



Beaver Dam/Littlefield Fire District
630 N. Highway 91, P.O. Box 579
Beaver Dam, AZ. 86432
Telephone (928) 347-5114
www.beaverdam-littlefieldfire.org



Minutes A.R.S. §38-403.01

MINUTES OF NOVEMBER 21, 2019

1. CALL TO ORDER:

Board Chairman Adriance called the meeting to order at 6:05 P.M. on November 21, 2019

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

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

Also present were:

Chief Hunt and Finance Director Arnett

Board Chairman Adriance – note that all board members are present and we have a quorum.

3. PLEDGE OF ALLEGIANCE:

The Pledge was given by Chief Hunt.

4. CALL TO THE PUBLIC:

There no comments from the public

5. CONSENT AGENDA

i. Minutes of **SEPTEMBER 19, 2019**

ii. Minutes of **OCTOBER 17, 2019**

b. Discussion and possible action re: Reimbursement for FF/EMT E. Renteria in the amount of \$49.55 for Lunch while on 2019 OSC Support (Wildland).

While reviewing the minutes Board Member Reber noted that there was an error in the October 17, 2019 minutes under the reports and correspondence section. It was corrected and approved.

Board Chairman Adriance made a motion to accept the consent agenda. Board Clerk Oliver seconded the motion. Motion passed to accept the consent agenda. 5-0-0

6. REPORTS AND CORRESPONDENCE:

a. Fire Chief's Report:

i. Wildland Fire updates.

Fire Chief – the wildland crew is back from the fires in Northern California and they served for a 14 day assignment. They didn't actually go on any of the fires, but were given the task of covering one of the fire stations in the Sierra National Forest area.

ii. Update on the vehicles for sale.

Fire Chief – the Type 1 engine has been sold that was up for bid. The District received \$19,500 for it which is closer to what it was appraised for.

The Squad has 2 fire departments interested in this and I will know tomorrow (November 22, 2019). The Fire Chief also noted that it was going for \$24,500.

iii. Update on M-11.

Fire Chief – M-11 did have an engine failure. It blew a cylinder that was caused by a fuel injector that froze up. It actually put a hole in the block where you could see inside. Ford also covered this replacement under the warranty. It is also back in service.

b. Fire and EMS Report for the month of: **OCTOBER 2019.**

The fire chief gave the monthly Fire and EMS Report – there were a total of 16 fire responses and 63 medical responses for a total of 79 responses for the month. Year to total responses are 167 fire responses and 745 medical responses. There have been 912 responses for the year.

c. Board of Directors Report:

Nothing to report.

7. OLD BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Fire District annual holiday get together. Scheduled for Friday, December 13, 2019 at 6:00 P.M.

Finance Director Arnett – discussed the date, time and place of the annual get together. She also mentioned that as everyone knows that she also works for the Oasis Golf Club. She talked with Mr. John that has several restaurants around town, one of them being inside the Oasis Golf Club. He gave her a menu that he would provide. We would also provide the other necessities that required. Captain Gates would provide the choice of different cobbler deserts.

b. Discussion and possible action re: AFDA Conference updates.

Administrative Assistant Burnett – He now has the conference class schedule and will had them out. He also mentioned that he would like to have all the schedule's back by December's meeting so that he can make the necessary reservations. He also noted that the price of the rooms did increase and also noted that one of the rates for the conference did decrease with the whole conference still the same price.

8. NEW BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: BFA Grant 50-50 match. (Wildland) Chief Hunt

Chief Hunt – corrected that it should be the VFA Grant instead of the BFA Grant. This is a 50-50 Wildland Grant. Chief Hunt mentioned that for the last few years he didn't go after the grant and allow the other departments have a shot at applying for the \$10,000.00 50-50 grant. He mentioned that he would like to apply for it this year. We need to get new fire shelters for one. He also would like to get some replacement radios; however that may not be possible. He instead opted to write the grant to outfit with new wildland clothes and the shelters for the 14 wildland firefighters that we currently have.

After further discussion Board Member Reber made a motion for Chief Hunt to go ahead with the grant process. Board Member Rutherford seconded the motion. Motion passed to allow Chief Hunt to go ahead with the grant process. 5-0-0

