



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 OCTOBER 21, 2021

1. CALL TO ORDER:

Board Chairman Doug Adriance brought the meeting to order at 6:00 P.M. on OCTOBER 21, 2021.

Following COVID-19 precautionary measures, the Board members and general public were informed that they may 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	Absent
Board Member:	Rodney Rutherford	Present
Board Member:	Dan Reber	Present
Board Member:	Kevin Smith	Present
Administrative Assistant:	Shan Sparks	Present

Also present were: Battalion Chief Andres Ojeda, Finance Director Michelle Arnett and Finance/Payroll Clerk Doe Nelson

3. PLEDGE OF ALLEGIANCE:

The pledge was led by Battalion Chief Ojeda

4. CALL TO THE PUBLIC:

There were no comments from the public.

5. CONSENT AGENDA

a. Discussion and possible action re: Minutes of **September 16, 2021**

Board Chairman Adriance made a motion to accept the minutes of the September 16, 2021 Board meeting. Board Member Rutherford seconded the motion. Motion passed to accept the minutes of the September 16, 2021 Board meeting.

4-0-1

b. Discussion and possible action re: Minutes of **September 23, 2021 Special Meeting**

Board Chairman Adriance made a motion to accept the minutes of the September 23, 2021 Board special meeting. Board Member Rutherford seconded the motion. Motion passed to accept the minutes of the September 23, 2021 Board special meeting.

4-0-1

6. REPORTS AND CORRESPONDENCE:

- a. Fire Chief's Report:
 - i. Discussion and possible action re: Wildland fire updates
Discussion only.
Battalion Chief Ojeda reported that two teams are still deployed on California wildfires.
 - ii. Discussion and possible action re: AFG Grant update
Discussion only.
Battalion Chief Ojeda reported that the SCBA's have been ordered. He also reported that several inspections are currently being conducted.
- b. Fire and EMS Report for the month of: **September 2021**
Battalion Chief Ojeda reported that there were 23 Fire Calls and 81 EMS Calls for a total of 104 Incidents for the month of September 2021. For 2021 YTD there were a total of 175 Fire Calls and 727 EMS Calls for a total of 902 total incidents.
- c. Board of Directors Report: Board Chairman Adriance had nothing to report.

7. OLD BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Possible fundraiser to post physical address signs. May encourage property owners to pursue annexation to the Fire District.
Discussion only. No new information about this proposal was available. Board Chairman Adriance explained how a program in Oregon works to Battalion Chief Ojeda. Still being researched.
- b. Discussion and possible action re: Possible installation of front and rear dash cameras on Fire District vehicles.
Discussion only. No new information about this proposal was available. Board Chairman Adriance explained the background of why research was requested on this topic to Battalion Chief Ojeda. Still being researched.

8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Reimburse S. Burch for landscaping supplies
Board Member Reber made a motion to reimburse S. Burch \$10.72 for landscaping supplies. Board Member Smith seconded the motion. Motion passed to reimburse S. Burch \$10.72 for landscaping supplies.
4-0-1
- b. Discussion and possible action re: Reimburse S. Burch for pest control
Board Member Reber made a motion to reimburse S. Burch \$16.01 for pest control. Board Member Smith seconded the motion. Motion passed to reimburse S. Burch \$16.01 for pest control.
4-0-1
- c. Discussion and possible action re: Reimburse L. Lydon for Wildland fire meals
Board Member Reber made a motion to reimburse L. Lydon \$78.06 for crew meals while deployed on Wildland fires due to credit card no working. Board Member Smith seconded the motion. Motion passed to reimburse L. Lydon \$78.06 for Wildland crew meals.
4-0-1
- d. Discussion and possible action re: Holiday get-together for fire District personnel
 - Approve date – Friday , December 10, 2021
 - Review catering – Olive Garden \$824.29
 - Discuss employee gift purchase - \$1,500 for sweatshirts or jackets with screen printingFinance Director Arnett reported that the above costs are within the approved budget. Board Member Smith made a motion to accept the proposed date and costs for the holiday get-together. Board Member Reber seconded the motion. Motion passed to accept the proposed date and costs for the holiday get-together.
4-0-1

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: **September 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 (none received)
 - ix. Invoices from WR Whittington’s office

Finance Director Arnett reported that the annual financial audit is underway and provided the Board members with an audit statement regarding the previously approved contract with HintonBurdick CPA’s and Advisors. She reported that Property Tax and Ambulance Billing revenue appears low due to some applicable collections in July and August being applied to FY 2020-21 as designated. She reports that we are “going along smoothly” at this point in the current FY.

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.

4-0-1

10. FUTURE AGENDA ITEMS:

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

See old business

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled Board meeting is scheduled on **November 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.

4-0-1

Board Chairman Adriance adjourned the meeting at 6:54 P.M. on October 21, 2021.



Beaver Dam/Littlefield Fire District
Board Chairman

11/18/2021
Date

Ref:

SD Card #5

File: BDFDBR040