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

MINUTES OF MAY 16, 2019

1. CALL TO ORDER:

Called to order by Acting Board Chairman Oliver at 6:02 P.M. on May 16, 2019

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

Board Chairman:	Doug Adriance	Absent
Board Clerk:	Tom Oliver	Present
Board Member:	Vacancy	
Board Member:	Dan Reber	Present
Board Member:	Kevin Smith	Present
Administrative Assistant:	George Burnett	Present

Also present were:
Fire Chief Hunt and Finance Director Arnett

Acting Board Chairman Oliver made a note that we do have a quorum present to conduct business.

3. PLEDGE OF ALLEGIANCE:

The pledge was given by Chief Hunt

4. CALL TO THE PUBLIC:

There were no comments from the public.

5. CONSENT AGENDA

a. CONSIDERATION OF APPROVAL OF MINUTES:

i. Minutes of Regular Session of April 18, 2019

ii. Minutes of Special Session of April 19, 2019

b. CONSIDERATION OF APPROVAL FOR EMPLOYEE REIMBURSEMENT(S)

i. Reimburse L. Lydon for Smith's purchase of $79.37

A question was asked by Board Member Smith – Does each shift by their own food?
Finance Director Arnett – Yes

Acting Board Clerk Reber made a motion to accept the consent agenda.
Board Member Smith seconded the motion. Motion passed to accept the Consent Agenda on items 5(a) (b). 3-0-2

6. REPORTS AND CORRESPONDENCE:

a. Fire Chief's Report:

i. Wildland updates.

Chief Hunt – Battalion Chief and I went to a wildland update at Colorado City this past week. Aaron Green form the State Wildland Division will now allow Color Country to dispatch us directly. If we were extended we would have to create a new resource order. Color Country also has created a National Type 3 Team. This could increase our total responses overall for wildland fires.

ii. Update and status of new transport ambulance.

The transport ambulance is here and it looks good. Rainbow Signage will be getting it tomorrow for the decals. We will have to register it, get it inspected and we may have to meet Bob from the State EMS Services to get it inspected. We still have to put a radio in it, and then it should be good to go.

b. Fire and EMS report for the month of: APRIL 2019

Chief Hunt gave the monthly Fire and EMS report. There were a total of 10 Fire Calls and 64 EMS calls for the month of April. From January 1, 2019 to date there have been 52 Fire Calls and 263 EMS calls for a total of 315 Fire & EMS calls.

c. Board Chairman's Report:

Nothing to report

7. OLD BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Kroger Charge card since they no longer take the Visa Credit cards.

Financial Director Arnett made mention that since Smiths no longer accept the Visa Credit Cards and the employees are having to use their own or some other means to buy food I have applied for a Smiths Credit Card. This card is only good at the Mesquite Store and can't be used for purchases to be picked up. Administrative Assistant Burnett has the form for signature if the board approves it.

Acting Board Clerk made a motion and go ahead with the Smiths Credit Card and sign the agreement.

Board Member Smith seconded the motion. Motion passed to accept the agreement and signing it. 3-0-2

b. Discussion and possible action re: Cost of Living increases beginning at the start of the 2019-2020 Budget year vs the start of January 1, 2020.

Finance Director Arnett – the board did request that I leave the Cost of Living increase in the budget. I figured out the total cost of leaving it in the budget and it would be $20,000.00 from July 1, 2019 thru December 31, 2019.

Acting Board Clerk Reber made a motion to accept the 9.1% across the board increase as part of the budget. Board Member Smith seconded the motion. Motion passed to accept the 9.1% across the board increase. 3-0-2

c. Discussion and possible action re: Proposed Budget.

Finance Director Arnett – it's come to my attention that there are a couple of classes for Grant writing. I did add a little something to the budget for those expenses. I believe that it would help us in the long run. I did put it $2,200.00 for the tuition and $1,500.00 for travel expenses. There is one on October 16th and 17th in Prescott, AZ. There is also another one later in the year yet to be determined. The conference's deal with separate types of Grants.

