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

MINUTES OF MAY 9, 2019

1. **CALL TO ORDER:**
   Board Chairman Adriance brought the meeting to order at 5:598 P.M. on May 9, 2019
2. **ROLL CALL OF BOARD MEMBERS/AFFIRMATIION OF QUORUM:**

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

Board Chairman Adriance that we do have a quorum present with Board Member Smith absent because of a death in the family.
Also present were:
Finance Director Arnett, Mr. Whittington (District's Attorney) by phone conferencing.

3. **PLEDGE OF ALLEGIANCE:**
   The Pledge was given by Tom Gates

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

5. **NEW BUSINESS: DISCUSSION/ACTION**
   Board Chairman Adriance – we have Mr. Whittington on the phone, he felt that with the short agenda and the costs that we would have to endure, he felt that by having a phone conference he could explain everything.
   i. Discussion and action re: Addendum to Lease Purchase Agreement as requested by Zion Bank and the district's attorney.
   Mr. Whittington mentioned that he wanted to speak with us to acquaint us with the process so that we can plan accordingly and make sure it will go smoothly the next time. He explained that when the lender sends us the agreement there is a resolution for you to sign and a form for us to sign. Unfortunately it doesn't require any due diligentness and the reason the lender wants us to sign something is because of the guarantee. If it turns out that you haven't followed all the rules or someone isn't properly elected, or the district wasn't properly formed or didn't bid properly then we're liable. So, our insurance company requires us to do due diligent, so that we don't sign something that we don't know anything about.
   Mr. Whittington then went on and explained the process that they follow, it included going to the election's department (were the board members properly elected), the recorders

office (was the district duly and properly formed), the open meeting laws. Was the agenda correct and proper, were the correct motions made in the minutes, were the proper bidding procedures adhered to. Going through all the due diligent procedures would cost us between $3,000.00 and $5,000.00 and no district would be able to afford that. The attorney's office was able to made same changes so that things would be more affordable. This is the main reason why all the changes, the resolution, certificate of authority, addendum changes and so on. Mr. Whittington went on concerning the signing of the lease/purchase agreement and that we could go ahead and sign it.

Board Chairman Adriance was questioning whether we could go ahead and sign the actual agreement.

Board Clerk Oliver – Resolution 2019-003 states that we have agreed to the purchase of this transport ambulance and further the minutes of March 3, 2019 and April 4, 2019 also indicate that we did approve the transport ambulance. So, in my opinion we can sign the actual lease/purchase agreement.

Board Member Oliver made a motion to approve the addendum to the lease/purchase agreement and to sign the actual lease/purchase agreement.

Board Member Reber seconded the motion. Motion passed to accept the addendum to the lease/purchase agreement and also to sign the actual lease/purchase agreement. 3-0-2

ii. Discussion and action re: declare a board vacancy and approval of Resolution 2019-004 notice of a board vacancy.

Administrative Assistant Burnett – before we get started does the board want to make any changes to the Notice of Board vacancy. Right now it reads the deadline of May 15, 2019. We should have it posted for at least 10 days. Also, should we wait to interview the candidates until the regular June 2019 Meeting or should we have a special meeting to interview the candidates?

The discussion continued on the dates for the deadline and if we should have a special meeting. In the end it was decided to have the deadline for application on May 24, 2019 and a special meeting on June 6, 2019 for the interviews.

Board Member Reber made a motion to change the deadline to May 24, 2019, holding a special meeting on June 6, 2019 for the interviews and appointment and accept Resolution 2019-004. Board Clerk Oliver seconded the motion. Motion passed to change the deadline, holding a special meeting and acceptance of Resolution 2019-004. 3-0-2

iii. Discussion and possible action re: Review proposed 2019-2020 FY Budget, make changes/ suggest changes to be made. The public attending will also have the opportunity to voice their suggestions/comments.

Finance Director Arnett went over the proposed budget line item by line item and explaining the proposed budgeted amounts and the reasons for them. She also went on to mention that there were some line items that she had to increase, because of equipment that had/will be purchased, most notability the transport ambulance and the upcoming Type 1 engine that will be delivered after the 2019-2020 budget year begins. Also there was an increase in the costs of the web site fee's that will be coming up this year. Ms. Arnett also went over the budget summary for the new fiscal year. She mentioned that overall the budget proposal shows we're in pretty good shape, however she also cautioned that this will be a tight year for the budget.

Finance Director Arnett also mentioned that there is a cost of living scheduled for the employees of 9.1% and is across the board that will be required by the state on January 1, 2020. She has also included that into the budget and explained that she was wondering if the board wanted it to go ahead and start it at the beginning of the new budget year or wait until January 1, 2020 to do it. She also mentioned that the board could take no action but to let them know it was included for the whole budget year and that they could change it when presented for consideration.

The board felt that Finance Director Arnett should lease the cost of living adjustment in the draft instead of taking it out.
Overall the Board of Directors was pretty pleased with the presentation, the way it was shown and the work done to it. They applauded the work that Finance Director Arnett had put into it.
This was a discussion item only and no action was taken.

6. ADJOURNMENT:

Board Member Reber made a motion to adjourn. Board Clerk Oliver seconded the motion. Motion passed to adjourn by a vote of 3-0-2. Board Chairman Adriance adjourned the meeting at 7:45 P.M. on May 9, 2019

Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

6/20/2019
Date

Ref:
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