



**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 MAY 21, 2020

### 1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:01 P.M. on MAY 21, 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/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 Captain Debbie Gates

### 4. CALL TO THE PUBLIC:

Board Member Reber asked to make a comment commending the responders for the professional way they responded to recent call on him personally.

### 5. CONSENT AGENDA

#### a. Discussion and possible action re: Minutes of **April 16, 2020**

Board Chairman Adriance made a motion to accept the minutes of April 16, 2020. Board Member Smith seconded the motion. Motion passed to accept the minutes of April 16, 2020.  
5-0-0

#### b. Discussion and possible action re: Minutes of **May 14, 2020 Special Meeting**

Board Chairman Adriance made a motion to accept the minutes of the May 14, 2020 special meeting. Board Clerk Oliver seconded the motion. Motion passed to accept the minutes of the May 14, 2020 special meeting.  
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 there has been no word on the AFG FEMA grant request.
  - ii. VFA grant update  
Discussion only.  
Chief Hunt reported that there has been no word on the FGA grant request.
  - iii. Medic 11 engine issues  
Discussion only.  
Chief Hunt reported that Medic 11 is having engine issues again. The cost of repairs will be covered under warranty.
- b. Fire and EMS Report for the month of: **April 2020**  
Chief Hunt gave the Fire & EMS report - There were 5 Fire Calls and 70 EMS Calls for a total of 75 Fire and EMS Calls for the month of April 2020. For 2020 YTD there were a total of 47 Fire Calls and 285 EMS Calls for a total of 332 Fire and EMS Calls.
- c. Board of Directors Report: Nothing to report

## 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 a future meeting.
- b. Discussion and possible action re: Invoice from the office of WR Whittington in the amount of \$17.50.  
Board Chairman Adriance made a motion to accept the invoice from the office of WR Whittington in the amount of \$17.50. Board Member Smith seconded the motion. Motion passed to accept the invoice from the office of WR Whittington in the amount of \$17.50.  
5-0-0
- c. Discussion and possible action re: Economic Task Force identifying funding opportunities for Fire Districts, including an \$8,098 grant.  
Finance Director Arnett indicated that under the Economic Task Force (CARES Act related to the COVID-19 pandemic) the Fire District is eligible to receive an \$8,098 grant.  
Board Member Smith made a motion to accept the \$8,098 grant. Board Member Reber seconded the motion. Motion passed to accept the \$8,098 grant.  
5-0-0  
Finance Director Arnett indicated that there are still low interest loans available under the Economic Task Force. The Board Members did not want to pursue any low interest loans at this time.  
Board Chairman Adriance made a motion that the board not pursue low interest loans under the Economic Task Force at this time. Board Member Reber seconded the motion. Motion passed to not pursue low interest loans under the Economic Task Force at this time.  
5-0-0

## 8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Resolution 2020-02 Stop Burning Order  
Chief Hunt indicated that there was already an emergency no burn order in place due to the extremely dry conditions and multiple calls already being received as a result. He suggested that the board consider some automatic dates in the future as to when burning can begin and when it should end each year.

Board Member Reber made a motion to accept the Resolution 2020-02 Stop Burning Order effective at 0000 May 22, 2020. Board Member Smith seconded the motion. Motion passed to accept the Resolution 2020-02 Stop Burning Order effective at 0000 May 22, 2020.

