



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

MINUTES OF AUGUST 20, 2020

1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:03 P.M. on AUGUST 20, 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:

Finance Director Michelle Arnett and Battalion Chief Andres Ojeda

3. PLEDGE OF ALLEGIANCE:

The pledge was led by Board Clerk Tom Oliver.

4. CALL TO THE PUBLIC:

There were no comments from the public.

5. CONSENT AGENDA

- a. Discussion and possible action re: Minutes of **July 16, 2020**
Board Clerk Oliver made a motion to accept the minutes of July 16, 2020. Board Member Smith seconded the motion. Motion passed to accept the minutes of July 16, 2020.
5-0-0

6. REPORTS AND CORRESPONDENCE:

- a. Fire Chief's Report:
- Discussion and possible action re: AFG FEMA grant update
Discussion only.
Chief Hunt was not present to provide update. However, Finance Director Arnett indicated that this grant is still pending.
 - Discussion and possible action re: VFA grant update
Discussion only.
Chief Hunt was not present to provide update. However, Finance Director Arnett indicate that the

status of this grant is unknown.

iii. Discussion and possible action re: Wildland fire update
Chief Hunt was not present to provide update.

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

Finance Director Arnett gave the Fire & EMS report - There were 24 Fire Calls and 82 EMS Calls for a total of 106 Fire and EMS Calls for the month of July 2020. For 2020 YTD there were a total of 127 Fire Calls and 534 EMS Calls for a total of 661 Fire and EMS Calls.

c. Board of Directors Report:

Discussion only.

Board Director Adriance commended (based in part on public comment) the fire district personnel for a job well done, especially for their response to some very high profile incidents on I-15 over the past few weeks.

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: VFIS Property and Casualty renewal follow-up.

Discussion only.

Finance Director Arnett provided the Board Members with the VFIS (AIG) policy schedule of forms and endorsements with the final premium due on September 1, 2020 of \$31,285.50. The FY 2020-2021 budget, budgeted the property and casualty insurance at \$32,000. The final premium to be paid on September 1, 2020 for the upcoming year will be \$514.50 less than the Board approved to be paid at the July 16, 2020 Board meeting.

8. NEW BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Capital expenditures in FY 2020-2021, i.e. supplementing the pension fund, making an additional payment on the fire truck loan to save interest, site improvements in Scenic, AZ at the property for Fire Station #4, etc.

Discussion only.

Finance Director Arnett provided the Board Members with a memorandum dated August 20, 2020, Subject: Potential Expenditures in Excess of FY2020-2021 Budget (see enclosed document). Chief Ojeda and Finance Director explained the rationale behind the recommended expenditures per Fiscal Year (as funding permits) as shown in the memorandum.

In regard to the land where Fire Station #4 will be located, Chief Ojeda indicated that the land was given to the fire district by the BLM. He indicated that once improvements begin on the site, the land will be deeded to the fire district.

The Board Members agreed to address the recommendations in future meetings when bids can be obtained and as priorities can be further assessed.

b. Discussion and possible action re: Engaging HintonBurdick CPA's for multi-year financial audit

Discussion only.

Finance Director Arnett presented to the Board Members an estimate regarding the cost of multi-year financial audits. For FY2020-2021 the estimated cost will be \$16,950 and will adjust slightly each year thereafter for COLA. The contract was previously passed by the Board.

Finance Director Arnett indicated that the FY2020-2021 audit will take place in October and the final report will be available by December 31, 2020.

Board member Smith made a motion to accept the estimated costs of the multi-year financial audits. Board Clerk Oliver seconded the motion. Motion was passed to accept the estimated costs of the multi-year financial audits.

5-0-0

- c. Discussion and possible action re: Mesquite Dispatch Invoice
Discussion only.
Finance Director Arnett presented the Board Members with the invoice from the Mesquite Police Department to provide dispatch services to the fire district from July 2020 through June 2021. Finance Director Arnett indicated that this is the same rate as last year. Chief Ojeda indicated that the fire district will arrange to have a dedicated phone line for residents to request burn permits to relieve the burden of the Mesquite Police Department dispatch of addressing these requests. This process will help keep costs to the fire district down.
 - d. Discussion and possible action re: Continuing MOA with Littlefield Unified School District for Water Use/Standby SVCs
Discussion only.
Finance Director Arnett presented the Board Member with that MOA Water User Agreement as a reminder to the Board regarding this agreement.
 - e. Discussion and possible action re: Reimburse E. Renteria for meal purchase made during Wildland Firefighting in California
The Board Members considered a request for reimbursement for a meal purchase in the amount of \$33.61 from E. Renteria while he was deployed on a Wildland fire in California. Board Chairman Adriance made a motion to accept the request for reimbursement from E. Renteria in the amount \$33.61. Board Member Reber seconded the motion. Motion was passed to accept the request for reimbursement from E. Renteria in the amount of \$33.61.
- 5-0-0

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: **JULY 2020** (Action Required).
 - i. Statement of Net Assets
 - ii. Statement of Financial Activities, including Cash Flow Projections
 - iii. Register of Checks, Warrants, and Deposits
 - iv. Expenses by Vendor
 - v. Reconciliation of Cash w/Treasury – Wells Fargo Checking
 - vi. Reconciliation of Mountain America Credit Union Checking
 - vii. UMB Visa P-Card Statement
 - viii. Costco Visa Card Statement
 - ix. Invoices from WR Whittington’s office – (none received)

Finance Director Arnett reported that the fire district is going into the FY 2020-2021 budget cycle strong on revenue due to the Wildland fires. She reported that there were no unusual expenditures in the first month of the new FY and all receipts accounted for. Board Clerk Oliver made a motion to accept the status of the budget and the accounting of the financial statements. Board Member Smith 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: The Board Members discussed pursuing the capital expenditure items recommended by Finance Director Arnett in the August 20, 2020 Memorandum (enclosed)

and endorsed by Chief Ojeda. Each expenditure item will be presented to the Board at a later date as bids are received (where applicable) and as priorities are re-addressed so the Board can make decisions on resolutions that may be needed at the time they are considered.

11. NEXT REGULAR BOARD MEETING:

- a. The next regular scheduled board meeting is **September 17, 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.

There will be a Pension Plan meeting in September.

Fire Prevention Week will take place on the first or second week of October. Board Clerk Oliver and Chief Ojeda will look into some possible dates to hold open houses at Fire Station #1 in Beaver Dam, AZ and Fire Station #3 in Scenic, AZ during Fire Prevention Week. Other details of these events will be discussed at future meetings.

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 7:28 P.M. on August 20, 2020.



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

9/17/20
Date

Ref:

SD Card #5

File: BDFDBR018