



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



Minutes A.R.S. §38-403.01

MINUTES OF MARCH 18, 2021

1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:02 P.M. on MARCH 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

3. PLEDGE OF ALLEGIANCE:

The pledge was led by Board Member Reber

4. CALL TO THE PUBLIC:

There were no comments from the public.

5. CONSENT AGENDA

a. Discussion and possible action re: Minutes of **February 18, 2021**

Board Member Smith made a motion to accept the minutes of February 18, 2021. Board Member Rutherford seconded the motion. Motion passed to accept the minutes of February 18, 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 was not present to give an update on this grant.

ii. Discussion and possible action re: RFC Grant Acceptance (Formerly VGA)
Discussion only.

Finance Director Arnett presented the Board members with a letter from District Manager Rick Miller of the Arizona Department of Forestry and Fire Management (DFFM) indicating that the Fire District had been awarded the RFC grant. Chief Hunt will be contacted in the next 1-2 weeks with further instructions regarding the administration of the grant.

- b. Fire and EMS Report for the month of: **February 2021**
Finance Director Arnett gave the Fire & EMS report - There were 15 Fire Calls and 76 EMS Calls for a total of 91 Fire and EMS Calls for the month of February 2021. For 2021 YTD there were a total of 23 Fire Calls and 152 EMS Calls for a total of 175 total incidents.
- c. Board of Directors Report: Board Chairman Adriance reported that Mohave County Department of Emergency Services in conjunction with the National Guard conducted a COVID-19 vaccination clinic on Saturday March 13, 2021 at Fire Station #1. The team leadership expressed to Board Chairman Adriance that they were very happy with the Fire District personnel's support of this event.

7. OLD BUSINESS: ACTION/DISCUSSION

There were no items of "old business" for discussion or action at this meeting.

8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Littlefield School District Addendum Water User Agreement
Finance Director Arnett presented the Board members with a proposed amendment of capital expenditures to the above agreement. The Fire District was now being asked to contribute 2% of the total cost associated with any capital expenditures should they be incurred. The Board members felt that this was a reasonable request and clarified some ambiguity to Article 4.
Board Chairman Adriance made a motion to accept the proposed amendment. Board Member Reber seconded the motion. Motion passed to accept the proposed amendment to the Littlefield School District Addendum Water User Agreement.
5-0-0
- b. Discussion and possible action re: Arizona PSPRS Actuarial Valuation as of June 30, 2020
Discussion only.
Finance Director Arnett presented the Board members with the above actuarial (on file and on the website) and explained the current funded ratio to date.
- c. Discussion and possible action re: Beaver Dam/Littlefield Fire District PSPRS Funding Policy
Discussion only.
Finance Director Arnett presented the Board members with a change to the Fire District's PSPRS funding policy as agreed upon at the PSPRS public meeting held on March 11, 2021.
- d. Discussion and possible action re: Resolution 2021-05 Accept Valuation Report and Adopt PSPRS Funding Policy
Board Chairman Adriance made a motion to accept Resolution 2021-05 to accept the valuation report and adopt the PSPRS funding policy. Board Member Smith seconded the motion. Motion passed to accept Resolution 2021-05 Accept Valuation Report and Adopt PSPRS Funding Policy.
5-0-0
- e. Discussion and possible action re: Increase Fire District staffing coverage from 20 to 24 hours per day
Discussion only.
Finance Director Arnett presented the Board members with a proposal to change the Fire District's staffing coverage from 20 hours to 24 hours when adequate staff is available. The cost of doing this can be amended into the current budget and will be built into next year's budget. This change would provide a faster and more efficient incident response between the hours of 4:00 A.M. and 8:00 A.M.
- f. Discussion and possible action re: Resolution 2021-06 Increase Fire District staffing coverage to 24

hours per day.

Board Member Smith made a motion to accepted Resolution 2021-06 to increase the Fire District staffing coverage to 24 hours per day when adequate personnel are available. Board Member Reber seconded the motion. Motion passed to accept Resolution 2021-06 Increase Fire District staffing coverage to 24 hour per day.

5-0-0

- g. Discussion and possible action re: Reimburse Hope Barlow meals during transport. Finance Director Arnett presented the Board members with a request for reimbursement of \$23.60 for meals during a transport to Las Vegas. Board Member Reber made a motion to accept the request for reimbursement. Board Member Smith seconded the motion. Motion passed to reimburse Hope Barlow for meals during transport in the amount of \$23.60.

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: **February 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 67 percent through the FY and the Fire District is "right there" on budget.

Board Member Reber made a motion to accept the status of the budget and the accounting of the financial statements. Board Chairman Adriance 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.

11. NEXT REGULAR BOARD MEETING:

- a. The next regular scheduled Board meeting was scheduled **April 15, 2021 at 6:00 P.M.** Arizona Time. However, some staff members requested moving the next meeting to **Tuesday April 20, 2021 at 6:00 P.M. Arizona time** to accommodate some conflicting engagements.

Any special meeting scheduled will appear in the minutes.

Board Member Rutherford made a motion to accept the request to change the regular scheduled April Board meeting to Tuesday April 20, 2021 at 6:00 P.M. Arizona time. Board Member Reber seconded the motion. Motion passed to move the April Board meeting to April 20, 2021 at 6:00 P.M. Arizona time.

5-0-0

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 7:19 P.M. on March 18, 2021.

Dan R. Reber

Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

Adriance

4-20-2021

Date

Ref:

SD Card #5

File: BDFDBR031