



**Beaver Dam/Littlefield Fire District**  
**630 N. Highway 91, P.O. Box 579**  
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Minutes A.R.S. §38-403.01

**MINUTES OF FEBRUARY 20, 2020**

**1. CALL TO ORDER:**

Board Chairman Adriance brought the meeting to order at 6:04 P.M. on February 20, 2020.

**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:	Shan Sparks	Present

Also present were:

Fire Chief Hunt and Finance Director Arnett

**3. PLEDGE OF ALLEGIANCE:**

The pledge was given by Board Member Rutherford.

**4. CALL TO THE PUBLIC:**

There were no comments from the public.

**5. CONSENT AGENDA**

a. Discussion and possible action re: Minutes of **January 23, 2020**

Board Clerk Oliver made a motion to accept minutes of January 23, 2020. Board Member Reber seconded the motion. Motion passed to accept the minutes of January 20, 2020. 5-0-0

**6. REPORTS AND CORRESPONDENCE:**

a. Fire Chief's Report:

i. Discussion and possible action re: Meeting with dispatchers

Discussion only.

Chief Hunt met with the dispatchers and told them that we would pull the burn permits out from them and bring them in house. They are looking to enter into a 5 year contract with us at the same rate that we have now. For our purposes there is no increase in the rates.

Chief Hunt requested that we keep the following items on the agenda for discussion and possible action re:

ii. AFG FEMA grant update

Discussion only.

Chief Hunt reported that the AFG Grant is written and has all the green checks on the FEMA site. He

talked to a woman at the AFDA conference that can review the grant, at least the narratives (\$30 per hour, approximately \$120 for the whole review). He will try to get that to her next week. Based on her input, all we would need to do, pending the Board's approval, would be to add or delete the content of the narratives and then submit.

iii. VFA grant update

Chief Hunt reported that we are just waiting to see what happens on this.

b. Fire and EMS Report for the month of: **January 2020**

Chief Hunt gave the Fire & EMS report - There were 14 Fire Calls and 78 EMS Calls for a total of 92 Fire and EMS Calls for the month of January 2020. For 2020 YTD there were a total of 14 Fire Calls and 78 EMS Calls for a total of 92 Fire and EMS Calls.

Chief Hunt reported that we have been in discussion on what we can do about the blood draws.

He will be looking at what the rest of the state does and see what we can do for reimbursement on blood draws. He will see where that goes and keep the Board posted. If it turns into an action item the item will be placed on a future agenda.

c. Board of Directors Report:

Board Chairman Adriance indicated that there was nothing to report on this line item.

## 7. OLD BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Possible changes to the Standard Operating Guidelines to provide debt relief in certain cases where the party has exhausted all financial resources and still has a justifiable financial hardship regarding the payment of responses expenses.

Finance Director Arnett presented to the Board a proposed Financial Hardship Policy. It was based on a comparison of similar policies with other entities. The hardship waiver income guidelines were based on the 2020 Poverty Guidelines published at (<https://aspe.hhs.gov/poverty-guidelines>). The policy would require the Board to review each financial hardship request. Proof of income would only be requested if there was a question. Other types of hardship would also be considered on a case by case basis. The party would have a right to appeal if they felt they would qualify with new information. If multiple runs are involved, each run would be handled separately. The application is confidential and we will offer assistance to complete the application if needed.

Per the discussion, it was decided to make the policy part of the Standard Operating Guidelines under "Billing" and to refer to the policy as the "Financial Hardship Guidelines". The title of the guidelines and the address where the form should be submitted will be corrected before being published.

Board Chairman Adriance motioned to make the corrected policy part of the Standard Operating Guidelines. Board Member Smith seconded the motion. Motion passed to accept the corrected Financial Hardship Guidelines. 5-0-0

b. Discussion and possible action re: Additional VFIS Accident & Sickness Insurance for off-duty personnel.

Discussion only.

Finance Director Arnett presented to the Board an option to add the additional insurance above for off-duty personnel for an additional \$300 to \$500 per year depending on the scope of coverage that would apply to our organization. She indicated that it would be very labor intensive administratively to determine the coverage applicability. It was suggested that we network with other districts at the AFDA conference to see what they are doing and address this again at a later date.

c. Discussion and possible action re: Progress on records retention research.

Discussion only.

Finance Director Arnett provided the Board Members with a copy of the applicable records retention statutes from the Arizona State Library, Archives and Public Records division. Captain Debbie Gates has been tasked with making an assessment of where we are on the retention of applicable Fire and EMS response records and reports that they are in the process being filed as required. Administrative

Assistant Sparks indicated that a spreadsheet is being prepared to indicate each applicable record including when the record began to be retained and when it has been disposed of (if applicable).

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

- a. Discussion and possible action re: Reimbursement for AFDA conference for Board Clerk Oliver  
Board Chairman Adriance made a motion to reimburse Board Clerk Oliver for expenses related to attending the AFDA conference. Board Member Smith seconded the motion. Motion passed to reimburse the AFDA conference expenses for Board Clerk Oliver. 4-0-1 abstention (T. Oliver)
- b. Discussion and possible action re: Reimbursement for AFDA conference for Board Member Rutherford  
Board Chairman Adriance made a motion to reimburse Board Member Rutherford for corrected expenses related to attending the AFDA conference. Board Clerk Oliver seconded the motion. Motion passed to reimburse the AFDA conference expenses for Board Member Rutherford. 4-0-1 abstention (R. Rutherford)
- c. Discussion and possible action re: Reimbursement for AFDA conference for Board Member Smith  
Board Member Reber made a motion to reimburse Board Member Smith for expenses related to attending the AFDA conference. Board Clerk Oliver seconded the motion. Motion passed to reimburse the AFDA conference expenses for Board Member Smith. 4-0-1 abstention (K. Smith)
- d. Discussion and possible action re: Reimbursement for weed spray S. Burch  
Board Member Reber made a motion to reimburse S. Burch for weed spray. Board Member Smith seconded the motion. Motion passed to reimburse S. Burch for weed spray. 5-0-0

## **9. BEAVER DAM/LITTLEFIELD FIRE DISTRICTS FINANCIAL STATEMENTS:**

- a. Discussion and possible action re: Review and approval of the District's Consolidated Monthly Reports for the month ending: **JANUARY 2020** (Action Required).
  - i. Reconciliation of cash w/Treasury – Wells Fargo Checking
  - ii. Reconciliation of Mountain America Credit Union Checking
  - iii. Review Citi Cosco Visa Credit Card Statement
  - iv. Review UMB Visa P-Card Statement
  - v. Review Register of Checks, Warrants and Deposits
  - vi. Review Statement of Financial Activities, including Cash Flow Projections
  - vii. Review Statement of Net Assets.
  - viii. Review Expenses by Vendor

Finance Director Arnett reported that there is nothing remarkable on the reconciliations. We are approximately 58% through our budget cycle and we are over budget in a few areas (i.e. salaries, some OT), but this should be manageable at this point. Overall the budget is "strong".

Board Member Smith made a motion to 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:**

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

## **11. NEXT REGULAR BOARD MEETING:**

The next regular scheduled board meeting is **MARCH 19, 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 Members tablets, the website and posted at Fire Station #1.

**13. CALL TO THE PUBLIC:**

There were no comments from the public.

**14. ADJOURNMENT:**

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

Motion passed to adjourn. 5-0-0

Board Chairman Adriaance adjourned the meeting at 6:56 P.M. on February 20, 2020.



Beaver Dam/Littlefield  
Fire District – Chairman  
Governing Board



Date

Ref:

SD Card #5

File: BDFDBR006