



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



Minutes A.R.S. §38-403.01

**MINUTES OF DECEMBER 16, 2021**

**1. CALL TO ORDER:**

Board Chairman Doug Adriance brought the meeting to order at 6:01 P.M. on DECEMBER 16, 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	<b>Absent</b>
Board Member:	Rodney Rutherford	Present
Board Member:	Dan Reber	Present on Phone
Board Member:	Kevin Smith	Present on Phone
Administrative Assistant:	Shan Sparks	Present

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

**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**

Discussion and possible action re: Minutes of **November 18, 2021**

Board Chairman Adriance made a motion to accept the minutes of the November 18, 2021 Board meeting. Board Member Rutherford seconded the motion. Motion passed to accept the minutes of the November 18, 2021 Board meeting.

4-0-1

Board Chairman Adriance invited guest presenter Adam Fuller from AZDPS to present the first item under new business at this time so that he could return to Phoenix in a timely manner.

**6. REPORTS AND CORRESPONDENCE:**

- a. Fire Chief's Report:
  - i. Discussion and possible action re: Wildland fire updates  
Discussion only.

Chief Hunt reported that no teams are currently deployed.

ii. Discussion and possible action re: AFG Grant update

Discussion only.

Chief Hunt reported that the AFG grant has been approved for payment. He also reported that a new AFG Grant request for additional equipment has been accepted.

iii. Discussion and possible action re: Firehouse Subs Grant

Discussion only.

Chief Hunt reported that there are no updates on this grant.

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

Chief Hunt reported that there were 21 Fire Calls and 96 EMS Calls for a total of 117 Incidents for the month of November 2021. For 2021 YTD there were a total of 219 Fire Calls and 926 EMS Calls for a total of 1145 total incidents.

- c. Board of Directors Report: Board Chairman Adriance thanked the staff for a fantastic holiday party. He read a card from a constituent commending the Fire District for their fine work. Board Member Rutherford commended the EMS personnel for their work on a recent response to a member of his family.

## 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.

Finance Director Arnett reported to the Board members that they have started working on this project. They are working to procure lists of addresses of all property owners in the Fire District. She indicated that when they find a suitable list they will get estimates on the cost of producing and sending out a mailer to present to the Board members.

- b. Discussion and possible action re: Consideration of a letter to the Board of Supervisors for their consideration addressing the negative impact that road conditions up to the "Jones Flat" area are having on incident response times and transport times.

Discussion only.

Chief Hunt reported that he is working on the letter and will be prepared to present it to the Board members for consideration at our next meeting.

## 8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Adam Fuller – Arizona Dept. of Public Safety (AZDPS) presentation – Communication Tower on Tower on Scrub Peak

Discussion only.

Mr. Fuller asked the Board members to consider a proposal to build a new radio site at Scrub Peak. This would require adjustments to the Fire District's current lease on the site with the BLM. He indicated that they are willing to present the Board members with a proposal that would not incur any additional costs to the Fire District and would allow the Fire District to upgrade the district's radio equipment and still allow the Fire District to access the site indefinitely.

The Board members are willing to entertain the proposal at future meetings and with review by the district's attorney as needed.

- b. Discussion and possible action re: Reimburse M. Arnett for party supplies

Board Member Smith made a motion to reimburse M. Arnett for party supplies in the amount of \$17.93. Board Member Rutherford seconded the motion. Motion passed to reimburse M. Arnett \$17.93 for party supplies.

4-0-1

- c. Discussion and possible action re: Cost of Living Increases

Finance Director Arnett reminded the Board members of the statutory requirement raising the

minimum wage in Arizona to \$12.80 effective January 1, 2022. She presented the Board members with a proposal to increase Fire District personnel wages by 5.35% (rounded up to the nearest .25) to comply with the statute and to provide a cost of living increase. The Board members discussed the current cost of living and compared the increase to other governmental agencies. The Board members asked Finance Director Arnett if an increase of 7% (rounded up to the nearest .25) could be worked into the current budget and she indicated that it could, based on current revenue. Board Chairman Adriance made a motion to increase Fire District personnel wages by 7% (rounded up to the nearest .25). Board Member Rutherford seconded the motion. Motion passed to increase Fire District personnel wages by 7% (rounded up to the nearest .25).

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: **November 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 (none received)

Finance Director Arnett reported that we are 42% into the budget cycle and overall we are on target. Building expenses are a little high and wages are running a little high. However, the district is up on revenue.

Board Member Rutherford 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.

4-0-1

#### **10. FUTURE AGENDA ITEMS:**

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

- a. Update on the progress of preparing and mailing a mailer that would ask the Fire District residents for feedback as to whether or not they would be willing to pay a fee for a physical address sign and be willing to post the sign as a fundraising project.
- b. Update on a request for Chief Hunt to prepare a letter to the Board of Supervisors for their consideration addressing the negative impact that road conditions up to the "Jones Flat" area are having on incident response times and transport times.

#### **11. NEXT REGULAR BOARD MEETING:**

The next regular scheduled Board meeting is scheduled on **January 27, 2022 at 6:00 P.M Arizona time. One week later due to the AFDA Winter Conference January 20-21, 2022.** 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:**

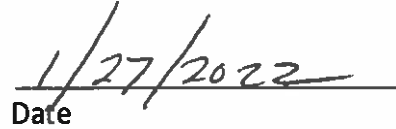
Board Member Rutherford made a motion to adjourn. Board Member Smith seconded the motion. Motion passed to adjourn.

4-0-1

Board Chairman Adriance adjourned the meeting at 6:56 P.M. on December 16, 2021.



Beaver Dam/Littlefield Fire District  
Board Chairman



Date

Ref:

SD Card #5

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