- b. Discussion and possible action re: Invoice from Mesquite Police Department in the amount of \$47,300.00 for dispatch services.
Finance Director Arnett – mentioned that the costs of dispatching were the same as last year. Board Chairman Adriance made a motion to approve the cost and approve the payment. Board Clerk Oliver seconded the motion. Motion passed as to the cost and payment. 5-0-0
- c. Discussion and possible action re: Invoice from law office of Boyle, Pecharich, Cline, Whittington, and Stallings, P.L.L.C. for the amount of \$792.50 for service rendered.
Finance Director Arnett – This invoice is for the Type 1 Engine recently purchased and is for the month of September 2019. We will likely see another invoice next month for October. She also mentioned that this went a lot faster and easier than for the transport ambulance. Board Member Reber made a motion to accept Mr. Whittington’s Invoice in the amount of \$792.50 for payment. Board Member Smith seconded the motion. Motion passed to accept the \$792.50 for payment. 5-0-0
- d. Discussion and possible action re: Lien Reduction Request from Schuetze, McGaha, Turner & Ferris, P.L.L.C. Attorneys at Law for a client in the amount of \$359.33.
Board Chairman Adriance – he’s got some grave concern on this request. It is something that we haven’t dealt with before. After some discussion it would be turned over to the Financial Director to get legal a legal opinion from the district’s attorney.
- e. Discussion and possible action re: Mr. Steve Treft’s request for relief of outstand costs associated with the medical transportation that occurred on 4/15/2019 for \$152.13 (M19-0218), 4/22/2019 for \$151.52 (M19-0228), 7-21-2019 for \$151.98 (M19-0476) for a total of \$455.63.
This matter was also turned over to Finance Director Arnett. After some discussion it was noted that she had not received this, but went to Battalion Chief Ojeda which he wanted it to be put on the agenda. Finance Director Arnett mentioned that she works with people on this type of problem directly to try and avoid going to collections, without interest. It’s also noted that we can’t just forgive debts like this since it’s the tax payer’s money.
- f. Discussion and possible action re: Hinton Burdick Invoice in the amount of \$11,000.00 for progress billing for Audit of the Financial Statement for FY ending June 30, 2019.
Finance Director Arnett – this is a progressive billing for our annual Audit of FY ending June 30, 2019. She also mentioned that believe it or not, the Audit is complete. Previous years we were always down to the wire. The Auditors will be here for December’s meeting and give an oral report. There were a couple of areas that we always see, but being such a small district it is unavoidable.
Board Chairman Adriance made a motion to accept the Auditors Invoice in the amount of \$11,000.00 for payment. Board Clerk Oliver seconded the motion.
Motion passed to accept the Auditors Invoice for payment. 5-0-0
- g. Discussion and possible action re: Details of the position of the Board of Directors Administrative Assistant.
Administrative Assistant Burnett handed the board members and staff his letter of resignation effective January 31, 2020 with the hopes that a replacement would be found in time for training and also attend the required classes at the AFDA Conference in January 2020. Discussion was held at what salary to start them at, when, where and how to post the notices. After discussion it was decided that the notices would be posted in the same places as the agenda, in Mesquite and the local papers. Deadline for applications will be December 6, 2019 and the successful candidate would have to be within commuting distance. The board set an open meeting that will then go into an Executive Session to review applications with the board having a second open meeting that will go into an Executive Session for interviews. The board changed the starting date of the regularly scheduled board meeting from 6:00 P.M. to 5:00 P.M. which will be held on December 19, 2019.

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: **OCTOBER 2019.**
 - ii. Reconciliation of Mountain America Credit Union (Liabilities and Ambulance Revenue) for the month ending: **OCTOBER 2019.**
 - iii. Review of the Cosco Visa Credit Card Statement for the month ending: **OCTOBER 2019.**
 - iv. Review of the UMB Visa Credit Card Statement for the month ending: **OCTOBER 2019.**
 - v. Discussion and possible action re: Review Register of Checks, Warrants and Deposits for the month ending: **OCTOBER 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: **OCTOBER 2019.**
Finance Director Arnett – there isn’t any unusual things going on with the Financial Statements and we are on track. We did receive a couple of deposits from the Mohave County Treasury that were for the property taxes.
After some further discussion Board Member Smith 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. 5-0-0

10. FUTURE AGENDA ITEMS:

- Announcement of the New Board of Directors Administrative Assistant.
- Auditor’s presentation
- Discussion of the annual holiday dinner and get together

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

11. NEXT REGULAR BOARD MEETING:

- The next regular scheduled board meeting is **DECEMBER 19, 2019 at 5:00 P.M.** Arizona Time.
- Special meeting – Executive Session on December 9, 2019 to review applicant’s applications for the open position.
- Special meeting – Executive Session on December 12, 2019 for interviewing the applicant’s for the open position.
- Our regular scheduled meeting on December 19, 2019 will start at 5:00 P.M. Arizona Time for an Executive Session for second interviews and will announce the applicant chosen for the position.

12. CALENDAR OF EVENTS:

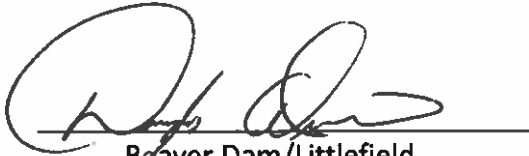
- The calendar of events is on the board’s tablets, the web site and also posted at Station # 1.

13. ADJOURNMENT:

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

Motion passed to adjourn. 5-0-0

Board Chairman Adriance adjourned the meeting at 7:46 P.M. on November 21, 2019.



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

12/19/2019
Date

File:

SD Card #4

Rec: 040 BDFDBR043