



**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 JULY 21, 2022**

### **1. CALL TO ORDER:**

Board Chairman Doug Adriance brought the meeting to order at 6:06 P.M. on JULY 21, 2022.

### **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	<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 Finance/Payroll Clerk Doe Nelson.

### **3. PLEDGE OF ALLEGIANCE:**

The pledge was led by Finance/Payroll Clerk Doe Nelson

### **4. CALL TO THE PUBLIC:**

No comments from public

### **5. CONSENT AGENDA**

Discussion and possible action re: Minutes of **June 16, 2022**

Board Member Smith made a motion to accept the minutes of the June 16, 2022 Board meeting.

Board Member Reber seconded the motion. Motion passed to accept the minutes of the June 16, 2022 Board meeting.

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### **6. REPORTS AND CORRESPONDENCE:**

#### **a. Fire Chief's Report:**

i. Discussion and possible action re: Wildland fire updates  
Discussion only.

Chief Hunt reported that a team is in Uvalde, TX.

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 said that the UTV (Polaris Ranger) has been delivered and the fire district logos have been added. Chief Hunt and Finance Director Arnett will look into a way to finance a slide on apparatus to complete the equipment that the vehicle needs.

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

Chief Hunt reported that there were 15 Fire Calls and 69 EMS Calls for a total of 84 incidents for the month of June 2022. For 2022 YTD there were a total of 80 Fire Calls and 421 EMS Calls for a total of 5015 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: AZDPS contract update

Discussion only.

Chief Hunt indicated that the revised contract approved by the Board has been sent back to AZDPS for consideration. There has been no response back from AZDPS to date.

b. Discussion and possible action re: Improvements to the site for Fire Station #4 update

Discussion only.

Chief Hunt indicated that there is nothing to report on this line item at this time.

c. Discussion and possible action re: Board member election status update

Discussion only.

Administrative Assistant (A.A.) Sparks reported that there was only 1 person that submitted the candidate paperwork by the July 11, 2022 deadline. Additional candidates may submit write-in paperwork prior to the July 25, 2022 deadline.

d. Discussion and possible action re: Review expenses approved in FY 2022-2023 budget

Discussion only.

Finance Director Arnett reminded the Board of the upcoming approved expenditures.

1. Littlefield Unified School Annual MOA - \$1,000

2. Mesquite Police Dispatch Services - \$47,300

3. PSPRS Additional Payment toward Unfunded Liability - \$25,000

4. Acceptance of the VFIS Property and Casualty Ins (renews 9/1/22)

Finance Director Arnett indicated that the VFIS Property and Casualty Insurance is now combined with the Accident & Illness policy to be due on the same date. \$32,012/\$3,917 - \$35,929 total.

**8. NEW BUSINESS: ACTION/DISCUSSION**

a. Discussion and possible action re: Reimburse H. Barlow for Crew Meal

Board Member Reber made a motion to reimburse H. Barlow \$39.31 for meals during a transport. Board Member Smith seconded the motion. Motion was passed to reimburse H. Barlow \$39.31 for meals during a transport.

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b. Discussion and possible action re: Reimburse L. Lydon for Crew Meal

Board Member Reber made a motion to reimburse L. Lydon \$44.91 for meals during a transport. Board Member Smith seconded the motion. Motion was passed to reimburse L. Lydon \$44.91 for meals during a transport.

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**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: **June 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 indicated that the fire district completed the Fiscal Year “very strong”. There will still be some adjustments as the end of year revenue and expenses are finalized but overall revenue was up significantly and expenses are tracking just under budget.

Board Member Reber made a motion to accept the status of the budget and the accounting of the financial statements. Board Member Smith seconded the motion. Motion was passed to accept the status of the budget and the accounting of the financial statements.

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**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. Update on slip on apparatus for the Polaris Ranger

**11. NEXT REGULAR BOARD MEETING:**

The next regular scheduled Board meeting is scheduled on **August 18, 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 Smith made a motion to adjourn. Board Member Reber seconded the motion. Motion passed to adjourn.

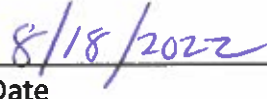
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Board Chairman Adriance adjourned the meeting at 6:34 pm on July 21, 2022.

**SIGNED**



Beaver Dam/Littlefield Fire District  
Board Chairman



Date

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SD Card #5  
File: BDFDBR052