



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

## MINUTES OF DECEMBER 19, 2019

### 1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:03 P.M. on December 19, 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 & Shan Sparks	Present

Also present were:  
Fire chief Hunt and Finance Director Arnett

### 3. PLEDGE OF ALLEGIANCE:

The Pledge was given by Board Member Reber

### 4. CALL TO THE PUBLIC:

There were no comments from the public

### 5. CONSENT AGENDA

- Discussion and Action re: Minutes of **NOVEMBER 21, 2019**
- Discussion and Action re: Minutes of **Special Meeting of DECEMBER 9, 2019**
- Discussion and Action re: Minutes of **Special Meeting of DECEMBER 12, 2019**
- Discussion and Action re: Reimbursement for C. Marti for meeting supplies in the amount \$48.23  
Board Member Smith made a motion to accept the Consent Agenda. Board Member Reber seconded the motion. Motion passed to accept the Consent Agenda. 5-0-0

## **6. REPORTS AND CORRESPONDENCE:**

### **a. Fire Chief's Report:**

Chief Hunt wanted to bring the update for M-11 and that it was running smoothly. Chief Hunt made mention of the VFA Grant and that it has been completed and submitted for review and approval by the issuing authority. He also made mention and it is not on the agenda, so I don't know if you can authorize me to go ahead with an AFG Grant from FEMA. He would also like to apply for that this year. It is a 95% -5% Grant with us only paying the 5%. This would be for new SCBA (self-contained breathing apparatus) and that our next meeting would be cutting it close.

Board Chairman Adriance mentioned that the board doesn't have to approve that you can apply for the grant. We only have to approve the expenses for it. Board Chairman Adriance made mention that he could go ahead and put it together and submit it without the board's approval.

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

Chief Hunt gave the Fire & EMS report – There were 15 Fire Responses and 50 EMS Responses for a total of 65 Fire & EMS Responses for the month of November 2019. To date there have been a total of 182 Fire Responses and 795 EMS Responses for a total of 977 Fire and EMS responses for the year 2019.

### **c. Board Chairman's Report:**

#### **i. Discussion on the Annual Get Together on December 13, 2019**

Board Chairman Adriance believes he speaks for the board and wanted to thank the department for a great get together. He gave special thanks to Chief Hunt, Financial Director Arnett, and Captain Gates. Thank you again, it was great!

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

### **a. Discussion and possible action re: AFDA Conference updates.**

Administrative Assistant Burnett reminded everyone that the AFDA conference is January 16th through the 18<sup>th</sup>. He mentioned that he still has a couple of applications for the conference that need to be handed in by the end of the board meeting so that he can register everyone and make the necessary hotel reservations.

### **b. Discussion and possible action re: Discussion concerning the reply from Mr. Whittington on the request for a lien reduction and request for relief of debt.**

Finance Director Arnett – a payment plan was set up with all applicable parties involved. Board Chairman Adriance – the letter that we got back from our counsel reinforces what we already knew. We can't really take any action until all of the options have been made. This was a discussion item only and no action was needed by the board.

### **c. Discussion and possible action re: Board of Directors Administrative Assistant Burnett and introduce replacement which is Shan Sparks.**

Board Chairman Adriance introduced the new Administrative Assistant Shan Sparks. Administrative Assistant Sparks introduced himself and explained that he was retired from working with the Transportation Security Administration as a Training Manager. He lives in the Beaver Dam Retirement Community with his wife.

### **d. Discussion and possible action re: VFA Grant progress.**

This item was discussed during the Fire Chief's Report.

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

### **a. Discussion and possible action re: Invoice from the law office of Mr. Whittington.**

Finance Director Arnett presented the invoice from the law office of Mr. Whittington in the amount of \$399 for the lease purchase of a type 1 engine, audit letter and lien reduction review.

Board Chairman Adriance made a motion to accept the invoice of \$399. Board Member Smith seconded the motion. Motion passed to accept the invoice of \$399. 5-0-0

