



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 MAY 20, 2021

1. CALL TO ORDER:

Board Chairman Doug Adriance brought the meeting to order at 6:03 P.M. on MAY 20, 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:	Thomas M. Oliver	Present
Board Member:	Rodney Rutherford	Absent
(Acting) Board Chairman:	Dan Reber	Present – on phone
Board Member:	Kevin Smith	Present
Administrative Assistant:	Shan Sparks	Present

Also present were: Chief Jeffrey Hunt and Finance Director Michelle Arnett

3. PLEDGE OF ALLEGIANCE:

The pledge was led by Board Member Smith

4. CALL TO THE PUBLIC:

There were no comments from the public.

5. CONSENT AGENDA

- a. Discussion and possible action re: Minutes of **April 20, 2021**
- b. Discussion and possible action re: Minutes of **May 12, 2021 Special Meeting**
Board Member Smith made a motion to accept the minutes of April 20, 2021 and the minutes May 12, 2021 Special Meeting. Board Clerk Oliver seconded the motion. Motion passed to accept the minutes of April 20, 2021 and May 12, 2021 Special Meeting.
4-0-1

6. REPORTS AND CORRESPONDENCE:

- a. Fire Chief's Report:
 - i. Discussion and possible action re: AFG Grant update
Discussion only.
Chief Hunt reported that he has no new information on the AFG Grant.
- b. Fire and EMS Report for the month of: **April 2021**

Chief Hunt gave the Fire & EMS report - There were 20 Fire Calls and 66 EMS Calls for a total of 86 Fire and EMS Calls for the month of April 2021. For 2021 YTD there were a total of 56 Fire Calls and 295 EMS Calls for a total of 351 total incidents.

- c. Board of Directors Report: Job well done on several recent high profile incidents.

7. OLD BUSINESS: ACTION/DISCUSSION

There were no items of "old business" for discussion or action at this meeting.

8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Resolution 2021-10 Stop Burning Order
Chief Hunt recommended that the Board issue a stop burning order effective on May 21, 2021 at 6:00 A.M. Arizona time due to the current high fire danger going into summer.
Board Chairman Adriance made a motion to accept Resolution 2021-10 Stop Burning Order. Board Clerk Oliver seconded the motion. Motion passed to accept Resolution 2021-10 Stop Burning Order.
4-0-1
- b. Discussion and possible action re: May 7, 2021 incident involving Engine 11
Discussion only.
The Board members were given a copy of the Arizona Crash Report Narrative received from the Mohave County Sheriff's Department. The narrative indicated that the driver that hit engine 11 was at fault.
Board Chairman Adriance indicated that he had consulted with legal counsel WR Whittington regarding the incident. It was recommended that the Fire District request a full investigation of the incident from the Insurance Adjuster. It was also recommended that all Fire District personnel on the scene provide a detailed statement of what they observed.
Board Clerk Oliver suggested that the Fire District look into the possibility of installing front and rear cameras on the District vehicles and the policies involved.
The Board members were provided with a copy of the Fire District's Drug and Alcohol Testing guidelines from the HR Policy Manual. It was suggested that the Fire District look into revising the post-accident/incident drug and alcohol testing guidelines to make testing mandatory following any on-the-job accident or work related incidents where drug/alcohol use could be a contributing factor.
- c. Discussion and possible action re: BDLFD HR Policy – Use of District Issued Vehicles
Finance Director Arnett asked the Board to consider changing the driver's license policy from Arizona only to include all valid driver's licenses. Based on the discussion of the May 7, 2021 incident involving Engine 11, the Board ask the Fire District to look into revising the BDLFD HR Policy – Use of District Issued Vehicles policy to address post-accident/incident investigations and personnel providing statements.
Board Chairman Adriance made a motion to revise the BDLFD HR Policy – Use of District Issued Vehicles policy from Arizona only to include all valid driver's licenses. Board Member Smith seconded the motion. Motion passed to revise the BDLFD HR Policy – Use of District Issued Vehicles policy from Arizona only to include all valid driver's licenses.
4-0-1
- d. Discussion and possible action re: Reimburse M. Marti for Crew Meal
Finance Director Arnett presented the Board members with a request for reimbursement of \$26.00 to reimburse M. Marti for crew meals during a transport.
Board Clerk Oliver made a motion to reimburse M. Marti for \$26.00 for crew meals during a transport. Board Member Smith seconded the motion. Motion passed to reimburse M. Marti for \$26.00 for crew meals during a transport.
4-0-1
- e. Discussion and possible action re: Reimburse E. Renteria for AEMT/Training and Reimbursement

Agreement.

Finance Director Arnett presented the Board members with a request for reimbursement of \$1995.00 from AEMT Ernesto Renteria for completing AEMT certification training. The Board members were advised that reimbursement was conditional to AEMT Renteria signing a 2 year agreement to continue working for the Fire District.

Board Chairman Adriance made a motion to reimburse Ernesto Renteria \$1995.00 for completing AEMT certification training and to accept the 2 year reimbursement agreement. Board Clerk Oliver seconded the motion. Motion passed to reimburse Ernesto Renteria \$1995.00 for completing AEMT certification training and to accept the 2 year reimbursement agreement.

4-0-1

- f. Discussion and possible action re: FY 2021-2022 Proposed Budget

Discussion only.

Finance Director Arnett presented the Board members with a FY 2021-2022 Proposed Budget revised to include the suggestions and recommendation made at the May 12, 2021 work session meeting. The Board had no further discussion and directed that the proposed budget be posted for public consideration as required by statute.

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 2021** (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 (zero balance)
 - ix. Invoices from WR Whittington's office (none received)

Finance Director Arnett reported that the Fire District is "right on track" with the budget, with a little over a month to go in the FY.

Board Member Smith 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.

- a. The Board members ask that they be briefed on the progress of the post incident investigation and compilation of personnel statements from the May 7, 2021 incident involving Engine 11 at the next Board meeting.
- b. Revisions to the HR Policy Manual – Post-Accident/Incident Drug and Alcohol Testing
- c. Revisions to the HR Policy Manual – Use of District Issued Vehicles RE: Post-Accident/Incident procedures

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled Board meeting is scheduled on **June 17, 2021 following a Public Comment meeting on the FY 2021-2022 Proposed Budget at 6:00 P.M Arizona time on that date.**

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 Clerk Oliver made a motion to adjourn. Board Member Smith seconded the motion. Motion passed to adjourn.

4-0-1

Board Chairman Adriance adjourned the meeting at 6:55 P.M. on May 20, 2021.



Beaver Dam/Littlefield Fire District
Board Chairman

6/17/2021
Date

Ref:

SD Card #5

File: BDFDBR035