



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 JUNE 17, 2021

1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:01 P.M. on JUNE 17, 2021. Following COVID-19 precautionary measures, the board members and general public were allowed 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:

Fire Chief Jeffrey Hunt, Finance Director Michelle Arnett and Accounting/Payroll Clerk Karen Mierta

3. PLEDGE OF ALLEGIANCE:

The pledge was led by Board Clerk Oliver.

4. CALL TO THE PUBLIC:

There were no comments from the public.

5. PUBLIC HEARING FOR THE FIRE DISTRICT'S FY 2020-2021 BUDGET

Board Chairman Adriance made a call to the public for comment on the FY 2020-2022 budget.

He made a second call and a third call. There were no comments from the public.

Board Member Reber made a motion to conclude the public hearing regarding the FY 2021-2022 budget. Board Member Smith seconded the motion. Motion passed to conclude the public hearing regarding the FY 2021-2022 budget.

5-0-0

6. CONSENT AGENDA

a. Discussion and possible action re: Minutes of **May 20, 2021**

Board Member Reber made a motion to accept the minutes of May 20, 2021. Board Member Smith seconded the motion. Motion passed to accept the minutes of May 20, 2021. 5-0-0

7. REPORTS AND CORRESPONDENCE:

a. Fire Chief's Report:

- i. Discussion and possible action re: AFG FEMA grant update
Discussion only.

Chief Hunt reported that they have received requests for additional documentation which may be a sign that this grant is still under consideration.

- ii. Wildland fire update

Chief Hunt reported that there have been 2 teams dispatched to recent wildfires. Currently 1 team is still out in Helper, UT. He reported that our teams are much appreciated and respected by the various agencies that they work with.

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

Chief Hunt gave the Fire & EMS report - There were 32 Fire Calls and 89 EMS Calls for a total of 121 Fire and EMS Calls for the month of May 2021. For 2021 YTD there were a total of 88 Fire Calls and 384 EMS Calls for a total of 472 Fire and EMS Calls YTD.

- c. Board of Directors Report: Commendation for positive feedback from the public by Board Chairman Adriance. Commendation related by Board Member Reber from a man who expressed appreciation for the way his father was cared for recently.

8. OLD BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: May 7, 2021 Incident involving Engine 11.
Discussion only.

Finance Director Arnett presented to the Board members some recommended changes to the BDLFD HR policy based on the Board's discussion regarding this incident at the last meeting.

- b. Discussion and possible action re: BDLFD HR Policy – Drug and Alcohol Testing

Finance Director Arnett suggested replacing the section labeled Post-Accident Testing based on the policy that the City of Mesquite has adopted.

Board Member Reber made a motion to accept replacing the BDLFD HR Policy – Drug and Alcohol Testing section as presented. Board Member Smith seconded the motion. Motion passed to accept replacing the BDLFD HR Policy – Drug and Alcohol Testing section as presented.

5-0-0

- c. Discussion and possible action re: BDLFD HR Policy – Use of District Issued Vehicles

Finance Director Arnett suggested clarifying the last statement in section 8c to reference the "Drug and Alcohol Testing – Post Accident Testing" section.

Board Chairman Adriance made a motion to accept the statement to clarify the BDLFD HR Policy – Use of District Issued Vehicles section as presented. Board Clerk Oliver seconded the motion. Motion passed to accept the statement to clarify the BDLFD HR Policy – Use of District Issued Vehicles as presented.

5-0-0

- d. Discussion and possible action re: BDLFD HR Policy – Emergency and Urgent Responses

Finance Director Arnett suggested adding a statement directly from ARS 28-624 to the BDLFD HR Policy section entitled Emergency and Urgent Responses based on the state of Arizona's, Department of Public Safety's General Order Number 4.1.50.

Board Member Smith made a motion to accept the addition of the statement from ARS 28-264 to the BDLFD HR Policy section entitled – Emergency and Urgent Responses based on the state of Arizona's, Department of Public Safety's General Order Number 4.1.50. Board Member Reber seconded the motion. Motion passed to accept the addition of the statement from ARS 28-624 to the BDLFD HR Policy section entitled – Emergency and Urgent Responses based on the state

of Arizona's, Department of Public Safety's General Order Number 4.1.50 as presented.
5-0-0

9. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Approving the FY 202-2022 Budget
Finance Director Arnett presented the Board with the final draft of the FY 2021-2022 budget. Board Chairman Adriance made a motion to accept the FY 2021-2022 budget proposal. Board Member Rutherford seconded the motion. Motion passed to accept the FY 2021-2022 budget proposal.
5-0-0
 - i. Discussion and possible action re: Resolution 2021-11 Adoption of Budget
Board Chairman Adriance made a motion to accept Resolution 2021-11 Adoption of Budget. Board Member Smith seconded the motion. Motion passed to accept Resolution 2021-11 Adoption of Budget.
5-0-0
 - ii. Discussion and possible action re: Resolution 2021-12 Setting Mill Levy
Board Member Smith made a motion to accept Resolution 2021-12 setting the mill levy tax rate at \$3.25 per \$100 of assessed value. Board Member Reber seconded the motion. Motion passed to accept Resolution 2021-12 setting the mill levy tax rate at \$3.25 per \$100 of assessed value.
5-0-0
 - iii. Discussion and possible action re: Certificate of Compliance
Board Chairman Adriance made a motion to accept the Certificate of Compliance as presented. Board Member Rutherford seconded the motion. Motion passed to accept the Certificate of Compliance as presented. Certificate of Compliance was signed as required.
5-0-0
- b. Discussion and possible action re: Fees for Services
Discussion only.
Finance Director Arnett presented to the Board Members with a Fees for Services schedule. The fees are in line with the budget and there has been no public comment regarding the current fee schedule.
 - i. Discussion and possible action re: Resolution 2021-13 Fee Schedule
Board Member Reber made a motion to accept Resolution 2021-13 Fee Schedule. Board Chairman Adriance seconded the motion. Motion passed to accept Resolution 2021-13 Fee Schedule.
5-0-0
- c. Discussion and possible action re: Baclao Hardship Waiver
Finance Director Arnett presented to the Board Members a hardship waiver request. Based on the Fire District's policy formula the recommended balance due can be reduced to \$169.33. Board Member Reber made a motion to accept the Baclao Hardship Waiver request with a reduced recommended balance of \$169.33. Board Chairman Adriance seconded the motion. Motion passed to accept the Baclao Hardship Waiver request with a reduced recommended balance of \$169.33.
- d. Discussion and possible action re: 7710 Workman's Comp renewal proposal
Finance Director Arnett presented to the Board Members the 7710 Workman's Comp renewal proposal for FY 2021-2022.
Board Chairman Adriance made a motion to accept the 7710 Workman's Comp renewal proposal for FY 2021-2022. Board Member Rutherford seconded the motion. Motion passed to

accept the 7710 Workman's Comp renewal proposal for FY 2021-2022.

5-0-0

10. 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: **May 2021** (Action Required)

i. Review Statement of Net Assets

ii. Review Statement of Financial Activities, including Cash Flow Projections

iii. Review Register of Checks, Warrants, and Deposits

iv. Review Expenses by Vendor

v. Reconciliation of cash w/Treasury – Wells Fargo Checking

vi. Reconciliation of Mountain America Credit Union Checking

vii. Review UMB Visa P-Card Statement

viii. Review Costco Visa Card Statement – (current balance = zero)

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

Finance Director Arnett introduced Karen Mierta as the newly hired Accounting/Payroll Clerk.

Finance Director Arnett reported that we are in a good position to finish the fiscal year in good standing. She also reported that the Fire District has received a \$500 donation from a resident for "excellent service".

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

11. FUTURE AGENDA ITEMS:

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

Discussion and possible action re: Board Chairman Adriance asked that Board Members and Fire District staff to consider a possible fundraising opportunity to provide property owners with address signs with their property address numbers clearly shown on them to assist in finding rural addresses and to make the public aware of the opportunity to be annexed into the Fire District (if they are not currently).

12. NEXT REGULAR BOARD MEETING:

a. The next regular scheduled board meeting is **July 15, 2021 at 6:00 P.M. Arizona Time.**

Any special meeting scheduled will appear in the minutes.

13. CALENDAR OF EVENTS:

The calendar of events is on the Board Members tablets, the website and posted at Fire Station #1.

14. CALL TO THE PUBLIC:

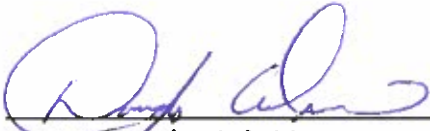
There were no comments from the public.

15. ADJOURNMENT:

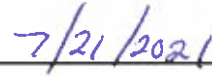
Board Member Reber made a motion to adjourn. Board Chairman Adriance seconded the motion. Motion passed to adjourn.

5-0-0

Board Chairman Adriance adjourned the meeting at 6:56 P.M. on June 17, 2021.



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board



Date

Ref:
SD Card #5
File: BDFDBR036