- b. Discussion and possible action re: Audit presentation report from the Hinton Burdick Accounting Firm for the FY ending June 30, 2019.  
CPA/MBA Greg Spackman presented the audit report. 3 findings were cleared, 1 finding was removed from prior years and there were no new findings. Mr. Spackman stated that the audit indicates that we are on good financial ground. The discussion continued in item 8(c) where the action was taken on both items as related to our audit report.
- c. Discussion and possible action re: Corrective action plan from audit report.  
Finance Director Arnett stated that the audit will always show a finding regarding "segregation" due to the size of the fire district. CPA/MBA Greg Spackman concurred that this would always be a finding that is out of the district's control. For corrective action, Finance Director Arnett has provided a written response to the secretary stating that the contact person for the district is herself, Chief Hunt, Battalion Chief Ojeda and the Board Members, because to mitigate segregation it takes all of us. Segregation of duties is difficult, but since all are involved in reviewing all of the financial statements it helps us with that.  
Finance Director Arnett also stated that since our management has stated that we must maintain a positive work environment and will not tolerate a dishonest work environment or other unethical behavior this is also a mitigating factor. She was asked if the corrective action needed to have action taken. She mentioned that the corrective action did not.  
Board Chairman Adriance made a motion to accept the results of the audit as presented and the corrective action for the audit. Board Member Reber seconded the motion. Motion passed to accept the results of the audit as presented and the corrective action for the audit. 5-0-0
- d. Discussion and possible action re: Health Insurance for full time personnel.  
Finance Director Arnett presented 3 Health Insurance Plans for consideration. The current plan which is an HSA plan that includes a one-time payment of \$3,000 for each of the full-time personnel with a monthly premium of \$2,061; a PPO \$4,000 plan with a monthly premium of \$2,422; and a PPO \$5,000 plan with a monthly premium of \$2,084.  
Chief Hunt recommended that we keep the current plan until we have a need to add more full-time employees.  
Board member Reber made a motion to keep the current HSA plan with the one-time payment of \$3,000 for each of the full-time personnel. Board Member Rutherford seconded the motion. Motion passed to keep the current HSA plan. 5-0-0
- e. Discussion and possible action re: Accident & Sickness Policy.  
Board Member Rutherford suggested that we look into increasing the Loss of Life Benefit (in view of the situation that occurred at Yarnell a few years ago).  
Board Chairman Adriance suggested that Finance Director Arnett contact the insurance company to see how much the benefits could be increased within a maximum 20% increase in the premium.  
Board Chairman Adriance made a motion to allow Finance Director Arnett to inquire of the insurance company as to how much benefits could be increased within a maximum 20% increase to the premium. Board Member Smith seconded the motion. Motion was passed to inquire of the insurance company how much benefits could be increased within a maximum 20% increase to the premium. 5-0-0
- f. Discussion and possible action re: Changing date of next board meeting from January 16, 2020 to January 23, 2020.  
Administrative Assistant Burnett suggested that we change the date of our January 16, 2020 board meeting to January 23, 2020 due to our being at the AFDA Winter Conference January 16 through 18, 2020.  
Board Member Reber made a motion to change the board meeting from January 16, 2020 to January 23, 2020. Board Member Smith seconded the motion. Motion was passed to change the board meeting from January 16, 2020 to January 23, 2020. 5-0-0

**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 2019**
    - ii. Reconciliation of Mountain America Credit Union (Liabilities and Ambulance Revenue) for the month ending: **NOVEMBER 2019**
    - iii. Review of the Cosco Visa Credit Card Statement for the month ending: **NOVEMBER 2019**
    - iv. Review of the UMB Visa Credit Card Statement for the month ending: **NOVEMBER 2019**
    - v. Discussion and possible action re: Review Register of Checks, Warrants and Deposits for the month ending: **NOVEMBER 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: **NOVEMBER 2019**
- Financial Director Arnett indicated that we are 40% into the fiscal year and we should be 42% of budget. All statements are in good order.  
Board Member Smith made a motion that we accept the status of the budget and the accounting of the financial statements. Board Clerk Oliver seconded the motion. Motion was passed to accept the financial statements. 5-0-0

**10. FUTURE AGENDA ITEMS:**

- Discussion and possible action re: Reimbursement for FF/EMT Dickerson
  - Discussion and possible action re: AFG Grant – this is a 95% - 5% Grant.
  - Discussion and possible action re: Follow up on the Accident & Sickness Benefits.
  - Discussion item only – VFA Grant which is for our Wildland Division
- The Board can recommend matters for inclusion on an upcoming agenda.*

**11. NEXT REGULAR BOARD MEETING:**

- The next regular scheduled board meeting is **JANUARY 23, 2020 at 6:00 P.M.** Arizona Time.
- Any special meeting scheduled will appear in the minutes.

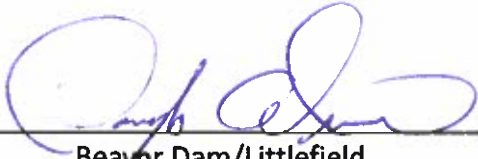
**12. CALENDAR OF EVENTS:**

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

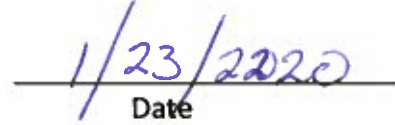
**13. ADJOURNMENT:**

Board Member Reber made a motion to adjourn. Board Member Smith seconded the motion. Motion passed to adjourn. 5-0-0

Board Chairman Adriance adjourned the meeting at 7:15 P.M. on December 19, 2019.



Beaver Dam/Littlefield  
Fire District – Chairman  
Governing Board



Date

Ref:

SD Card #4

File: 043 BDFDBR046