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

MINUTES OF MARCH 15, 2018

1. **CALL TO ORDER:**
   Called to order at 6:01 P.M. on March 15, 2018 by Board Chairman Adriance.

2. **ROLL CALL OF BOARD MEMBERS/AFFIRMATIION OF QUORUM:**

Board Chairman:	Doug Adriance	Present
Board Clerk:	Laura Guimond	Present
Board Member:	Reed Bown	Present
Board Member:	Dan Reber	Present
Board Member:	Tom Oliver	Present
Administrative Assistant:	George Burnett	Present

Also present were:
Fire Chief Hunt and Finance Director Arnett

3. **PLEDGE OF ALLEGIANCE:**
   The Pledge given by Chief Hunt

4. **CALL TO THE PUBLIC:**
   No Comments from the public

5. **CONSENT AGENDA**
   a. **CONSIDERATION OF APPROVAL OF MINUTES:**
      i. Minutes of Regular Session of **February 15, 2018.**
      ii. Minutes of the Special Session of **February 20, 2018.**

   Board Member Reber made a motion to accept the minutes of February 15, 2018 and the Special Session Minutes of February 20, 2018. Board Member Bown seconded the motion. Motion passed to accept the Minutes of the Consent Agenda. 5-0-0

6. **REPORTS AND CORRESPONDENCE:**
   a. Fire Chief's Report:
      i. Discussion and update on M-31
      Chief Hunt – he knows a couple of the board members came by and saw what we were doing We know we had to put brakes on it. We started to tear it down and found that it needed new rotors and to get to them we had to remove the axle to get to the bearings. We found that the bearings were pitted and found one of the calipers was not working properly. Basically, the rear end of M-11 was rebuilt. We also found the rear end was leaking a little and put on a new seal. The whole job took 4 (four) days to complete.

Board Member Bown. I want to thank you guys for all the work you do on the vehicles, you safe us a lot of money doing what you're doing.

ii. Discussion on Wildland Classes

Chief Hunt – next Wednesday and Thursday I will be teaching in here the S-211, the wildland portable pumps and water use class. We have 3 of our students and then Arizona Strip BLM is thinking that they may bring down 2-3 and have me teach them as well. Board Chairman Adriance – is there a time conflict, isn't there a meeting here Thursday? During the discussion on this matter it was decided that Administrative Assistant Burnett would get ahold of Peggy Owen and let them know there is a conflict and make other arrangements with them to accommodate the class and let Chief Hunt know.

b. Fire and EMS report for the month of: **FEBRUARY 2018**

Chief Hunt gave the Fire & EMS report. There were a total of 5 fire responses and a total of 48 EMS responses for a total of 53 responses for the month of February 2018. Year to date there have been 11 fire responses and 87 EMS responses for a total of 98 responses for the year. Board Chairman Adriance - The newspaper had an article in last month Mesquite Fire was going to study their records because they were concerned that they weren't making enough money off their interfacility transports.

Chief Hunt – that's not it was, it's not a money thing and they know their making money off from it, their looking at it to see if they want to discontinue it or just stay inside the city limits only. The city council is looking at just restricting them to the 911 calls only. Discussion continued on this matter.

c. Board Chairman's Report:

Nothing to report

7. OLD BUSINESS:

a. Discussion and possible action re: Paramedic Training Assist Agreement.

Due to the fact that we have not received the proposed contract from the attorney, this item was tabled until April 19, 2018.

b. Discussion and possible action re: American Express Credit Card Account standing.

Finance Director Arnett – a month ago Chief Ojeda contacted Damon and let him know we were going to use the points and he said OK. Since Chief Ojeda was a certified user on the account he was able to decide what they purchased. They decided to purchase a go-pro, so they purchased the go pro, meanwhile the renewal for the American Express Card happened which is $175 a year. That came out of the points, so for the go-pro we ended up paying $50.00 for the $400.00 go-pro. This morning Chief Ojeda sent a text to Damon that the account was ready to be closed. Damon sent a text back that he would take care of it.

c. Discussion and possible action re: updating the resolution for updated fee schedule.

