



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 JANUARY 27, 2022

1. CALL TO ORDER:

Board Chairman Doug Adriance brought the meeting to order at 6:00 P.M. on JANUARY 27, 2022.

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	Present
Board Member:	Rodney Rutherford	Present
Board Member:	Dan Reber	Present
Board Member:	Kevin Smith	Present
Administrative Assistant:	Shan Sparks	Present

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

3. PLEDGE OF ALLEGIANCE:

The pledge was led by Finance Director Arnett

4. CALL TO THE PUBLIC:

A constituent from Scenic introduced himself. The Board members and staff members introduced themselves individually. There was no other public comment.

5. CONSENT AGENDA

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

b. Discussion and possible action re: Minutes of **January 13, 2022 Special Meeting.**

Board member Smith made a motion to accept the minutes of the December 16, 2021 Board meeting and the January 13, 2022 Special Meeting. Board Member Reber seconded the motion. Motion passed to accept the minutes of the December 16, 2021 Board meeting and the January 13, 2022 Special Meeting.

5-0-0

Board Chairman Adriance invited our guest presenter from Hinton Burdick CPA's and Advisors to present the first item under old business at this time.

6. REPORTS AND CORRESPONDENCE:

a. Fire Chief's Report:

i. Discussion and possible action re: Wildland fire updates

Discussion only.

Assistant Chief Ojeda reported that at the AFDA conference they indicated that there will be several changes to wildland fire operations. I.E. additional training will be provided, wildland fire accounting will be processed online to make submission for payment more efficient and timely and reduce paperwork.

ii. Discussion and possible action re: AFG Grant update

Discussion only.

Assistant Chief Ojeda did not have any updates on this grant.

iii. Discussion and possible action re: Firehouse Subs Grant

Discussion only.

Assistant Chief Ojeda reported that a memo of understanding and agreement has been completed for the acceptance of this grant. Along with the UTV, 3 instructors will be given train-the-trainer training and certified cost free under our VFIS insurance.

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

Assistant Chief Ojeda reported that there were 34 Fire Calls and 109 EMS Calls for a total of 143 incidents for the month of December 2021. For 2021 YTD there were a total of 253 Fire Calls and 1035 EMS Calls for a total of 1288 total incidents.

Further, he reported that they would be receiving a presentation of totally electric extraction tools in the next month or two and they are working to get quotes on a new ambulance to present to the Board members at a future meeting.

c. Board of Directors Report: Board Chairman Adriance reported that at the AFDA conference he spoke to some vendors about a new type of fire suppression foam that can be utilized to more efficiently fight all types of fires and that is more environmentally friendly. Assistant Chief Ojeda indicated that we will be using this new form in our fire district.

Board Chairman Adriance also reported that the State of Arizona is proposing a sales tax increase of .01% that would be utilized to support fire districts. Based on this year's sales tax revenue it would have resulted in our fire district receiving \$425,000 in additional revenue.

Board Clerk Oliver reported to the Board that our county supervisor is aware of the annexation issues excluding constituents on parcels not adjacent to annexed parcels and that he would address them with the legislature.

Board Chairman Adriance asked the Board members to update our Chief performance evaluation process. This will be considered at a future meeting.

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, 2021.

Discussion only.

A representative from Hinton Burdick CPA's and Advisors gave the Board members a brief analysis of this year's audit results. He indicated that the fire district's accounting procedures appear to be in good order. He commended Financial Director Arnett for her outstanding work on maintaining our financial processes and standing. The only finding was a minor issue regarding segregation of duties which cannot be avoided due to the size of our staff. This issue is being addressed as required by recommending that the Board continue to consider ways that segregation of duties can be improved.

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

Discussion only.

Finance Director Arnett presented the letter to the Board of Supervisors addressing the required

action plan addressing the segregation of duties issue. As indicated above the Board will continue to consider ways that segregation of duties can be improved.

- c. Discussion and possible action re: Resolution 2022-02 Accepting Audit Report
The Board members considered Resolution 2022-02 accepting the audit report.
Board Chairman Adriance made a motion to accept Resolution 2022-02 Accepting Audit Report.
Board Member Rutherford seconded the motion. Motion passed to accept Resolution 2022-02 Accepting Audit Report.
5-0-0
- 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 are still working on this project. Board Clerk Oliver indicated that he could assist in procuring lists of addresses of all property owners in the fire district.
- 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.
The Board members were given a copy of the letter that was sent to the Board of Supervisors.

8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Reimburse H. Barlow for \$102.69 for fire station pots and pans.
Board Member Reber made a motion to reimburse H. Barlow for fire station pots and pans in the amount of \$102.69. Board Member Rutherford seconded the motion. Motion was passed to reimburse H. Barlow for fire station pots and pans in the amount of \$102.69.
5-0-0
- b. Discussion and possible action re: Reimburse K. Smith for AFDA conference charges.
Discussion only.
Board Chairman Adriance suggested that we hold off taking action on this request until some billing issues that took place at the hotel where the AFDA conference was held are resolved.

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: **December 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 50% into the budget cycle and overall we are looking good. The fire district is above 70% on revenue received and expenses are right on track even with notable cost increases.

Board Member Smith made a motion to accept the status of the budget and the accounting of the financial statements. Board Clerk Oliver 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.

- 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. New ambulance purchase bids.
- c. Chief performance evaluation process.

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled Board meeting is scheduled on **February 17, 2022 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 Rutherford 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 7:05 P.M. on January 27, 2022.



Beaver Dam/Littlefield Fire District
Board Chairman

2/17/2022
Date

Ref:
SD Card #5
File: BDFDBR043