/2 acre fire. It came off private land to state land and then to BLM land. It took 2 days and we maintained IC (incident command) for both days. On the first day we brought in an air attack and dropped 2 loads of retardant on it. There was no loss of any personal property. There is also another larger fire down in southern Arizona and no orders yet for the entire Mohave County working group.

ii. Medic 11 update.

Chief Hunt – The engine blew up on M-11. It may have dropped a value. It was knocking really hard on arrival at Mesa View Hospital, the crew called me and we ended up having it towed to St. George Ford. So now it has a new engine and also a new turbo that was put in under the warranty. No cost to us.

iii. Transport Ambulance update.

Chief Hunt – the transport ambulance is up and running and is out at least once a day, at times it is out several times a day for transports to Las Vegas and St. George.

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

Chief Hunt gave the Fire & EMS Report for the month of May 2019. There were a total of 19 Fire Responses and a total of 76 EMS Responses for a total of 95 responses for the month of May 2019. Year to date there have been a total of 410 Fire & EMS Responses.

c. Board Chairman's Report:

i. Recording fees. Administrative Assistant Burnett

Finance Director Arnett – in the absence of Administrative Assistant Burnett he asked me to update everyone that the recording fee will increase from \$8.00 to \$30.00 per document.

7. OLD BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: swearing in of our newest Board Member Rodney Rutherford and approval to add him to the authorized signature for the warrants.

The notary did not show for the swearing in of the new board member. This item is tabled until our next regularly Board Meeting on July 18, 2019.

8. PUBLIC HEARING FOR THE DISTRICT'S FY 2019-2020 BUDGET

This is a chance for the public to comment on the Beaver Dam-Littlefield/Littlefield Fire District's proposed final budget for the year FY 2019-2020 annual budget.

Discussion and possible action re: Allowing the public to speak concerning the budget for the FY 2019-2020 annual budget.

There were no comments from the public after 3 calls to the public by Board Chairman Adriance.

9. NEW BUSINESS: DISCUSSION AND POSSIBLE ACTION:

- a. Discussion and possible action re: Approving the FY 2019-2020 Budget.
Finance Director Arnett mentioned that a change was made to the FY 2019-2020 proposed budget to show that FF/EMT Didriksen from a reserve employee to a part-time FF/EMT/Eng. Boss. and she went over the reasons why they would like him as a part-time employee.
Chief Hunt – one thing that we found out is that he is an accomplished mechanic.
Board Chairman Adriance – what is the bottom line for revenues and expenses.
Finance Director Arnett – the estimated revenue is \$1,611,425.00 and estimated expenses is \$1,611,425.00. She also mentioned a couple of other changes, particularly in the graph.
There was some other discussion as to costs associated with possible increases.
- i. Discussion and possible action re: Resolution 2019-007 Approval of Budget
With little discussion Board Chairman Adriance made a motion to approve Resolution 2019-007 along with the approval of the FY 2019-2020 Budget as written. Board Member Smith seconded the motion. Motion passed to accept Resolution 2019-007 and the FY 2019-2020 budget as written. 4-0-1
- ii. Discussion and Possible action re: Resolution 2019-008 Setting of Mill Levy
Finance Director Arnett went thru the work sheet for the setting of the Mill Levy at 3.25%.
Board Member Reber made a motion to accept the Mill Levy at 3.25% and Resolution 2019-008. Motion passed to accept the Mill Levy as written and also Resolution 2019-008. 4-0-1
- iii. Discussion and possible action re: Certificate of Compliance
Finance Director Arnett explained the need to have the Certificate of Compliance.
Board Chairman Adriance made a motion to accept the Certificate of Compliance as written.
Board Member Reber seconded the motion. Motion passed to accept the Certificate of Compliance as written. 4-0-1
- b. Discussion and action re: Addendum to the signed contract for the Transport Ambulance.
Finance Director Arnett – we've not received the addendum for signature as of today.
This item is tabled for a special meeting when we do receive it.
- c. Discussion and action re: training reimbursement for Ashley Bollock in the amount of \$950.00 for the successful completion of Basic Training and signing of Training Reimbursement Agreement.
Finance Director Arnett – explained to the board that FF/EMT Bollock did successfully complete the requirements and that she already has completed 1 year of the Training Reimbursement Agreement. Board Clerk Oliver made a motion to accept the reimbursement for FF/EMT Bollock and the Training Reimbursement Agreement. Board Member Reber seconded the motion. Motion passed to reimburse FF/EMT Bollock and signing of the Agreement. 4-0-1
- d. Discussion and possible action re: review of Invoices from Mr. Whittington's office.
Finance Director Arnett explained the details of Mr. Whittington's Invoice.
Board Chairman Adriance made a motion to pay the invoice for Mr. Whittington's invoice. Board Member Reber seconded the motion. Motion passed to pay the invoice form Mr. Whittington's Office. 4-0-1
- e. Discussion and possible action re: 2019-2020 Workers Comp. Proposals from AmGuard. and 7710 Insurance. Finance Director Arnett
Finance Director Arnett explained the details of and the costs of each proposal.
After some discussion Board Chairman Adriance made a motion to accept the proposal from 7710 in the amount of an estimated premium of \$31,625. Board Member Smith seconded the motion. Motion passed to accept the 7710 workman's bid of an estimated premium of \$31,625. 4-0-1.

