



Beaver Dam/Littlefield Fire District
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Beaver Dam, AZ. 86432
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Minutes A.R.S. §38-403.01

MINUTES OF JUNE 18, 2020

1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:04 P.M. on JUNE 18, 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	Absent
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 Chief Jeffrey Hunt.

4. CALL TO THE PUBLIC:

There were no comments from the public.

5. PUBLIC HEARING FOR THE FIRE DISTRICT’S FY 2020-2021 BUDGET

Board Chairman Adriance made a call to the public for comment on the FY 2020-2021 budget. He made a second call and a third call. There were no comments from the public. Board Clerk Oliver made a motion to conclude the public hearing regarding the FY 2020-2021 budget. Board Member Reber seconded the motion. Motion passed to conclude the public hearing regarding the FY 2020-2021 budget.
 4-0-1

6. CONSENT AGENDA

a. Discussion and possible action re: Minutes of **May 21, 2020**
 Board Member Reber made a motion to accept the minutes of May 21, 2020. Board Clerk Oliver seconded the motion. Motion passed to accept the minutes of May 21, 2020.
 4-0-1

7. 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 update
Discussion only.
Chief Hunt reported that the engine repairs on Medic 11 should be done. He reported that the majority of the repairs were covered under warranty. However, there will be some expenses related to this issue billed to the Fire District.
- b. Fire and EMS Report for the month of: **May 2020**
Chief Hunt gave the Fire & EMS report - There were 34 Fire Calls and 98 EMS Calls for a total of 132 Fire and EMS Calls for the month of May 2020. For 2020 YTD there were a total of 81 Fire Calls and 383 EMS Calls for a total of 464 Fire and EMS Calls YTD.
Chief Hunt indicated that since the Fire District does not get reimbursed for blood draws, we may defer to DPS or MCSO to do these going forward.
- c. Board of Directors Report: Nothing to report

8. 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. The Board members were in agreement.
- b. Discussion and possible action re: VFIS Property Casualty renewal. Discussion only.
Finance Director Arnett indicated that the renewal will be due on August 1, 2020 so she recommended that we move this item to the July 16, 2020 meeting. The Board members were in agreement.

9. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Approving the FY 2020-2021 Budget
Finance Director Arnett presented the Board with the final draft of the FY 2020-2021 budget. Board Chairman Adriance asked Chief Hunt if he felt that the budget is a workable budget for the upcoming FY. Chief Hunt indicated that it is.
Board Chairman Adriance made a motion to accept the FY 2020-2021 budget proposal. Board Member Rutherford seconded the motion. Motion passed to accept the FY 2020-2021 budget proposal.
4-0-1
- i. Discussion and possible action re: Resolution 2020-04 Adoption of Budget
Board Chairman Adriance made a motion to accept Resolution 2020-04 Adoption of Budget. Board Member Reber seconded the motion. Motion passed to accept Resolution 2020-04 Adoption of Budget.
4-0-1
- ii. Discussion and possible action re: Resolution 2020-05 Setting Mill Levy
Board Member Reber made a motion to accept Resolution 2020-05 setting the mill levy tax rate at \$3.25 per \$100 of assessed value. Board Clerk Oliver seconded the motion. Motion passed to accept Resolution 2020-05 setting the mill levy tax rate at \$3.25 per \$100 of assessed value.
4-0-1

