



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 17, 2022

1. CALL TO ORDER:

Board Chairman Doug Adriance brought the meeting to order at 6:06 P.M. on MARCH 17, 2022.

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 Hunt, 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:

No comments from public

5. CONSENT AGENDA

Discussion and possible action re: Minutes of **February 17, 2022**

Board Member Rutherford made a motion to accept the minutes of the February 17, 2022 Board meeting. Board Member Smith seconded the motion. Motion passed to accept the minutes of the February 17, 2022 Board meeting.

5-0-0

6. REPORTS AND CORRESPONDENCE:

a. Fire Chief's Report:

i. Discussion and possible action re: Wildland fire updates

Discussion only.

Chief Hunt reported that refresher training has been completed for 12 members and there are 2 more members that need to attend. The Fire District has received a wildland fire grant just under \$10,000 (50% match on our part) to purchase radio equipment.

- ii. Discussion and possible action re: AFG Grant update
Discussion only.
Chief Hunt did not have any updates on this grant.
- iii. Discussion and possible action re: Firehouse Subs Grant update
Discussion only.
Chief Hunt did not have any updates on this grant.
- b. Fire and EMS Report for the month of: **February 2022**
Chief Hunt reported that there were 12 Fire Calls and 68 EMS Calls for a total of 80 incidents for the month of February 2022. For 2022 YTD there were a total of 25 Fire Calls and 154 EMS Calls for a total of 179 total incidents.
- c. Board of Directors Report: Board Chairman Adriance had nothing to report at this time.

7. OLD BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Progress on Fire District’s Fire Chief evaluation process.
Discussion only.
Administrative Assistant Sparks reported that the tentative changes to the HR Policy Manual regarding a revised Fire Chief evaluation process have been sent to our HR consultant for review.
- b. Discussion and possible action re: Progress on possible fundraiser to post physical address signs.
Discussion only.
Finance Director Arnett presented the Board members with an estimate on the cost of producing a basic physical address sign. The Board members asked for additional research to be done on some other cost effective options.
- c. Discussion and possible action re: Reimburse K. Smith for AFDA lodging charges.
Board Member Reber made a motion to reimburse K. Smith \$356.48 for AFDA lodging charges. Board Chairman Adriance seconded the motion. Motion was passed to reimburse K. Smith \$356.48 for AFDA lodging charges.
4-0-1 (Board Member Smith abstained)
- d. Discussion and possible action re: Update on AZDPS “Scrub Peak” site proposal.
Discussion only.
Chief Hunt reported to the Board that the Fire District has received a draft contract proposal from AZDPS regarding the “Scrub Peak” communications site. He expressed that the contract details appear to be in the best interest of the Fire District and it appears that there would be no cost to the Fire District to enter this agreement. The Board members requested that a copy of the draft contract be sent to the Fire District’s attorney for review.

8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: J. Tidwell for Request for Meal Reimbursement.
Board Member Reber made a motion to reimburse J. Tidwell \$15.16 for meal reimbursement for an interfacility transfer. Board Chairman Adriance seconded the motion. Motion was passed to reimburse J. Tidwell \$15.16 for meal reimbursement.
5-0-0
- b. Discussion and possible action re: Reimburse D. Adriance for AFDA expenses.
Board Member Reber made a motion to reimburse D. Adriance \$134.20 for AFDA expenses. Board Smith seconded the motion. Motion was passed to reimburse D. Adriance \$134.20 for AFDA expenses.
4-0-1 (Board Chairman Adriance abstained)

- c. Discussion and possible action re: Trade-in 2014 Cargo Trailer for 2022 Utility Trailer for Side-by-Side.
Finance Director Arnett presented documentation to the Board members showing an agreement to trade-in a 2014 cargo trailer for a 2022 utility trailer for the UTV that will be coming from the Fire House Subs grant. This transaction would result in no cost and no loss to the Fire District.
Board Chairman Adriance made a motion to accept the trade-in of the 2014 cargo trailer for a 2022 utility trailer for no cost and no loss to the Fire District. Board Member Reber seconded the motion. Motion was passed to accept the trade-in of the 2014 cargo trailer for a 2022 utility trailer for no cost and no loss to the Fire District.
5-0-0
- d. Discussion and possible action re: Arizona PSPRS Actuarial Valuation as of June 30, 2021
Discussion only.
Finance Director Arnett provided the Board members with the Arizona PSPRS Actuarial Valuation report as of June 30, 2021. She reported that the Fire District is looking good on the PSPRS funding goals (currently 69.6% funded). She commended the PSPRS Board for their work and indicated that they have approved the current PSPRS status and goals.
- e. Discussion and possible action re: Beaver Dam/Littlefield Fire District PSPRS Funding Policy
Discussion only.
Finance Director Arnett provided the Board members with the BDLFD PSPRS funding policy document with the current funding status of 69.6% funded and the fully funded goal of June 30, 2036.
- f. Discussion and possible action re: Resolution 2022-03 Accept Valuation Report & Adopt Funding Policy
Board Member Reber made a motion to adopt Resolution 2022-03 Accept Valuation & Adopt Funding Policy. Board Member Rutherford seconded the motion. Motion was passed to adopt Resolution 2022-03 Accept Valuation & Adopt Funding Policy.
5-0-0
- g. Discussion and possible action re: Purchase Ambulance during FY 2022-2023. Review 3 Quotes.
Discussion only.
Finance Director Arnett presented the Board members with 3 quotes for the purchase of a Type I Ambulance. She indicated that the Fire District has enough money set aside for capital expenditures to pay the majority of the quoted costs. Board Chairman Adriance suggested that we utilize the capital expenditures money to make a large down payment (perhaps 50%) and then enter a lease agreement. This would allow the Fire District to retain some money for other capital expenditures that may arise. Chief Hunt asked the Board for some time to examine the quality of each of the 3 quoted choices.
- h. Discussion and possible action re: Resolution 2022-04 Authorize Purchase Type I Ambulance
Discussion only.
The Board members agreed to hold this resolution in abeyance until the quality of each choice could be evaluated further.

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 2022** (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
- ix. Invoices from WR Whittington’s office

Finance Director Arnett reported that we are 68% into the budget cycle and overall we are in a strong financial position. Revenue is up in all categories. Expenses are tracking a little high but nothing significant.

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.

5-0-0

10. FUTURE AGENDA ITEMS:

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

- a. Update on some additional cost effective options for making suitable signs for a fundraiser project for the Fire District to assist personnel in finding addresses.
- b. New ambulance purchase quotes.
- c. Resolution 2022-04 Authorize Purchase Type I Ambulance
- d. Chief performance evaluation process.

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled Board meeting is scheduled on **April 21, 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:

No comments from public

14. ADJOURNMENT:

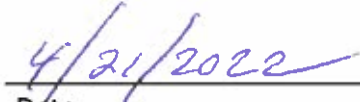
Board Member Reber made a motion to adjourn. Board Member Smith seconded the motion.
Motion passed to adjourn.

5-0-0

Board Chairman Adriance adjourned the meeting at 7:12 P.M. on March 17, 2022.



Beaver Dam/Littlefield Fire District
Board Chairman



Date

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