- f. Discussion and possible action re: Workers Comp Tactical Athlete Program. Finance Director Arnett. Finance Director Arnett – This is basically a rider for the 7710 Workman’s Compensation. If you use it, it will cost an additional \$600.00 per person. However if you don’t use it, it costs nothing. They get more personalized care to accelerate healing and you get your worker back sooner. Board Chairman Adriance made a motion to accept the Comp Tactical Athlete Program as a rider to the 7710 Workman’s policy. Board Member Reber seconded the motion. Motion passed to accept the Comp Tactical Athlete Program as a rider on the 7710 Workman’s Policy. 4-0-1
- g. Discussion and possible action re: Resolution 2019-009 – Fee Schedule. Approval of Fee Schedule. Finance Director Arnett mentioned that we will have the approval of the Fee Schedule yearly in case of increases that may be needed. This year the Fee Schedule is the same as last year. Board Member Reber made a motion to accept the fee schedule and Resolution 2019-009. Board Member seconded the motion. Motion passed to accept the fee schedule and Resolution 2019-009. 4-0-1

10. 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: **MAY 2019**
 - ii. Reconciliation of Mountain America Credit Union (Liabilities and Ambulance Revenue) for the month ending: **MAY 2019**
 - iii. Review of the Cosco Visa Credit Card Statement for the month ending: **MAY 2019**
No Cosco Vis Credit Card Purchases.
 - iv. Review of the UMB Visa Credit Card Statement for the month ending: **MAY 2019**
 - v. Discussion and possible action re: Review Register of Checks, Warrants and Deposits for the month ending: **MAY 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 the month ending: **MAY 2019**
With little discussion Board Member Reber made a motion to accept the financial statements as presented. Board Member Kevin seconded the motion. Motion passed to accept the financial statement as presented. 4-0-1

11. 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: Burn issues and items.
- d. Swearing in the new board member.
- e. Discussion and possible action re: the seconded addendum to the lease purchase of the transport ambulance dated May 1, 2019.

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

12. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is **JULY 18, 2019 at 6:00 P.M.** Arizona time. Any special meeting scheduled will appear in the minutes.

13. CALENDAR OF EVENTS:

The calendar of events is on the boards Tablets, the web site and also posted at Station 1.

14. ADJOURNMENT:

Board Member Reber made a motion to adjourn. Board Member Smith seconded the motion.

Motion passed to adjourn. 4-0-1

Board Chairman Adriance adjourned the meeting at 7:10 P.M. on June 20, 2019



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

7/18/19
Date

File:

SD Card 4

File: 035-BDFDBR034