



**Beaver Dam/Littlefield Fire District**  
630 N. Highway 91, P.O. Box 579  
Beaver Dam, AZ. 86432  
Telephone (928) 347-5114  
[www.beaverdam-littlefieldfire.org](http://www.beaverdam-littlefieldfire.org)



Minutes A.R.S. §38-403.01

## MINUTES OF FEBRUARY 18, 2021

### 1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:21 P.M. on FEBRUARY 18, 2021.

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:	Thomas M. 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 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 **January 21, 2021**  
Board Member Rutherford made a motion to accept the minutes of January 21, 2021. Board Member Reber seconded the motion. Motion passed to accept the minutes of January 21, 2021.  
5-0-0

### 6. REPORTS AND CORRESPONDENCE:

- a. Fire Chief's Report:
  - i. Discussion and possible action re: AFG Grant update  
Discussion only.  
Chief Hunt reported that the grant request was submitted before the deadline. He will advise on any progress toward getting this grant.
  - ii. Discussion and possible action re: VGA Grant update  
Discussion only.

Chief Hunt reported that he has received word that it is “looking good” that the fire district will receive this grant.

iii. Discussion and possible action re: Wildland fire update

Discussion only.

Chief Hunt reported that there are currently no crews deployed on wildland fires at this time.

b. Fire and EMS Report for the month of: **January 2021**

Chief Hunt gave the Fire & EMS report - There were 8 Fire Calls and 76 EMS Calls for a total of 84 Fire and EMS Calls for the month of January 2021. For 2021 YTD there were a total of 8 Fire Calls and 76 EMS Calls for a total of 84 Fire and EMS Calls.

c. Board of Directors Report: Question regarding fund raising events for the fire district.

Board Chairman Adriance indicated the Eagles Landing management have asked if they could do a fund raising activity on behalf of the fire district. Chief Hunt will research the possibility of doing a walk, run, obstacle course event with the Mohave County Sheriff’s Office, Department of Public Safety and the fire district together.

## **7. OLD BUSINESS: ACTION/DISCUSSION**

a. Discussion and possible action re: Audited Financial Statement presentation from Hinton Burdick CPA’s and Advisors for the FY ending June 30, 2020

Discussion only.

Gregory L. Spackman CPA MBA with Hinton Burdick presented the Board members with the findings of the FY 2019-2020 financial statement audit. He indicated that there were no new findings. 1 remaining finding from the prior year (segregation of duties) has been addressed with the Mohave County Board of Supervisors and the corrective action remains the same as submitted last year due to the size of the fire district’s financial staff. He indicated that the financial status of the fire district is “very healthy”.

b. Discussion and possible action re: Corrective action plan from audit report.

Discussion only.

The segregation of duties finding cannot be resolved due to the size of the fire district’s financial staff. The Mohave County Board of Supervisors have been advised of the issue and have been assured that the fire district has comparable checks and balances in place, in that the Board members review the financial statements at each monthly Board meeting.

## **8. NEW BUSINESS: ACTION/DISCUSSION**

a. Discussion and possible action re: Resolution 2021-04 Accepting the FY 2019-2020 Audit Report Board Member Reber made a motion to adopt Resolution 2021-04 Accepting the FY 2019-2020 Audit Report. Board Member Rutherford seconded the motion. Motion passed to adopt Resolution 2021-04 Accepting the FY 2019-2020 Audit Report.

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: **January 2021** (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 (zero balance)

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

Finance Director Arnett reported that we are 60 percent through the FY and the fire district is on budget. A few expenses are a little high due to wildland fire activity. However, revenue is up as a result of the wildland fire activity.

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.

5-0-0

**10. FUTURE AGENDA ITEMS:**

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

Finance Director Arnett asked the Board members to consider an Addendum to the Water User Agreement with the Littlefield School District at the next Board meeting.

**11. NEXT REGULAR BOARD MEETING:**

a. The next regular scheduled Board meeting is **March 18, 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.

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Board Chairman Adriance adjourned the meeting at 7:07 pm on February 18, 2021.

  
Beaver Dam/Littlefield  
Fire District – Chairman  
Governing Board

  
Date

Ref:

SD Card #5

File: BDFDBR029