



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

MINUTES OF APRIL 16, 2020

1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:02 P.M. on APRIL 16, 2020. Following COVID-19 precautionary measures, the board members and general public were encourage to call into a teleconference at 1(928) 990-5192, access code 1912735. Those attending in person were expected to follow all applicable federal, state and county mitigation guidelines.

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

Board Chairman:	Doug Adriance	Present
Board Clerk:	Tom Oliver	Present
Board Member:	Rodney Rutherford	Absent
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 Fire Chief Hunt.

4. CALL TO THE PUBLIC:

There were no comments from the public.

5. CONSENT AGENDA

- a. Discussion and possible action re: Minutes of **March 19, 2020**

Board Chairman Adriance made a motion to accept the minutes of March 19, 2020. Board Member Reber seconded the motion. Motion passed to accept the minutes of March 19, 2020.

4-0-1

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).

He was concerned that the financial issues related to the COVID-19 pandemic may affect the grant's availability. However, he was able to confirm that the grant is still being processed.

Chief Hunt reported that additional AFG grants for PPE are available. However, our current needs are being met, so he will not be pursuing any of these.

ii. VFA grant update

Discussion only.

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

Discussion only.

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

Chief Hunt gave the Fire & EMS report - There were 14 Fire Calls and 65 EMS Calls for a total of 79 Fire and EMS Calls for the month of March 2020. For 2020 YTD there were a total of 42 Fire Calls and 215 EMS Calls for a total of 257 Fire and EMS Calls.

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

Board Chairman Adriance reported that he is hearing a lot of positive comments from the community regarding the service that the fire district is providing. He reported that there are no known positive COVID-19 cases reported in our district boundaries at this time. We are applying all government recommended COVID-19 response protocols.

Chief Hunt commended the Board Members for applying the COVID-19 precautions to our board meeting which sets a good example for the public.

7. OLD BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Emergency Medical Services (EMS) Subscription example from Hampden Township (Pennsylvania). Discussion only. Board Chairman Adriance suggested that we move this item to future meeting.

8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Budget Timeline

Discussion only.

Finance Director Arnett presented the Board Members with a calendar showing the FY 2020/21 budget approval and submission timeline. A special budget work meeting will be scheduled on May 14, 2020 to give the board members an opportunity to discuss each of the line items on the budget.

- b. Discussion and possible action re: Economic Task Force Identifying Funding Opportunities for Fire Districts

Discussion only.

Finance Director Arnett presented the Board Members with information regarding the CARES Act Provider Relief Fund from the U.S. Department of Health and Human Services which fire districts qualify for. She reported that the fire district will be receiving an estimated payment of \$6,086.40 based on the applicable formula. She also reported that low interest loans are available.

- c. Discussion and possible action re: Resolution calling election at the Board Meeting on May 21, 2020
Discussion only.

Administrative Assistant Sparks reported that at the next regular Board Meeting on May 21, 2020 the Board Members would need to discuss and take possible action re: a resolution calling election to fill 2 seats on the Board. The Board Members were given a calendar showing the election time line.

- d. Discussion and possible action re: Invoice from WR Whittington

Discussion only.

Finance Director Arnett explained the charges received from WR Whittington dated February 18, 2020. The \$17.50 bill (.10 of an hour at \$175.00 per hour) was for a voice mail phone message that was left on the fire district's main phone number by the office of Mr. Whittington. No one spoke to Mr. Whittington's office on this date.

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: **MARCH 2020** (Action Required).
 - i. Review Statement of Net Assets
 - ii. Review Statement of Financial Activities, including Cash Flow Projections
 - iii. Review Register of Checks, Warrants, and Deposits
 - iv. Review Expenses by Vendor
 - v. Review UMB Visa P-Card Statement
 - vi. Review Costco Visa Card Statement – no statement this month
 - vii. Reconciliation of Cash w/Treasury – Wells Fargo Checking
 - viii. Reconciliation of Mountain America Credit Union Checking

Finance Director Arnett reported that we are approximately 75% through our budget cycle and we are in a good position to finish the fiscal year a little under budget. Board Chairman Adriance commended everyone for being diligent about keeping the budget on track.

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 status of the budget and the accounting of the financial statements. 4-0-1

10. FUTURE AGENDA ITEMS:

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

- a. Discussion and possible action re: 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).
- b. Discussion and possible action re: CARES Act Provider Relief Fund from the U.S. Department of Health and Human Services low interest loans.

11. NEXT REGULAR BOARD MEETING:

- a. A Special Meeting for the board is **May 14, 2020 at 6:00 P.M.** Arizona Time to discuss each line item on the FY 2020/21 budget. This meeting is open to the public.
- b. The next regular scheduled board meeting is **May 21, 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. 4-0-1
Board Chairman Adriance adjourned the meeting at 6:42 P.M. on April 16, 2020.



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board



Date

Ref:
SD Card #5
File: BDFDBR009