



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 MARCH 19, 2020

1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:00 P.M. on March 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 Jeffrey Hunt and Finance Director Michelle Arnett

3. PLEDGE OF ALLEGIANCE:

The pledge was led by Finance Director Arnett .

4. CALL TO THE PUBLIC:

There were no comments from the public.

5. CONSENT AGENDA

a. Discussion and possible action re: Minutes of **February 20, 2020**

Board Member Reber made a motion to accept the minutes of February 20, 2020. Board Member Smith seconded the motion. Motion passed to accept the minutes of February 20, 2020. 5-0-0

6. REPORTS AND CORRESPONDENCE:

a. Fire Chief's Report:

i. Discussion and possible action re: AFG FEMA grant update

Discussion only.

Chief Hunt reported that the AFG FEMA grant request has been submitted and accepted (# assigned). As far as we know it is in and looks really good.

ii. VFA grant update

Discussion only.

Chief Hunt reported that this grant request is still pending. No word to date on this grant.

iii. Wildland refresher

Discussion only.

Chief Hunt indicated that there will be a wildland refresher briefing on March 27, 2020.

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

Chief Hunt gave the Fire & EMS report - There were 14 Fire Calls and 72 EMS Calls for a total of 86 Fire and EMS Calls for the month of February 2020. For 2020 YTD there were a total of 28 Fire Calls and 150 EMS Calls for a total of 178 Fire and EMS Calls.

c. Board of Directors Report: COVID-9 situational awareness

Board Chairman Adriance reported that we are following all government recommended COVID-19 response protocols.

Chief Hunt reported that we have access to additional PPE supplies through FEMA and is in the process of obtaining needed supplies.

7. OLD BUSINESS: ACTION/DISCUSSION

There we no pending old business items.

8. NEW BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Transport Fee Hardship Waiver Request – Rutherford

Finance Director Arnett presented an application from Mrs. M. J. Rutherford and explained how the hardship fee waiver amount of \$185 was calculated based on our current Standard Operating Guidelines.

Board Member Reber made a motion to waive the remaining \$185 balance as requested and calculated. Board Chairman Adriance seconded the motion. Motion passed to waive the \$185 balance as requested and calculated for Mrs. Rutherford. 4-0-1 abstention (R. Rutherford)

b. Discussion and possible action re: Public Safety Personnel Retirement System (PSPRS) Actuarial Valuation Report

Discussion only.

Finance Director Arnett presented a summary of the applicable information from the PSPRS Actuarial Report (Foster and Foster report as of June 30, 2019 for the Plan/Fiscal year ending June 30, 2021)

c. Discussion and possible action re: PSPRS Pension Funding Policy

Discussion only.

Finance Director Arnett presented a summary of the proposed fire district's PSPRS Pension Funding Policy. The annual policy was reviewed by the PSPRS Board last week and remains the same as last year except for the financial adjustments based on the PSPRS Actuarial Report.

d. Discussion and possible action re: Resolution 2020-01 Adoption of the PSPRS Pension Funding Policy

Board Chairman Adriance made a motion to adopt Resolution 2020-01- PSPRS Pension Funding Policy. Board Member Reber seconded the motion. Motion passed to adopt Resolution 2020-01 - PSPRS Pension Funding Policy. 5-0-0

e. Discussion and possible action re: Invoice from WR Whittington

There were no invoices from WR Whittington at this time.

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: **FEBRUARY 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 – No statement at this time.

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 67% through our budget cycle and we are over budget in a few areas and under budget in other areas. Some items have already flushed out (no additional changes). We are tasking right on with the budget. Projection wise, we should finish our budget year with revenue over budget by \$39,000. Board Member Smith made a motion to accept the status of the budget and the accounting of the financial statements. Board Member Reber seconded the motion. Motion was passed to accept the status of the budget and the accounting of the financial statements. 5-0-0

10. FUTURE AGENDA ITEMS:

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

Board Chairman Adriance asked that Board Members to consider an example for discussion of an Emergency Medical Services (EMS) subscription service at a future meeting. The example is an EMS subscription service in Hampden Township (Pennsylvania).

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is **APRIL 16, 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.

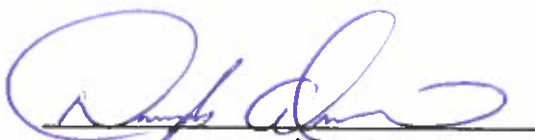
13. CALL TO THE PUBLIC:

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 Adriance adjourned the meeting at 6:49 P.M. on March 19, 2020.



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board



Date

Ref:

SD Card #5

File: BDFDBR008