- iii. Discussion and possible action re: Certificate of Compliance
Discussion only. Certificate of Compliance was signed as required.
- b. Discussion and possible action re: Fees for Services
Finance Director recommended that the Fees for Services schedule remain the same. The fees are in line with the budget and there has been no public comment regarding the current fee schedule.
 - i. Discussion and possible action re: Resolution 2020-06 Fee Schedule
Board Member Reber made a motion to accept Resolution 2020-06 Fee Schedule. Board Clerk Oliver seconded the motion. Motion passed to accept Resolution 2020-06 Fee Schedule.
4-0-1
- c. Discussion and possible action re: Purchase of Type II Van & Bids Review
Finance Director presented 3 comprehensive bids obtained for the purchase of a Type II Van. The Republic EVS (Medix) bid was the lowest bid and has the same features as the unit the Fire District currently has.
 - i. Discussion and possible action re: Resolution 2020-07 Purchase of Type II Van
Board Chairman Adriance made a motion to accept Resolution 2020-07 Purchase of Type II Van. Board Member Reber seconded the motion. Motion passed to accept Resolution 2020-07 Purchase of Type II Van for the amount of \$69,287.00 from Republic EVS.
4-0-1
- d. Discussion and possible action re: Reimburse M. Marti \$52.94 for meals during transports
Board Clerk Oliver made a motion to reimburse M. Marti \$52.94 for meals during transports. Board Member Reber seconded the motion. Motion passed to reimburse M. Marti \$52.94 for meals during transports.
4-0-1
- e. Discussion and possible action re: Fire Fighter compensation policy
Board Chairman Adriance explained that a letter was sent anonymously to the District's attorney, Mr. Whittington, questioning how full-time career personnel are paid when deployed on a Wildland Fire. They were inquiring whether or not the fire district was reimbursed for those wages. Finance Director Arnett explained that according to the State of Arizona Cooperator's Invoicing Instructions, full-time career personnel are paid for regular hours according to their shift schedule at the home unit, and overtime for hours outside of that shift schedule. This would apply to Fire/EMS Chief Hunt, Batt. Chief Ojeda, and Captain Gates when they are deployed on a Wildland fire. Volunteers and reserves are paid overtime for hours in excess of 40 hours in a 7 day week. The District HR policy manual section "Compensation Administration" paragraph M is the same as the State of Arizona. In addition, the State of Arizona also reimburses the District for ancillary expenses, i.e. Medicare, workers comp, retirement, unemployment ins, etc. Board Chairman Adriance stated that the Fire District also pays the full-time personnel their regular wages up to 40 hours per week, in addition to the pay received from the State of Arizona. There are several reasons for this rationale, including marketing and networking with other districts which allows our Wildland division to grow. Chief Hunt stated that our Wildland Division is well known throughout the nation. He also mentioned that they take on additional responsibilities while in the field, including ensuring the safety of volunteers and reserves, as well as the maintenance of the vehicles and equipment. They generally work 16 hour shifts with 8 hour breaks, for 14 to 21 days straight. Because they maintain the equipment in house, they are knowledgeable and able to make repairs quickly to prevent them from being demobilized and sent home due to a minor issue. Finance Director Arnett pointed out that the State also reimburses for the equipment, which makes the program cost beneficial. Board Chairman reminded everyone that the State also reimburses the District to backfill the positions.
Finance Director Arnett recommended that changes be made to the HR Policy Manual "Overtime Compensation" section to clearly explain the policy as well as copying the "Compensation Administration" paragraph "M" to the "Overtime Compensation" section to make it visible and

consistent in both sections.

Board Chairman Adriance made a motion to make the recommended changes to the HR Policy Manual "Overtime Compensation" section. Board Member Rutherford seconded the motion. Motion passed to make the recommended changes to the HR Policy Manual "Overtime Compensation" section.

4-0-1

10. 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: **May 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. Reconciliation of cash w/Treasury – Wells Fargo Checking

vi. Reconciliation of Mountain America Credit Union Checking

vii. Review UMB Visa P-Card Statement

viii. Review Costco Visa Card Statement – (current balance = zero)

ix. Invoices from WR Whittington's office – (none received)

Finance Director Arnett reported that we are approximately 92% through our budget cycle and we are in a good position to finish the fiscal year in good standing.

Board Member Reber 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

11. 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: VFIS Property Casualty renewal.

12. NEXT REGULAR BOARD MEETING:

a. The next regular scheduled board meeting is **July 16, 2020 at 6:00 P.M.** Arizona Time.

Any special meeting scheduled will appear in the minutes.

13. CALENDAR OF EVENTS:

The calendar of events is on the Board Members tablets, the website and posted at Fire Station #1.

14. CALL TO THE PUBLIC:

There were no comments from the public.

15. ADJOURNMENT:

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

4-0-1

Board Chairman Adriance adjourned the meeting at 7:14 P.M. on June 18, 2020.



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

7/16/2020
Date

Ref:
SD Card #5
File: BDFDBR015