



Beaver Dam/Littlefield Fire District
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Minutes A.R.S. §38-403.01

MINUTES OF SEPTEMBER 15, 2022

1. CALL TO ORDER:

Board Chairman Doug Adriance brought the meeting to order at 5:58 P.M. on SEPTEMBER 15, 2022.

2. ROLL CALL OF BOARD MEMBERS/AFFIRMATION OF QUORUM:

Board Chairman:	Doug Adriance	Present
Board Clerk:	Thomas M. Oliver	Present
Board Member:	Vacant	
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 Board Member Reber

4. CALL TO THE PUBLIC:

No comments from public

5. CONSENT AGENDA

Discussion and possible action re: Minutes of **August 18, 2022**

Board Member Reber made a motion to accept the minutes of the August 18, 2022 Board meeting.

Board Member Smith seconded the motion. Motion passed to accept the minutes of the August 18, 2022 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 we have one team in California at this time.

ii. Discussion and possible action re: AFG Grant update
Discussion only.

Chief Hunt did not have any updates on this grant.

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

Chief Hunt reported that there were 10 Fire Calls and 58 EMS Calls for a total of 68 incidents for the month of August 2022. For 2022 YTD there were a total of 111 Fire Calls and 561 EMS Calls for a total of 672 total incidents.

Chief Hunt showed the Board a sample brochure that is produced by Utah Disaster Clean-up (UDC) that provides post incident information to property owners to assist them in recovery following a structure fire. The brochure can be tailored to show our fire district graphics and provide local information. UDC will provide several brochures at no cost to the fire district. The Board felt that this would be a good tool to provide additional helpful information to residents of the fire district that have suffered loss due to fire.

- c. Board of Directors Report: No report at this time.

7. OLD BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: AZDPS contract update

Discussion only.

Chief Hunt reported that we have no new information regarding this contract.

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

Discussion only.

Administrative Assistant (A.A.) Sparks provide the Board with a copy of the contract signed with the BLM in 1999. He indicated that in speaking with a BLM real estate representative that the contract is still valid. However, they would like the fire district to provide an updated document explaining how the fire district will proceed toward the goal of having a 4th fire station on that site. Chief Hunt will work with our Finance Director and other staff members to prepare that document to be sent to the BLM for consideration.

- c. Discussion and possible action re: Board member vacancy(s)

A.A. Sparks provided the Board with the one application that the fire district received from the public notice regarding the Board seat vacancy. The applicant is Marcia Littlejohn and she met all of the qualifications to be considered as an appointed Board member.

Board Chairman Adriance made a motion to appoint Marcia Littlejohn to fill the Board seat vacancy and to serve the remainder of the term until December 2024. Board Member Smith seconded the motion. Motion passed to appoint Marcia Littlejohn to fill the Board seat vacancy and to serve the remainder of the term until December 2024.

4-0-1

8. NEW BUSINESS: ACTION/DISCUSSION

- Discussion and possible action re: Fire Chief Performance Evaluation

Discussion only.

A.A. Sparks reminded the Board of the HR policy to conduct an annual performance evaluation on the Fire Chief during his hire date anniversary month (October). A.A. Sparks provided the Board members and staff with Fire Chief performance evaluation forms. The forms will be returned to A.A. Sparks and he will compile the data into a master form to be considered at the October Board meeting per HR policy.

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: **August 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 received)
- ix. Invoices from WR Whittington’s office (none received)

Finance Director Arnett reported that the fire district is now 17% into the FY. She reported that we are still looking good. Income is up and 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 Member Smith 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 update
- c. Holiday party planning.

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled Board meeting is scheduled on **October 20 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:

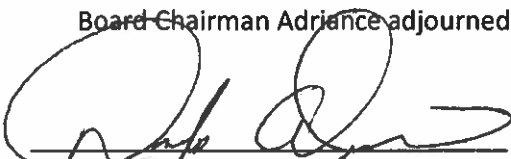
No comments from public

14. ADJOURNMENT:

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

4-0-1

Board Chairman Adriance adjourned the meeting at 6:42 P.M. on September 15, 2022.



Beaver Dam/Littlefield Fire District
Board Chairman

Ref:

SD Card #5

File: BDFDBR054

10/20/2022
Date