This item was tabled until April 19, 2018 account the information has not been completed.

8. NEW BUSINESS:

a. Discussion and possible action re: Consideration to pay off our Type 3 Engine during the next FY of 2018-2019.

During the discussion concerning the pros and cons of paying off the Type 3 Engine early and the amount of savings that could be had, also it would put us in a better position since we will have to get a Type 1 (structural engine) soon. Chief Hunt also mentioned that he would like to have it done this Fiscal Year vs next Fiscal Year. That way we can start putting the funds back into the Capital Outlay. There was discussion on the matter if there were enough funds in the Capital Outlay or if we would have to take some from the Contingency funds.

Board Chairman Adriance made a motion to pull the funds out of the Capital Outlay and

payoff the Type 3 Engine as soon as possible.
Board Clerk Guimond seconded the motion. Motion passed to pay off the Type 3 Engine. 5-0-0.

b. Discussion and possible action re: Consideration to allow the Board of Governors Administrative Assistant to make minor changes to the letterhead (adding Board of Directors to header and phone numbers)
After some discussion concerning changing the letterhead the board agreed that it might be in the best interest to do so, especially since the Administrative Assistant does work at a different station and has separate phone and fax numbers. There could also be times when a phone call or fax is strictly for the board. The new letterhead will only be used for correspondence from the Board of Directors and not from the department.

c. Discussion and possible action re: Reimbursement for Battalion Chief Ojeda in the amount of $562.65 for electronic equipment for Station #1.

d. Discussion and possible action re: Reimbursement for Firefighter Gates in the amount of 10.80 for meals while on a medical transport.

e. Discussion and possible action re: Reimbursement for Firefighter Lydon in the amount of 17.96 for meals while on a medical transport.
Items 8 (c) (d) (e) were combined into a single motion. During the discussion Finance Director Arnett mentioned that they would be getting UMB Visa Cards for Firefighters Gates, Lydon and Renteria with a limit of $200.00 each for use when needed. The district is trying to get away from having the firefighters using their personal credit cards. She also mentioned that Battalion Chief Ojeda accidently used his own card when making the purchase for the station.
Board Member Reber made a motion to go ahead and approve the reimbursements listed in items c, d, and e above. Board member Bown seconded the motion.
Motion passed to approve the reimbursements. 5-0-0

f. Discussion and possible action re: consideration of raising Reserve AEMT from $11.00 per hour to $12.00 per hour and raising Reserve PM from $11.00 per hour to $15.00 hour.
During the discussion it was noted that our Part-Time Paramedic is leaving and will leave us without one. The discussion was centered on what Mesquite pays the reserve paramedics, and Gold Cross. It was noted that there was also a Paramedic School going on in St. George. Chief Hunt also mentioned that we could serve these paramedics as a stepping stone into their career, but at least we would have them available to us during that time.
After further discussion, Board Member Reber expressed concern that new employee's should get paid a competitive wage as the surrounding area.
Board Member Reber made a motion that we up the reserve pay for paramedics by $4.00 per hour to $15.00 per hour and the AEMT wages by $1.00 to $12.00 per hour.
Board Member Bown seconded the motion. Motion passed to increase the reserve paramedic wage to $15.00 per hour and the AEMT wage to $12.00 per hour. 5-0-0

g. Discussion item re: The budget timeline to insure FY 2018-2019 budget is completed in time for the new Fiscal Year.
Administrative Assistant Burnett presented a timeline for approval of the budget. It was determined that a draft of the budget would be available by April 19, 2018, reviewed and make changes before posting it as required. The budget would then have a public hearing on May 17, 2018 and open for comments by the public. The board then could adopt that budget at the meeting making it final.

h. Discussion item re: Corrective action for items listed on the FY 2016-2017 Audit Report.
Finance Director Arnett did review some of the corrective action on the Audit Report, she also mentioned that the budget would have a different appearance then the previous budgets and that was at the suggestion of the auditors.

