



**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](http://www.beaverdam-littlefieldfire.org)



Minutes A.R.S. §38-403.01

**MINUTES OF JANUARY 23, 2020**

**1. CALL TO ORDER:**

Board Chairman Adriance brought the meeting to order at 6:01 P.M. on January 23, 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 & George Burnett	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**

a. Discussion and possible action re: Minutes of **December 19, 2019**  
 Board Chairman Adriance made a motion to accept the Consent Agenda. Board Clerk Tom Oliver seconded the motion. Motion passed to accept the Consent Agenda. 5-0-0

**6. REPORTS AND CORRESPONDENCE:**

a. Fire Chief's Report:

- i. AFG FEMA grant update  
 Chief Hunt reported that the AFG Grant period was not open at this time. However, he is working with Finance Director Arnett to complete the narratives to enter into the portal.
- ii. VFA grant update  
 Chief Hunt reported that this item is awaiting peer review.

b. Fire and EMS Report for the month of: **December 2019**  
 Chief Hunt gave the Fire & EMS report - There were 9 Fire Calls and 63 EMS Calls for a total of 72 Fire and EMS Calls for the month of December 2019. For 2019 there were a total of 191 Fire Calls and 858 EMS Calls for a total of 1049 Fire and EMS Calls.

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: Follow-up on the VFIS Accident & Sickness Insurance Proposals

Board Member Rutherford presented the VFIS Accident and Sickness Insurance options based on the research provided by Financial Director Arnett. Board Chairman Adriance and Chief Hunt indicated that our current policy would not provide an adequate level of benefits to our personnel and their families.

Board Chairman Adriance suggested that we look at the option to increase the Loss of Life Benefits to \$100,000 along with the other benefit item increases under this option. This would result in an increase from our current premium of \$1,951 to \$3,581. Board Chairman Adriance asked Financial Director Arnett if our budget would allow for this 83.5% increase to the premium and she indicated that funds were available.

Board Member Smith made a motion to increase the Loss of Life Benefits with the additional benefit item increases at the rate of \$3, 581. Board Clerk Oliver seconded the motion. Motion passed to accept the Loss of Life Benefits with the additional benefit item increases at the rate of \$3, 581. 5-0-0

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

a. Discussion and possible action re: AFDA attendee's comments

Discussion only.

Board Chairman Adriance talked about the house bill in progress that would require fire districts to provide psychiatric assistance to responders, because of the prevalence of suicide among responders. The house bill has been in progress since 2018. The house bill would have a big impact on smaller fire districts because the responder(s) could choose whatever treatment they want regardless of cost and treatment options may be difficult to access because of distance.

Chief Hunt indicated that our responders have access to Critical Instance Stress Debrief (CISD) teams and he refers responders to these teams when needed.

Board Chairman Adriance also talked about a discussion that took place at the EMS Roundtable session regarding the training and certification processes. Based on the discussion, it was a concern that a person could receive EMS training and certification without ever seeing an actual patient.

Chief Hunt talked about an upcoming change to the billing process for Wildland fires. Changing from ROSS to IROC. The IROC system greatly simplifies the process for entering data after demobilization and speeds up the billing process. He also talked about a discussion he attended on PAC tests. He highly advocates health and fitness (fit for fire) and recommends all to follow through with maintaining good health and fitness.

Finance Director Arnett talked about a retirement roundtable she attended which emphasized the need to be conscious of good health and fitness activities (i.e. heart health and exercise) to maintain good health until the time of retirement.

b. Discussion and possible action re: Oath of office for staff members

Discussion only.

Administrative Assistant Burnett reminded the Board Members and staff that all Fire District personnel need to complete the Loyalty Oath as required by A.R.S. §38-231. Board Chairman Adriance concurred that we comply with A.R.S. §38-231 by having all personnel sign a Loyalty Oath statement to be retained in the personnel files.

c. Discussion and possible action re: Records retention requirements and responsibility

Discussion only.

Administrative Assistant Burnett reminded the Board Members and staff to look at our records management requirements and responsibilities. Administrative Assistant Sparks suggested that we look at our various areas of responsibility and discuss at a later date what we may need to put

in place to ensure compliance with the records retention statutes. Board Chairman Adriance suggested putting together a spreadsheet to track our required records, showing the retention and deposition schedules, and come back in approximately 2 months and discuss our records retention needs.

d. Discussion and possible action re: Hinton Burdick Invoice

Discussion only.

Financial Director Arnett advised the Board Members that the final cost of the audit came back under budget because our Financial Statements audit was so “clean”. No action was required because the cost of the audit was approved at a previous Board meeting.

e. Discussion and possible action re: Training Agreement for AEMT T. Didriksen

Board Chairman Adriance introduced Trevor Didriksen to those present. Financial Director Arnett reminded the Board Member that the Training Agreement requires that AEMT T. Didriksen serve with the BD-LF Fire District for 2 years to receive compensation for the Advanced Emergency Medical Technician (AEMT) training. If AEMT T. Didriksen does not complete the 2 year requirement; he will be charged a prorated amount to compensate the BD-LF Fire District.

Board Chairman Adriance made a motion to accept the Training Agreement for AEMT T. Didriksen.

Board Member Smith seconded the motion. Motion passed to accept the Training Agreement for AEMT Didriksen. 5-0-0

f. Discussion and possible action re: Reimburse for AEMT T. Didriksen in the amount of \$1,995.00

Board Chairman Adriance made a motion to accept the invoice of \$1,995 for AEMT training for AEMT T. Didriksen as stated in the Training Agreement. Board Member Smith seconded the motion. Motion passed to accept the invoice of \$1,995. 5-0-0

g. Discussion and possible action re: Invoice from the law office of Mr. Whittington

There was no invoice from the law office of Mr. Whittington to be discussed

**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: **DECEMBER 2019**

ii. Reconciliation of Mountain America Credit Union (Liabilities and Ambulance Revenue) for the month ending: **DECEMBER 2019**

iii. Review of the Cosco Visa Credit Card Statement for the month ending: **DECEMBER 2019**

iv. Review of the UMB Visa Credit Card Statement for the month ending: **DECEMBER 2019**

v. Discussion and possible action re: Review Register of Checks, Warrants and Deposits for the month ending: **DECEMBER 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: **DECEMBER 2019**

Financial Director Arnett reported that we are approximately 50% through our budget cycle and we are over budget in a few areas, but under budget in others. The budget looks good at this point. She also reported to the Board Members that she had a discussion with Mr. Wittington at the AFDA conference regarding “gifts”. She indicated that when a party is billed for a run and after all insurance and other compensation sources have be exhausted, they can write a letter asking for debt relief after 60 days of delinquency. At that time, the Board of Directors can decide if they would be willing to write off the remaining debt. She asked that this item be put on next month’s agenda.

Board Member Smith made a motion that we 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 financial statements. 5-0-0

**10. FUTURE AGENDA ITEMS:**

Discussion and possible action re: SOG revision to address debt relief for parties with justifiable financial hardship(s).

Discussion and possible action re: Records retention responsibilities and requirements.

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

**11. NEXT REGULAR BOARD MEETING:**

The next regular scheduled board meeting is **FEBRUARY 20, 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:**

Administrative Assistant Sparks thanked Administrative Assistant George Burnett for his work in training him as his replacement. He also expressed his appreciation for the respect George has for the work that we do as a Fire District and wished him the best as he leaves us.

**14. ADJOURNMENT:**


Board Clerk Oliver 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 7:21 P.M. on January 23, 2020.



Beaver Dam/Littlefield  
Fire District – Chairman  
Governing Board



Date

Ref:

SD Card #5

File: BDFDBR001