



**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](http://www.beaverdam-littlefieldfire.org)



Minutes A.R.S. §38-403.01

**MINUTES OF JUNE 16, 2022**

**1. CALL TO ORDER:**

Board Chairman Adriance brought the meeting to order at 6:02 P.M. on JUNE 16, 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	<b>Absent</b>
Board Member:	Dan Reber	Present
Board Member:	Kevin Smith	Present
Administrative Assistant:	Shan Sparks	Present

Also present were:

Fire Chief Jeffrey Hunt, Finance Director Michelle Arnett and Accounting/Payroll Clerk Doe Nelson

**3. PLEDGE OF ALLEGIANCE:**

The pledge was led by Chief Hunt.

**4. CALL TO THE PUBLIC:**

There were no comments from the public.

**5. PUBLIC HEARING FOR THE FIRE DISTRICT’S FY 2022-2023 BUDGET**

Board Chairman Adriance made a call to the public for comment on the FY 2022-2023 budget. He made a second call and a third call. There were no comments from the public.

Board Chairman Adriance informed the Board that he had received a question from a constituent regarding how pay increases are determined. Finance Director Arnett reminded the Board that pay increases are determined according to HR policy for merit, promotion and cost of living. The pay increases that took place in January 2022 were a result of a statutory increase to the minimum wage and a decision by the Board to add an additional increase for merit, to make the pay rates more competitive to attract quality personnel. All of these increases were anticipated in the FY 2021-2022 budget and have been tracking well. Finance Director Arnett reminded the Board that an 8% increase was worked into the FY 2022-2023 budget to anticipate possible statutory pay rate increases in January 2023.

Board Chairman Adriance made a motion to conclude the public hearing regarding the FY 2022-2023 budget. Board Member Smith seconded the motion. Motion passed to conclude the public hearing regarding the FY 2022-2023 budget.

4-0-1

## 6. CONSENT AGENDA

- a. Discussion and possible action re: Minutes of **May 19, 2022**  
Board Member Reber made a motion to accept the minutes of May 29, 2022. Board Member Smith seconded the motion. Motion passed to accept the minutes of May 19, 2022.  
4-0-1

## 7. REPORTS AND CORRESPONDENCE:

- a. Fire Chief's Report:
  - i. Discussion and possible action re: Wildland fire update  
Discussion only.  
Chief Hunt reported that teams have come and gone since the last meeting. Currently we have 1 deployed in Las Vegas, NM. He anticipates getting additional calls for assistance as the wildland fire season is very active in multiple states.
  - ii. Discussion and possible action re: AFG Grant update  
Chief Hunt reported there has been no word on this grant.
  - iii. Discussion and possible action re: Firehouse Subs Grant update  
Chief Hunt indicated that delivery of the UTV should happen anytime now. It was anticipated in in June or July.
- b. Fire and EMS Report for the month of: **May 2022**  
Chief Hunt gave the Fire & EMS report - There were 15 Fire Calls and 57 EMS Calls for a total of 72 Fire and EMS Calls for the month of May 2022. For 2022 YTD there were a total of 65 Fire Calls and 352 EMS Calls for a total of 417 Fire and EMS Calls YTD.
- c. Board of Directors Report: Board Clerk Oliver reported to the Board that he had found information indicating that HF Radios may be a viable resource for communications. Chief Hunt expressed his appreciation for this information.

## 8. OLD BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Improvements to the site for Fire Station #4 update  
Discussion only.  
Chief Hunt indicated that there is nothing new to report.

## 9. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Approving the FY 2022-2023 Budget  
Finance Director Arnett presented the Board with the final draft of the FY 2022-2023 budget. She provided the Board with a memo reminding the Board of the budgeted pay increases that will go into effect on July 1, 2022.  
Board Member Smith made a motion to accept the FY 2022-2023 budget proposal. Board Member Reber seconded the motion. Motion passed to accept the FY 2022-2023 budget proposal.  
4-0-1
  - i. Discussion and possible action re: Resolution 2022-09 Adoption of Budget  
Board Clerk Oliver made a motion to accept Resolution 2022-09 Adoption of Budget. Board Member Smith seconded the motion. Motion passed to accept Resolution 2022-09 Adoption of Budget.  
4-0-1
  - ii. Discussion and possible action re: Resolution 2022-10 Setting Tax Levy  
Board Member Reber made a motion to accept Resolution 2022-10 setting the mill levy tax rate

at \$3.25 per \$100 of assessed value (which is the same as last year). Board Clerk Oliver seconded the motion. Motion passed to accept Resolution 2022-10 setting the mill levy tax rate at \$3.25 per \$100 of assessed value.