Acting Board Clerk Reber made a motion to accept the changes using the $2,200.00 out of the reserves. Board Member Smith seconded the motion. Motion passed to accept the changes to the budget and using the $2,200 out of the reserve fund. 3-0-2.

8. NEW BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Scheduling Adoption of Proposed Budget for 2019-2020 on June 20, 2019 and posting proposed budget summary.
After a short discussion Acting Board Chairman Oliver made a motion to adopt the 2019-2020 Budget on June 20, 2019 at the regular scheduled meeting and to post the budget summary as soon as practical. Acting Board Clerk Reber seconded the motion.
Motion passed to approve the proposed FY 2019-2020 Budget at the regular scheduled meeting of June 20, 2019 meeting and Administrative Assistant Burnett will get the budget summary posted. 3-0-2

b. Discussion and possible action re: Resolution 2019-006, order to stop burning.
Chief Hunt made a recommendation of June 1, 2019 to stop burning.
Acting Board Clerk Reber made a motion to accept Resolution 2019-006 with the date of of June 1, 2019. Board Member Smith seconded the motion. Motion passed to accept Resolution 2019-006 with a date of June 1, 2019 as the date. 3-0-2

c. Discussion and possible action re: Annexation request for Robert and Kathleen Souba into the fire district and approval of Resolution 2019-005.
There were no comments but Acting Board Clerk Reber made a motion to approve the request for Robert and Kathleen Souba to annex into the Fire District and also for approval of Resolution 2019-005. Acting Board Chairman Oliver seconded the motion. Motion passed to accept the annexation request and also Resolution 2019-005. 3-0-2

9. BEAVER DAM/LITTLEFIELD FIRE DISTRICTS FINANCIAL STATEMENTS:

i. Reconciliation of cash w/Treasury – Wells Faro Checking for the month ending: APRIL 2019
ii. Reconciliation of Mountain America Credit Union (Liabilities and Ambulance Revenue) for the month ending: APRIL 2019
iii. Review of the Cosco Visa Credit Card Statement for the month ending: APRIL 2019
iv. Review of the UMB Visa Credit Card Statement for the month ending: APRIL 2019
v. Discussion and possible action re: Review Register of Checks, Warrants and Deposits for the month ending: APRIL 2019
vi. Discussion and possible action re: Statement of Financial Activities, cash flow projections.
vii. Discussion and possible action re: Statement of Assets.
viii. Discussion and possible action re: Expenses by Vendor for the month ending: APRIL 2019
ix. Discussion and possible action re: invoices from Mr. Whittington's office.
No invoices as of 5-15-2019

Finance Director Arnett – There is really nothing unusual to report on the Financial Reports except that there were no charges to the Cosco Visa Credit Card and also we have not received any invoices from Mr. Whittington's Office.
Acting Board Clerk Reber made a motion to accept the Financials Statements. Board Member Smith seconded the motion. Motion passed to accept the Financial Statements. 3-0-2

10. FUTURE AGENDA ITEMS:

a. Discussion and possible action re: continuing the discussion on providing a fire protection agreement for out of district fires.
b. Discussion and possible action re: continuing the discussion and possibly offering the residents a subscription ambulance service for a set fee.
c. Discussion and possible action re: Burn issues and permits.

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

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is JUNE 20, 2019 at 6:00 P.M. Arizona time.
A special board meeting has been tentatively scheduled for JUNE 6, 2019 at 6:00 P.M. Arizona time to interview potential board members.

12. CALENDAR OF EVENTS:

The calendar of events is on the board's tablets, the web site and also posted at Station # 1.

13. ADJOURNMENT:

Acting Board Clerk Reber made a motion to adjourn. Board Member Smith seconded the motion. Motion passed to adjourn.
Acting Board Chairman Oliver adjourned the meeting at 6:53 P.M. pm May 16, 2019

Beaver Dam/Littlefield
Fire District – Chairman acting
Governing Board

June 20, 2019
Date