



Beaver Dam/Littlefield Fire District
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Beaver Dam, AZ. 86432
Telephone (928) 347-5114
www.beaverdam-littlefieldfire.org



Minutes A.R.S. §38-403.01

MINUTES OF JANUARY 21, 2021

1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:22 P.M. on JANUARY 21, 2021.

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: Finance Director Michelle Arnett and Chief Jeffrey Hunt

3. PLEDGE OF ALLEGIANCE:

The pledge was led by Chief Hunt.

4. CALL TO THE PUBLIC:

There were no comments from the public.

5. CONSENT AGENDA

a. Discussion and possible action re: Minutes of **December 17, 2020**

Board Chairman Adriance made a motion to accept the minutes of December 17, 2020. Board Member Reber seconded the motion. Motion passed to accept the minutes of December 17, 2020.
4-0-1

b. Discussion and possible action re: Minutes of **Special Meeting January 4, 2021**

Board Chairman Adriance made a motion to accept the minutes of Special Meeting January 4, 2021. Board Member Rutherford seconded the motion. Motion passed to accept the minutes of the Special Meeting January 4, 2021.
4-0-1

6. REPORTS AND CORRESPONDENCE:

a. Fire Chief's Report:

i. Discussion and possible action re: AFG Grant

Discussion only.

Chief Hunt reported that the fire district has reapplied for this grant.

ii. Discussion and possible action re: VGA Grant update

Discussion only.

Chief Hunt reported that they still have not received any information on this grant application.

iii. Discussion and possible action re: Wildland fire update

Discussion only.

Chief Hunt reported that a crew is in California again. California fire districts have expressed their appreciation for the assistance of our fire district. He reported that wildland fire crews can receive 24 hour compensation under a "Delta" schedule.

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

Chief Hunt gave the Fire & EMS report - There were 10 Fire Calls and 81 EMS Calls for a total of 91 Fire and EMS Calls for the month of December 2020. For 2020 YTD there were a total of 225 Fire Calls and 960 EMS Calls for a total of 1,185 Fire and EMS Calls.

c. Board of Directors Report: Board Chairman Adriance commended the fire district personnel for their great work.

7. OLD BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Revisit meeting room policy and fee schedule.

Finance Director Arnett provided the Board members with an updated document with a recommended use policy and fees based on comparing several other Arizona fire district's policies and fees on use of meeting rooms and with consideration on availability of the fire districts meeting rooms.

Discussion only.

The Board members agreed that the use policy and fee schedule were reasonable and moved on to accept and adopt the following resolution.

b. Discussion and possible action re: Resolution 2021-02 Amending Fee Schedule

Board Member Reber made a motion to accept and adopt Resolution 2021-02 amending the fee schedule effective January 21, 2021. Board Clerk Oliver seconded the motion. Motion passed to accept and adopt Resolution 2021-02 amending the fee schedule effective January 21, 2021.

4-0-1

8. NEW BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Audited Financial Statement presentation from Hinton Burdick CPA's and Advisors for the FY ending June 30, 2020

The auditors were not available. Thus, the presentation will be postponed until the February meeting.

b. Discussion and possible action re: Corrective action plan from audit report.

Postponed until the February meeting (see above).

c. Discussion and possible action re: Reimburse E. Renteria for wildland crew meal

Finance Director Arnett presented to the Board members a request for reimbursement from E. Renteria for a wildland crew meal for the amount of \$37.67.

Board Member Reber made a motion to reimburse E. Renteria. Board Member Rutherford seconded the motion. Motion passed to reimburse E. Renteria for a wildland crew meal for \$37.67.

4-0-1

d. Discussion and possible action re: Reimburse H Barlow for ambulance crew meal

Finance Director Arnett presented to the Board members a request for reimbursement from H. Barlow for an ambulance run crew meal for the amount of \$20.48.

Board Member Reber made a motion to reimburse H. Barlow. Board Chairman Adriance seconded the motion. Motion passed to reimburse H. Barlow for an ambulance run crew meal for \$20.48.

4-0-1

- e. Discussion and possible action re: Quote on radio equipment
Chief Hunt presented to the Board members with a quote of \$18,721.23 for radio equipment needed for wildland fire operations. The expense for the radio equipment was previously built into the FY 2020-2021 budget. This quote was under budget.
Board Member Reber made a motion to accept the quoted expense of \$18,721.23 for radio equipment. Board Clerk Oliver seconded the motion. Motion was passed to accept the quoted expense of \$18,721.23 for radio equipment.

4-0-1

- f. Discussion and possible action re: Bids on Medic 21
Discussion only.
The Board members were presented with 11 sealed bids for consideration. Board Chairman Adriance opened each bid and read the bids submitted. The minimum bid set by the fire district was \$5,000. The highest bid was \$10,000. All submitted bids are on file with the fire district. The Board members agreed to accept the highest bid for \$10,000 and moved on to accept and adopt the following resolution.

- g. Discussion and possible action re: Resolution 2021-03 Accepting Bid on Medic 21
Board Chairman Adriance made a motion to adopt and accept Resolution 2021-03 to accept the highest bid for \$10,000 for Medic 21. Board Clerk Oliver seconded the motion. Motion passed to accept and adopt Resolution 2021-03 to accept the highest bid for \$10,000 for Medic 21.

4-0-1

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: **December 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

Finance Director Arnett reported that we are fifty percent through the FY and the fire district is on budget. A few expenses are a little high, i.e. ambulance equipment is up and building maintenance is up due to a water leak at F.S. #2.

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

10. FUTURE AGENDA ITEMS:

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

The Board members requested that the Audited Financial Statement presentation from Hinton Burdick CPA's and Advisors for the FY ending June 30, 2020 and the corrective action plan from the audit report be postponed to the February 18, 2021 meeting.

11. NEXT REGULAR BOARD MEETING:

a. The next regular scheduled board meeting is **February 18, 2021 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:

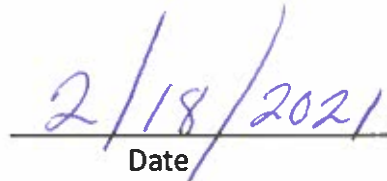
Board Member Rutherford made a motion to adjourn. Board Member Reber seconded the motion. Motion passed to adjourn.

4-0-1

Board Chairman Adriance adjourned the meeting at 7:05 pm on January 21, 2021.



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board



Date

Ref:

SD Card #5

File: BDFDBR027