



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 MAY 19, 2022

1. CALL TO ORDER:

Board Chairman Doug Adriance brought the meeting to order at 6:02 P.M. on MAY 19, 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	Absent
Administrative Assistant:	Shan Sparks	Present

Also present were: Fire Chief Jeffrey Hunt, Finance Director Michelle Arnett and Finance/Payroll Clerk Doe Nelson.

3. PLEDGE OF ALLEGIANCE:

The pledge was led by Chief Hunt

4. CALL TO THE PUBLIC:

No comments from public

5. CONSENT AGENDA

- a. Discussion and possible action re: Minutes of **April 21, 2022**
 Board Member Reber made a motion to accept the minutes of the April 21, 2022 Board meeting. Board Member Rutherford seconded the motion. Motion passed to accept the minutes of the April 21, 2022 Board meeting.
 4-0-1
- b. Discussion and possible action re: Minutes of **May 12, 2022 Special Meeting**
 Board Member Reber made a motion to accept the minutes of the May 12, 2022 Special Board meeting. Board Member Rutherford seconded the motion. Motion passed to accept the minutes of the May 12, 2022 Special Board meeting.
 4-0-1

6. REPORTS AND CORRESPONDENCE:

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

Discussion only.

Chief Hunt reported that multiple teams have been sent out. A new team was sent to New Mexico and one to Prescott AZ.

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 other than we may have a delivery date range in June or July.

b. Fire and EMS Report for the month of: **April 2022**

Chief Hunt reported that there were 7 Fire Calls and 57 EMS Calls for a total of 64 incidents for the month of April 2022. For 2022 YTD there were a total of 50 Fire Calls and 245 EMS Calls for a total of 345 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: Proposed changes to the HR Policy Manual for Fire Chief Evaluations

Administrative Assistant (A.A.) Sparks presented to the Board some recommended changes to the HR Policy Manual made by our HR policy consultant to address Fire Chief evaluations by the Fire Board.

Board Member Reber made a motion to accept the recommended changes to the HR Policy Manual. Board Member Rutherford seconded the motion. Motion passed to accept the recommended changes to the HR Policy Manual.

4-0-1

b. Discussion and possible action re: AZDPS contract

Discussion only.

A.A. Sparks presented to the Board a copy of the AZDPS contract with the recommended changes from the Fire District's attorney. The Board members and Chief Hunt were in agreement for Chief Hunt to go back to AZDPS to see if they would be in agreement with the recommended changes before signing the contract.

c. Discussion and possible action re: Resolution 2022-08 Accepting Intergovernmental Agreement with AZDPS

Board Chairman Adriance made a motion to adopt Resolution 2022-08 accepting the Intergovernmental Agreement with AZDPS to enter the contract as written dated April 20, 2022. Board Member Rutherford seconded the motion. Motion passed to adopt Resolution 2022-08 accepting the Intergovernmental Agreement with AZDPS to enter the contract as written dated April 20, 2022.

4-0-1

d. Discussion and possible action re: Resolution 2022-07 Accepting RFC 21-401 Grant Award

Finance Director Arnett reminded the Board that the RFC 21-401 Grant was awarded to the Fire District with the stipulation that the grant would be awarded if the Fire District would provide a 50% match.

Board Chairman Adriance made a motion to adopt Resolution 2022-07 accepting the RFC 21-401 Grant Award. Board Member Reber seconded the motion. Motion passed to adopt Resolution 2022-07 accepting the RFC 21-401 Grant Award.

4-0-1

8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Resolution 2022-06 Call to Elections
A.A. Sparks indicated that this election year the Fire District will have 3 Board seats to fill. Board Member Rutherford made a motion to accept Resolution 2022-06 Call to Elections. Board Member Reber seconded the motion. Motion passed to accept Resolution 2022-06 Call to Elections.
4-0-1
- b. Discussion and possible action re: Cybersecurity Grant Program from the State of Arizona and the Arizona Department of Homeland Security – approved
Discussion only.
A.A. Sparks presented to the Board with a copy of the email indicating that the Fire District was awarded approval to take advantage of 4 grant products related to cybersecurity if needed.
- c. Discussion and possible action re: A. Ojeda for Travel Expense to inspect Medix Ambulance
Board Member Reber made a motion to reimburse A. Ojeda \$14.03 for a travel expense. Board Member Rutherford seconded the motion. Motion was passed to reimburse A. Ojeda \$14.03 for a travel expense.
4-0-1
- b. Discussion and possible action re: J. Tidwell for Meal Reimbursement during transport
Board Chairman Adriance made a motion to reimburse J. Tidwell \$37.92 for meals during a transport. Board Clerk Oliver seconded the motion. Motion was passed to reimburse J. Tidwell \$37.92 for meals during a transport.
4-0-1
- e. Discussion and possible action re: 7710 Workers Compensation Proposal effective 7/1/2022
Finance Director Arnett presented the Board with the upcoming 7710 Workers Compensation Proposal. She indicated that the premium will be lower this coming year due to the Fire District having no workers compensation claims.
Board Member Reber made a motion to move forward with the 7710 Workers Compensation Proposal. Board Member Rutherford seconded the motion. Motion was passed to move forward with the 7710 Workers Compensation Proposal.
4-0-1
- f. Discussion and possible action re: Property & Casualty Insurance Questionnaire effective 9/1/2022
Discussion only.
Finance Director will provide the Board members with a copy of the Property & Casualty Insurance Questionnaire showing the coverage allowances and limits.
- g. Discussion and possible action re: Accident & Sickness Insurance Questionnaire effective 9/1/2022
Discussion only.
Finance Director provided the Board members with a copy of the Accident & Sickness Insurance Questionnaire showing the coverage allowances and limits.
- h. Discussion and possible action re: FY 2022-2023 Proposed Budget
Discussion only.
Finance Director Arnett presented the Board members with a FY 2022-2023 Proposed Budget as discussed at the May 12, 2022 work session meeting. The Board had no further discussion and directed that the proposed budget be posted for public consideration as required by statute.

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: **April 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 (none)
- ix. Invoices from WR Whittington's office

Finance Director Arnett indicated that the Fire District is 83% through the FY and the budget looks really good. Revenue is currently at 109% of the projection. Expenses are tracking well.

Board Member Reber 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.

4-0-1

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. Improvements to the site for Fire Station #4
- c. Public Hearing on the FY 2022-2023 Budget on June 16, 2022.

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled Board meeting is scheduled on **June 16, 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:

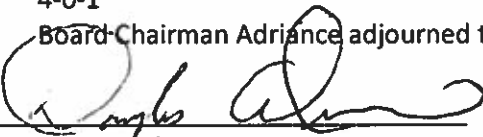
No comments from public

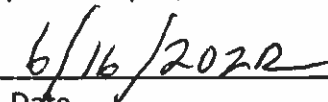
14. ADJOURNMENT:

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

4-0-1

Board Chairman Adriance adjourned the meeting at 6:4451 pm on May 19, 2022.


Beaver Dam/Littlefield Fire District
Board Chairman


Date

Ref:
SD Card #5
File: BDFDBR048