



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

## **MINUTES OF DECEMBER 17, 2020**

### **1. CALL TO ORDER:**

Board Chairman Adriance brought the meeting to order at 6:00 P.M. on DECEMBER 17, 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/AFFIRMATION OF QUORUM:**

Board Chairman:	Doug Adriance	Present
Board Clerk:	Tom Oliver	Present
Board Member:	Rodney Rutherford	Present
Board Member:	Dan Reber	Present
Board Member:	Kevin Smith	Present
Administrative Assistant:	Shan Sparks	Present

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

### **3. PLEDGE OF ALLEGIANCE:**

The pledge was led by Chief Hunt.

### **4. CALL TO THE PUBLIC:**

There were no comments from the public.

### **5. CONSENT AGENDA**

- a. Discussion and possible action re: Minutes of **November 19, 2020**  
Board Member Smith made a motion to accept the minutes of November 19, 2020. Board Member Reber seconded the motion. Motion passed to accept the minutes of November 19, 2020.  
5-0-0

### **6. REPORTS AND CORRESPONDENCE:**

- a. Fire Chief's Report:
  - i. Discussion and possible action re: VFA Grant update  
Discussion only.  
Chief Hunt reported that the status of this grant is unknown.
  - ii. Discussion and possible action re: Wildland fire update  
Discussion only.  
Chief Hunt reported that we have one crew in San Diego County, California at this time.

iii. Discussion and possible action re: Inter-facilities update.

Discussion only.

Chief Hunt reported that Chief Jason Andres in Mesquite, NV asked our district if we could be the first called due to low staffing levels in Mesquite, NV. Chief Hunt reported that we have the staff to cover.

b. Fire and EMS Report for the month of: **November 2020**

Chief Hunt gave the Fire & EMS report - There were 14 Fire Calls and 100 EMS Calls for a total of 114 Fire and EMS Calls for the month of November 2020. For 2020 YTD there were a total of 215 Fire Calls and 879 EMS Calls for a total of 1,094 Fire and EMS Calls.

c. Board of Directors Report: Board Chairman Adriance wished the Board members and staff happy holidays and a happy new year. He stated that the great work of the fire district personnel is recognized by many in the community.

## 7. OLD BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Clarification on who can utilize meeting rooms for a fee.

Discussion only.

Finance Director Arnett provided the Board members with a document comparing several other Arizona fire district's policies and fees on use of meeting rooms. The Board members directed Chief Hunt to draw up a policy and fee schedule that would be suitable for our operations to present to the Board at the January 21, 2021 Board meeting.

b. Discussion and possible action re: VFIS Accident & Sickness Renewal

Finance Director Arnett provided the Board members with VFIS Accident & Sickness renewal documentation and explained that the renewal premium would remain the same as last year (\$3,581) for the same coverage.

Board Chairman Adriance made a motion to renew the VFIS Accident & Sickness policy for \$3,581. Board Member Reber seconded the motion. Motion passed to renew the VFIS Accident & Sickness policy for \$3,581.

5-0-0

## 8. NEW BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Election of Board Chairman and Board Clerk

The Board members nominated Board Chairman Douglas Adriance to continue as Board Chairman. Board Member Reber made a motion that Board Chairman Adriance continue as Board Chairman. Board Member Smith seconded the motion. Motion was passed to have Board Chairman Adriance continue as Board Chairman.

5-0-0

The Board members nominated Board Clerk Thomas M. Oliver to continue as Board Clerk.

Board Member Reber made a motion that Board Clerk Oliver continue as Board Clerk. Board Member Smith seconded the motion. Motion was passed to have Board Clerk Oliver continue as Board Clerk.

5-0-0

b. Discussion and possible action re: AFDA statutory training. In person in Kingman, AZ or through proposed video sessions.

Discussion only.

Administrative Assistant Sparks informed the Board members that statutory training is available for registration in Kingman, AZ on January 22, 2021. However, the Board members would like to complete the training through the proposed video sessions when released to minimize administrative expenses to the fire district.

c. Discussion and possible action re: COVID-19 Safety Policy

Discussion only.

Finance Director Arnett presented the Board members with a proposed COVID-19 safety policy based on comparisons with other Arizona fire districts. The Board members asked that the policy not require mandatory COVID-19 vaccinations. The Board members would like to include a form for employees to sign indicating their acceptance or non-acceptance of the COVID-19 vaccination (retained in the employee file). And, the Board members would like the policy to provide employee compensation based on federal provisions for compensation such as compensation that was granted to the fire district under the CARES Act in 2020. The Board will consider the policy again at the January 21, 2021 Board meeting.

d. Discussion and possible action re: Cost of Living Increase 2021 Memo

Finance Director Arnett provided the Board members with a memorandum proposing a 1.25% rate increase to match Arizona's minimum wage rate increase in 2021. The Board members considered a number of federal government cost of living adjustments that will be made in 2021 and decided to grant a 3% cost of living wage rate increase to all fire district personnel in 2021. This wage rate increase is within the approved budget for FY 2020-2021.

Board Member Smith made a motion to move forward with a 3% cost of living wage rate increase for all fire district personnel in 2021. Board Member Reber seconded the motion. Motion was passed to move forward with a 3% cost of living wage rate increase for all fire district personnel in 2021.

5-0-0

e. Discussion and possible action re: Resolution 2020-10 Consideration of ambulance Medic 21 as surplus property.

Chief Hunt reported to the Board members that ambulance Medic 21 has exceeded its effective age based on usefulness and acceptable depreciation, thus becoming a surplus asset.

The Board members were presented with a resolution to determine if Medic 21 has reached its effective age and should be considered for sale for disposition.

Board Chairman Adriance made a motion to accept Resolution 2020-10 resolving that Medic 21 has reached its effective age and has become surplus property and directing moving forward to accept a reasonable bid for the sale of Medic 21. Board Member Smith seconded the motion. Motion was passed to accept Resolution 2020-10 resolving that Medic 21 has reached its effective age and has become surplus property and directing moving forward to accept a reasonable bid for the sale of Medic 21.

5-0-0

## 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: **November 2020** (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 (current balance = zero)

ix. Invoices from WR Whittington's office – (none received)

Finance Director Arnett reported most everything is tracking on schedule. Wildland fire expenses are up, but so is the revenue from Wildland fire activity.

Board Member Reber made a motion to accept the status of the budget and the accounting of the financial statements. Board Member Smith seconded the motion. Motion was passed to accept the status of the budget and the accounting of the financial statements. 5-0-0

**10. FUTURE AGENDA ITEMS:**

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

The Board members would like to consider the following items at the January 21, 2021 meeting: Revisit the meeting room policy and fee schedule. Revisit the COVID-19 safety policy.

**11. NEXT REGULAR BOARD MEETING:**

a. The next regular scheduled board meeting is **January 21, 2021 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.

5-0-0

Board Chairman Adriance adjourned the meeting at 7:20 pm on December 17, 2020.

Beaver Dam/Littlefield  
Fire District – Chairman  
Governing Board

Date

Ref:

SD Card #5

File: BDFDBR024