



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 OCTOBER 20, 2022

1. CALL TO ORDER:

Board Chairman Doug Adriance brought the meeting to order at 6:02 P.M. on OCTOBER 20, 2022.

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

Board Chairman:	Doug Adriance	Present
Board Clerk:	Thomas M. Oliver	Present
Board Member:	Marcia Littlejohn	Present
Board Member:	Dan Reber	Absent
Board Member:	Kevin Smith	Present
Administrative Assistant:	Shan Sparks	Present

Also present were: Assistant Fire Chief Andres Ojeda and Finance/Payroll Clerk Doe Nelson.

Board Chairman welcomed new Board Member Marcia Littlejohn and administered the Oath of Office.

3. PLEDGE OF ALLEGIANCE:

The pledge was led by Assistant Chief Ojeda

4. CALL TO THE PUBLIC:

No comments from public

5. CONSENT AGENDA

Discussion and possible action re: Minutes of **September 15, 2022**

Board Member Smith made a motion to accept the minutes of the September 15, 2022 Board meeting. Board Clerk Oliver seconded the motion. Motion passed to accept the minutes of the September 15, 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.

Assistant Chief Ojeda reported that we had teams in multiple locations in California for 16 days.

All teams are back at this time.

ii. Discussion and possible action re: AFG Grant update

Discussion only.

Assistant Chief Ojeda did not have any updates on this grant.

iii. Discussion and possible action re: CDBG Grant update

Discussion only.

Assistant Chief Ojeda reported that they are working with a grant writer to get the ball rolling on this grant which would provide funding for the purchase of the future Fire Station #4.

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

Assistant Chief Ojeda reported that there were 6 Fire Calls and 84 EMS Calls for a total of 90 incidents for the month of September 2022. For 2022 YTD there were a total of 116 Fire Calls and 645 EMS Calls for a total of 761 total incidents.

Assistant Chief Ojeda provided the Board with a sample floor plan of the fire station that Mesquite City will be building in the near future. He indicated that this would be similar to what we need with our future Fire Station #4.

Assistant Chief Ojeda reported that the Office of the State Forester, Arizona Department of Forestry and Fire Management (DFFM) will be issuing a reimbursement of \$2.50 per gallon as a temporary surcharge for both diesel and gas for the period of June 2021 through June 2022.

Staff are working on providing the receipts to procure the reimbursement.

- c. Board of Directors Report: Welcome new Board Member Marcia Littlejohn.

Board Chairman Adriance again welcomed new Board Member Marcia Littlejohn to the Board.

7. OLD BUSINESS: ACTION/DISCUSSION

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

Discussion only.

Assistant Chief Ojeda 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.

Assistant Chief Ojeda reported that now that the ball is rolling on the CDBG Grant he will continue to work on the updated proposal with Administrative Assistant (A.A.) Sparks to provide to the BLM.

- c. Discussion and possible action re: Fire Chief Performance Evaluation

Discussion only.

Board Chairman Adriance called for the Fire Chief Performance Evaluation to be postponed until the Chief could be present per HR policy.

A.A. Sparks will compile the Chief's self-evaluation data along with Board and Staff data into a tally sheet that will be provided to the Fire Chief for consideration before the next scheduled meeting. If the Chief feels that the information would be too sensitive to discuss in an open meeting, he may request that the Board break out into an executive session per A.R.S. 7.9.5.1.

A.A. Sparks reminded the Board of the statutes and procedures for holding an executive session.

8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Reimburse S. Burch for landscaping supplies

Discussion only.

Finance/Payroll Clerk Doe Nelson presented the Board with a request for reimbursement.

Board Member Smith made a motion to reimburse S. Burch \$35.69 for landscaping supplies.

Board Member Littlejohn seconded the motion. Motion passed to reimburse S. Burch \$35.69 for landscaping supplies

4-0-1

- b. Discussion and possible action re: PSPRS Excess Contribution Refunds to Members

Discussion only.

Finance/Payroll Clerk Doe Nelson informed the Board that the PSPRS provided excess contribution refunds to some members due to a correction to the Tier 1 and Tier 2 contribution rates for members and retirees.

c. Discussion and possible action re: Holiday party planning

Finance/Payroll Clerk Doe Nelson presented the Board with some catering options for the annual holiday party. The Board discussed the options and decided to utilize Papa Naps for the catering. The Board decided on Friday December 9, 2022 for the date of the party. Assistant Chief Ojeda suggested a wind breaker with District logos as a gift for personnel. Board Chairman Adriance reminded the Board that the annual holiday party expenses are included in the approved budget.

Board Chairman Adriance made a motion to move forward with having Papa Naps provide the catering, to schedule the holiday party for December 9, 2022 and to have Assistant Chief Ojeda provide an estimated cost for the wind breaker gifts for personnel within the estimated budget. Board Member Smith seconded the motion. Motioned passed to move forward with having Papa Naps provide the catering, to schedule the holiday party for December 9, 2022 and to have Assistant Chief Ojeda provide an estimated cost for the wind breaker gifts for personnel within the estimated budget.

4-0-1

d. Discussion and possible action re: AFDA Winter Conference

Discussion only.

Finance/Payroll Clerk Doe Nelson presented the Board with a flyer indicating the location and the dates of the AFDA Winter Conference. It will be in Laughlin, NV on January 12-13, 2023.

A.A. Sparks will start the registration and reservation process for Board members and staff.

Some Board members will be attending their required statutory training at this conference.

e. Discussion and possible action re: Resolution 2022-12 Annexation Request – Reeder

The Board received an annexation request from D. and J. Reeder in Scenic, AZ.

Board Chairman Adriance made a motion to accept Resolution 2022-12 Annexation Request – Reeder. Board Member Littlejohn seconded the motion. Motion passed to accept Resolution 2022-12 Annexation Request – Reeder.

4-0-1

f. Discussion and possible action re: Resolution 2022-13 Resume Burning and Stop Burning Orders

The Board discussed passing a resolution to allow the Fire Chief to determine when to issue resume burning and spot burning orders based on fire conditions and federal and state burning orders.

A member of the public asked if she could speak regarding this topic. Board Chairman Adriance allowed her to make her comment. She was concerned that some residents burn without considering the effect the smoke has on their neighbors. Assistant Chief Ojeda asked the woman if she would like to make an appointment to come in and discuss the matter with him, which she did.

Board Member Smith made a motion accept Resolution 2022-13 Resume Burning and Stop Burning Orders. Board Clerk Oliver seconded the motion. Motion passed to accept Resolution 2022-13 Resume Burning and Stop Burning Orders.

4-0-1

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: **September 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. Citi-Costco Visa Card Statement
- ix. Invoices from WR Whittington's office (none received)

Finance/Payroll Clerk Nelson reported that the fire district is now 25% into the FY. She reported that we are tracking very close to budget. Revenue is at 18% and Expenses are at 29%. She reported that the annual audit his now underway.

Board Member Smith 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 update
- c. Fire Chief Performance Evaluation

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled Board meeting is scheduled on **November 17, 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:

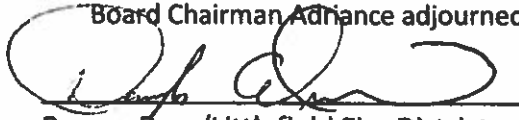
No comments from public

14. ADJOURNMENT:

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

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Board Chairman Adniance adjourned the meeting at 7:01 P.M. on October 20, 2022.



Beaver Dam/Littlefield Fire District
Board Chairman

Ref:

SD Card #5

11/17/2022
Date

File: BDFDBR055