5-0-0

- b. Discussion and possible action re: Resolution 2020-03 Call to Elections  
Administrative Assistant Sparks indicated that this election year we will have 2 board seats to fill. Board Chairman Adriance made a motion to accept the Resolution 2020-03 Call to Elections. Board Clerk Oliver seconded the motion. Motion passed to accept the Resolution 2020-03 Call to Elections.  
5-0-0
- c. Discussion and possible action re: Making additional principal payment for 2019 Ferrara Pumper Truck  
Discussion only.  
Finance Director Arnett asked the board if we could move this line item to line item "g." to be considered during the discussion of the FY 2020-2021 proposed budget. The board members agreed.
- d. Discussion and possible action re: Change to Personnel Manual regarding overtime compensation  
Finance Director Arnett indicated that the change in the overtime compensation policy would align the Fire District's overtime compensation policy with the State wildland fire compensation policy. The Fire District would not incur additional overtime expenses unless an exempt employee worked an emergency call that goes over 12 hours.  
Board Member Reber made a motion to accept the change to the Personnel Manual overtime compensation policy. Board Chairman Adriance seconded the motion. Motion passed to accept the change to the Personnel Manual overtime compensation policy.  
5-0-0
- e. Discussion and possible action re: 7710 Worker's Compensation renewal proposal and application  
Finance Director Arnett discussed the upcoming renewal of the 7710 Worker's Compensation insurance and included the application to show the current deductibles and levels of coverage. If there are no changes to the policy, the cost of the premium for the upcoming renewal will go down from \$32,000 to \$17,719 due to no longer being high risk.  
Board Chairman Adriance made a motion to accept the renewal of the 7710 Worker's Compensation insurance at the current deductibles and levels of coverage. Board Member Smith seconded the motion. Motion passed to accept the renewal of the 7710 Worker's Compensation insurance at the current deductibles and levels of coverage.  
5-0-0
- f. Discussion and possible action re: VFIS Property Casualty renewal  
Discussion only.  
Finance Director Arnett discussed the upcoming VFIS Property Casualty renewal and showed the board the deductible amounts from last year. The board will need to consider the final deductible amounts, the desired coverage and agree on the premium at the next regular board meeting to renew by July 1, 2020.
- g. Discussion and possible action re: FY 2020-2021 proposed budget  
Finance Director Arnett presented the FY 2020-2021 proposed budget as discussed at the budget workshop on May 14, 2020. She provided the board with requested documentation on the impact of the 2008-2011 Recession on tax revenue. She also provided a spreadsheet showing the number and types of calls received over several months between 0000-0400 and 0401-0800 to show justification for extending the late shift to 12 hours (1600-0400) as proposed. Ms. Arnett suggested that the board consider deferring the proposed additional principal payment for the 2019 Ferrara Pumper Truck (line item c. above) to address a possible need for a new ambulance in view of the Fire District's aging fleet of vehicles. Chief Hunt concurred with Ms. Arnett's suggestion.

Board Chairman Adriance made a motion to accept the proposed budget with the changes to defer the additional principal payment for the 2019 Ferrara Pumper Truck to allow consideration for a down payment on a new ambulance. Board Member Reber seconded the motion. Motion passed to accept the proposed budget with the changes to defer the additional principal payment for the 2019 Ferrara Pumper Truck to allow consideration for a down payment on a new ambulance.

5-0-0

The proposed budget will be open for public discussion at the next regular board meeting on June 18, 2020.

**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: **APRIL 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 83% through our budget cycle and we are in a good position to finish the fiscal year a little under budget.

Board Member Smith made a motion to accept the status of the budget and the accounting of the financial statements. Board Member Rutherford 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.*

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: Public hearing regarding the FY 2020-2021 budget on June 18, 2020 at 6:00 P.M. in conjunction with the regular Board meeting.

**11. NEXT REGULAR BOARD MEETING:**

a. The next regular scheduled board meeting is **June 18, 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:**

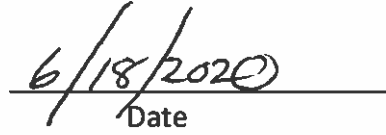
Board Member Reber made a motion to adjourn. Board Member Rutherford seconded the motion.  
Motion passed to adjourn.

5-0-0

Board Chairman Adriance adjourned the meeting at 7:31 P.M. on May 21, 2020.



Beaver Dam/Littlefield  
Fire District – Chairman  
Governing Board



Date

Ref:

SD Card #5

File: BDFDBR014