9. **BEAVER DAM/LITTLEFIELD FIRE DISTRICTS FINANCIAL STATEMENTS:**

a. Discussion and possible action re: review and approval of District's Consolidated Monthly Reports (Action Required

i. Reconciliation of cash w/Treasury – Wells Fargo Checking for the month ending: **FEBRUARY 2018**

ii. Reconciliation of Mountain America Credit Union (Liabilities and Ambulance Revenue) for the month ending: **FEBRUARY 2018**

iii. Review of the Cosco Visa Credit Card for the month ending: **FEBRUARY 2018**

iv. Review of the UMB Visa Card for the month ending: **FEBRUARY 2018**

Finance Director Arnett – once again the PSPRS has still not resolved their problem with our situation. I've gotten another email from the guy stating that they are still working on it. They're still having issues with our fire department because of the joining date.

Board Member Bown – that makes me really nervous about that retirement program being run by a company business like that.

Finance Director Arnett – the last time I wrote him after the board meeting and told him that right now we've got $45,000 in funds undistributed that are not earning interest for our people. There is some liability there and he was aware of that fact. Another thing that I'm concerned about is the ARS requires us to deposit with PSPRS in a timely manner, and I'm holding $45,000 worth of deposits. You can be fined for that. I wanted to make sure this wasn't going to happen.

Board Chairman Adriance – who's the regulatory authority above that who oversees this retirement package?

Finance Director Arnett – I don't know the answer to that question.

Board Chairman Adriance – what are we looking at now, 6 months now.

Finance Director Arnett – since the beginning of the fiscal year, about 8 months.

Board Chairman Adriance – what we're looking at now, maybe the AG office to try & find out who's the regulatory body and find out what's going on. The nice thing is that you've got the documentation that we're in good faith making our deposits, but we're told by the agency NOT to deposit the money, because they don't know what to do with it.

The discussion continued as to the reason for all of this. On March 2 it was learned that the contribution is tied into the tier system. The conflict with us is our start date and the tier system of our employee's and that's the reason. He never reaches out to me, I always have to reach out to him.

Board Chairman Adriance – to me, what it seems to me, they've come up with a stock answer, if it's a coding issue, they make a new code for it, they punch it in and it's done. There's something that they aren't doing or they are just dropping the ball. For the sake of our employee's I think that we need to go to the AG's Office or someone who over sees the program and find out why we're having this problem. Who knows, we may not be the only department this is dealing with it.

Finance Director Arnett – that's OK, I can escalate our concerns, I worry about it. Ok I'll continue and go higher.

The discussion continued on the reconciliation reports. There were no serious issued that had to be taken care of.

Board Chairman Adriance made a motion to accept the reconciliation reports in item 9 (a) (i through iv).

Board Member Reber seconded the motion. Motion passed to accept the reconciliation reports 9 (a) (I through iv). 5-0-0

b. Other Financial Information:

i. Register and Check Deposits for the month ending: **FEBRUARY 2018**
This item need to have a motion made on.
Board Clerk Guimond made a motion to accept the Register and Check Deposits.
Board Member Reber seconded the motion.
Motion passed to accept the Register and Check Deposits. 5-0-0

ii. Review of Statement of Assets.

iii. Discussion and possible action re: Expenses by Vendor for **FEBRUARY 2018**

iv. Discussion and possible action re: Statement of Financial Activities (together with Cash flow projections).

Item 9 (b) (ii through iv) was a discussion item only and no action was necessary or taken.

10. FUTURE AGENDA ITEMS:

a. Discussion and possible action re: Paramedic Training Assist Agreement.
b. Discussion and possible action re: updating the resolution for an updated fee schedule.
c. Discussion and possible action re: reviewing the proposed draft of the FY 2018-2019 Budget.
d. Discussion and possible action re: public comments on the proposed budget before any action on the approval process is taken. May 2018

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is **APRIL 19, 2018 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's tablets, the web site and also at Station #1.

13. ADJOURNMENT:

Board Member Reber made a motion to adjourn. Board Member Bown seconded the motion.
Motion passed to adjourn. 5-0-0. Meeting is adjourned at 7:19 P.M. on March 15, 2018.

Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

April 19, 2018
Date

File:
SD Card #4
File: 016 BDFDBR016