4-0-1

iii. Discussion and possible action re: Certificate of Compliance

Discussion only.

The Board was given a copy of the Certificate of Compliance for the budget, which in turn was signed as required.

b. Discussion and possible action re: Fees for Services

Discussion only.

Finance Director Arnett presented to the Board with a Fees for Services schedule and indicated that there were no changes to the fee schedule this year. The fees are in line with the budget and there has been no public comment regarding the current fee schedule.

i. Discussion and possible action re: Resolution 2022-11 Fee Schedule

Board Member Reber made a motion to accept Resolution 2022-11 Fee Schedule. Board Member Smith seconded the motion. Motion passed to accept Resolution 2022-11 Fee Schedule.

4-0-1

c. Discussion and possible action re: Parker Reduction of Fees Request

Finance Director Arnett presented to the Board with a request from a law firm representing Ms. Parker asking for a 30% reduction to her bill to ensure that the remaining balance would be covered by her personal injury settlement. This would result in a \$250.18 reduction leaving a balance of \$583.75.

The Board and Chief Hunt discussed the implications of accepting this request and agreed that it would be better for the Fire District to receive the \$583.85 as provided in the settlement as opposed to denying the request that may result in no payment.

Board Chairman Adriance made a motion to accept the Parker Reduction of Fees Request.

Board Member Smith seconded the motion. Motion passed to accept the Parker Reduction of Fees Request reducing the bill by \$250.19 to the amount of \$583.75.

4-0-1

## **10. 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: **May 2022 (Action Required)**

i. Review Statement of Net Assets

ii. Review Statement of Financial Activities, including Cash Flow Projections

iii. Review Register of Checks, Warrants, and Deposits

iv. Review Expenses by Vendor

v. Reconciliation of cash w/Treasury – Wells Fargo Checking

vi. Reconciliation of Mountain America Credit Union Checking

vii. Review UMB Visa P-Card Statement

viii. Review Costco Visa Card Statement – (current balance = zero)

ix. Invoices from WR Whittington's office – (none received)

Finance Director Arnett reported that we are tracking very strong to finish the fiscal year in good standing. Revenue received is tracking 123% over budget and expenses are tracking below budget at 86.5%.

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

**11. FUTURE AGENDA ITEMS:**

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

Discussion and possible action re: Board Chairman Adriance asked that Board Members and Fire District staff to consider a possible fundraising opportunity to provide property owners with address signs with their property address numbers clearly shown on them to assist in finding rural addresses and to make the public aware of the opportunity to be annexed into the Fire District (if they are not currently).

- a. Discussion and possible action re: Improvements to the site for Fire Station #4 update
- b. Discussion and possible action re: Scrub Peak contract with AZDPS update

**12. NEXT REGULAR BOARD MEETING:**

- a. The next regular scheduled board meeting is **July 21, 2022 at 6:00 P.M. Arizona Time.** Any special meeting scheduled will appear in the minutes.

**13. CALENDAR OF EVENTS:**

The calendar of events is on the Board Members tablets, the website and posted at Fire Station #1.

**14. CALL TO THE PUBLIC:**

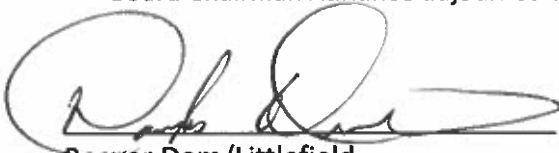
There were no comments from the public.

**15. ADJOURNMENT:**

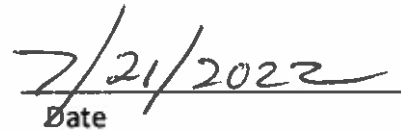
Board Member Reber made a motion to adjourn. Board Member Smith seconded the motion. Motion passed to adjourn.

4-0-1

Board Chairman Adriance adjourned the meeting at 6:46 P.M. on June 16, 2022.



Beaver Dam/Littlefield  
Fire District – Chairman  
Governing Board

  
Date

Ref:  
SD Card #5  
File: BDFDBR050