



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



Minutes A.R.S. §38-403.01

MINUTES OF SEPTEMBER 17, 2020

1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:19 P.M. on SEPTEMBER 17, 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	Absent
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 Captain Debbie Gates.

4. CALL TO THE PUBLIC:

There were no comments from the public.

5. PUBLIC HEARING AMENDING THE ADOPTED BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2021

Discussion and possible action re: Public comment concerning the proposed capital outlay below.
 Discussion only.

Board Chairman Adriance made a call to the public for comment on the following proposed capital outlay:

- i. Additional PSPRS Employer Contribution - \$25,000
- ii. Self-Contained Breathing Apparatus - \$140,000
- iii. Monitors/Defibrillators - \$90,000
- iv. Digital Portal Two-Way Wildland Fire Radios - \$21,000

There were no comments from the public.

6. CONSENT AGENDA

- a. Discussion and possible action re: Minutes of **August 20, 2020**
Board Chairman Adriance made a motion to accept the minutes of August 20, 2020. Board Member Reber seconded the motion. Motion passed to accept the minutes of August 20, 2020.
3-0-2

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. It is still possible that the fire district will receive the grant. Other fire districts have received similar grants recently. It could be that the delay is due to the current pandemic.
 - ii. VFA grant update
Discussion only.
Chief Hunt reported that there has been no word on the VFA grant request.
 - iii. Wildland Fire Update
Discussion only.
Chief Hunt reported that one unit has been assigned to assist with the wildland fires in California.
- b. Fire and EMS Report for the month of: **August 2020**
Chief Hunt gave the Fire & EMS report - There were 31 Fire Calls and 72 EMS Calls for a total of 103 Fire and EMS Calls for the month of August 2020. For 2020 YTD there were a total of 158 Fire Calls and 608 EMS Calls for a total of 766 Fire and EMS Calls YTD.
- c. Board of Directors Report: Commendation based on public comment regarding the fire district's recent response to several major incidents.

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.

9. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Accept recommendation by the Beaver Dam-Littlefield Fire District
Local Board of the Public Safety Personnel Retirement System (PSPRS) and appoint Hope Barlow (Fire District Resident/Citizen) to the 4 year term ending September 2024 vacated by Tom Gates. Board Chairman Adriance made a motion to accept the recommendation above. Board Clerk Oliver seconded the motion. Motion passed to accept the recommendation by the Beaver Dam-Littlefield Fire District Local Board of the Public Safety Personnel Retirement System (PSPRS) and appoint Hope Barlow (Fire District Resident/Citizen) to the 4 year term ending September 2024.
3-0-2
Board Chairman Adriance subsequently administered the Oath of Loyalty to Hope Barlow.

- b. Discussion and possible action re: Amending the adopted budget for FY 2020-2021
Discussion only.
The Board Members agreed to move forward in discussing and taking possible action on a resolution to amend the adopted budget for FY 2020-2021 with the proposed capital outlay.
- c. Discussion and possible action re: Resolution 2020-08 amending the adopted budget for FY 2020-2021.
Board Clerk Oliver made a motion to accept Resolution 2020-08 amending the adopted budget for FY 2020-2021. Board Member Reber seconded the motion. Motion passed to accept Resolution 2020-08 amending the adopted budget for FY 2020-2021.
3-0-2
- d. Discussion and possible action re: Reimburse M. Marti \$31.27 for meals during transport
Board Chairman Adriance made a motion to reimburse M. Marti \$31.27 for meals during transport. Board Member Reber seconded the motion. Motion passed to reimburse M. Marti \$31.27 for meals during transport.
3-0-2
- e. Discussion and possible action re: Reimburse L. Lydon \$27.74 for meals during transport to Las Vegas
Board Member Reber made a motion to reimburse L. Lydon \$27.74 for meals during transport to Las Vegas. Board Clerk Oliver seconded the motion. Motion passed to reimburse L. Lydon \$27.74 for meals during transport to Las Vegas.
3-0-2

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: **August 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 – (current balance = zero)
 - ix. Invoices from WR Whittington’s office – (none received)

Finance Director Arnett reported that we are 2 months into the budget cycle and we are looking good. Wildland fire revenue is approximately 45% of budget. Wildland and ambulance expenses are up as a result of increased wildland fire activity which is to be expected. However, the expenses are expected to fall in line with the budget.

Board Chairman Adriance 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.

3-0-2

11. FUTURE AGENDA ITEMS:

- The Board can recommend matters for inclusion on an upcoming agenda.*
- a. Discussion and possible action re: Holiday get together for fire district personnel
 - b. Discussion and possible action re: Open house day(s) at fire stations #1 and #3 for the public

12. NEXT REGULAR BOARD MEETING:

- a. The next regular scheduled board meeting is **October 15, 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 Member’s 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 Clerk Oliver seconded the motion.

Motion passed to adjourn.

3-0-2

Board Chairman Adriance adjourned the meeting at 6:49 P.M. on September 17, 2020.



Beaver Dam/Littlefield
Fire District – Acting Chairman
Governing Board



Date

Ref:

SD Card #5

File: BDFDBR019