Beaver Dam/Littlefield Fire District
630 N. Highway 91, P.O. Box 579
Beaver Dam, AZ. 86432
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Minutes A.R.S. §38-403.01

MINUTES OF JULY 16, 2020

1. **CALL TO ORDER:**
   Board Chairman Adriance brought the meeting to order at 6:03 P.M. on JULY 16, 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/AFFIRMATIION 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	Present
Administrative Assistant:	Shan Sparks	Present

   Also present were:
   Finance Director Michelle Arnett

3. **PLEDGE OF ALLEGIANCE:**
   The pledge was led by Finance Director Arnett

4. **CALL TO THE PUBLIC:**
   There were no comments from the public.

5. **CONSENT AGENDA**
   a. Discussion and possible action re: Minutes of June 18, 2020
      Board Member Reber made a motion to accept the minutes of June 18, 2020. Board Member Smith seconded the motion. Motion passed to accept the minutes of June 18, 2020.
      4-0-1

6. **REPORTS AND CORRESPONDENCE:**
   a. Fire Chief's Report:
      i. Discussion and possible action re: AFG FEMA grant update
      Discussion only.
      Chief Hunt was not present to provide update.
      ii. VFA grant update
      Discussion only.
      Chief Hunt was not present to provide update.

b. Fire and EMS Report for the month of: June 2020
Finance Director Arnett gave the Fire & EMS report - There were 22 Fire Calls and 71 EMS Calls for a total of 93 Fire and EMS Calls for the month of June 2020. For 2020 YTD there were a total of 103 Fire Calls and 454 EMS Calls for a total of 557 Fire and EMS Calls.

c. Board of Directors Report: FY 2020-2021 Budget status
Discussion only.
Board Director Adriance asked for the status of the FY 2020-2021 Budget. Finance Director Arnett indicated that the budget is done, has been filed as required and has been published. She presented the board members with a hard copy of the FY 2020-2021 budget.

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.
Finance Director Arnett reported that VFIS has been sold to AIG as referenced in the letter and renewal quote (on file). The renewal quote is $31,800 for the same levels of coverage that the fire district currently has. The FY 2020-2021 budget, budgeted the property and casualty insurance at $32,000. The renewal premium is due on September 1, 2020 for the upcoming year.
Board Chairman Adriance made a motion to renew the property and casualty insurance with VFIS (AIG) for $31,800 on September 1, 2020. Board Member Reber seconded the motion. Motion passed to renew the VFIS (AIG) property and casualty insurance for $31, 800 on September 1, 2020.
4-0-1

8. NEW BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: There was no new business at this time.

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: JUNE 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 = 0)
ix. Invoices from WR Whittington's office – (none received)

Finance Director Arnett reported that the fire district FY 2019-2020 budget cycle ended on June 30, 2020. There will still be some anticipated adjustments to the final budget numbers over the next few months, however the fire district will end the budget cycle "strong" and in the "black". Finance Director Arnett recommended that the board consider supplementing the pension fund in FY 2020-2021 and also consider paying down the fire truck loan to reduce the amount of interest to be paid. These items will be added to a future agenda.
Board Member Smith made a motion to accept the status of the budget and the accounting of the financial statements. Board Member Reber 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. 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 and casualty insurance renewal – follow-up
c. Discussion and possible action re: Supplementing the pension fund and paying down the fire truck loan to reduce the amount of interest to be paid in FY 2020-2021.

11. NEXT REGULAR BOARD MEETING:

a. The next regular scheduled board meeting is **August 20, 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.

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.
4-0-1
Board Chairman Adriance adjourned the meeting at 6:36 P.M. on July 16, 2020.

Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

8/20/2020
Date

Ref:
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