



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 NOVEMBER 17, 2022

1. CALL TO ORDER:

Board Chairman Doug Adriance brought the meeting to order at 6:00 P.M. on NOVEMBER 17, 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	Present
Board Member:	Kevin Smith	Present
Administrative Assistant:	Shan Sparks	Present

Also present were: Fire Chief Jeffrey Hunt and Finance Director Michelle Arnett.

3. PLEDGE OF ALLEGIANCE:

The pledge was led by Chief Hunt

4. CALL TO THE PUBLIC:

No comments from public

5. CONSENT AGENDA

Discussion and possible action re: Minutes of **October 20, 2022**

Board Clerk Oliver made a motion to accept the minutes of the October 20, 2022 Board meeting.

Board Member Smith seconded the motion. Motion passed to accept the minutes of the October 20, 2022 Board meeting.

5-0-0

6. REPORTS AND CORRESPONDENCE:

a. Fire Chief's Report:

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

Chief Hunt reported that there are currently no teams out. However, there may be a call for assistance in Southern California.

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: CDBG Grant update

Discussion only.

Chief Hunt reported that they are working with a grant writer and continue to gather information to keep 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: **October 2022**
Chief Hunt reported that there were 7 Fire Calls and 78 EMS Calls for a total of 85 incidents for the month of October 2022. For 2022 YTD there were a total of 124 Fire Calls and 725 EMS Calls for a total of 849 total incidents.
- c. Board of Directors Report: Nothing to report

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 Sparks reported that revisions to update the application with the BLM have been sent to the Realty Specialist with the BLM. The Realty Specialist has not responded back regarding these updates.
- c. Discussion and possible action re: Fire Chief Performance Evaluation
Discussion only.
Board Chairman Adriance called for the Fire Chief Performance Evaluation to be addressed at this time. He gave Chief Hunt an opportunity to have this discussion take place in an executive session if he desired pursuant to A.R.S. 38-431.03 7.9.5.1. However, Chief Hunt declined. The Board Members proceeded to complete the Fire Chief Performance Evaluation in accordance with HR policy.
- d. Discussion and possible action re: Fire District Holiday get-together
Discussion only.
Finance Director Arnett presented a memo to the Board reminding the Board members of the date and caterer for the event. She requested that personnel R.S.V.P. soon so as to provide the caterer with the number of people who will be attending.

8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Board Member appointments
Board Chairman Adriance started the discussion to make appointments for the 3 Board seats that needed to be filled for the next 4 year term. Since Board Clerk Thomas M. Oliver was the only person to file the required paper work by the 2022 deadline, he was appointed by the Mohave County Board of Supervisors on September 27, 2022 to serve an additional 4 year term. Board Members Doug Adriance and Kevin L. Smith expressed their interest in continuing to serve by filing write-in paperwork in the July 2022.
Board Member Reber made a motion to accept the appointment of Doug Adriance and Kevin L. Smith to the 2 remaining Board seats to serve additional 4 year terms. Board Clerk Oliver seconded the motion. Motion passed to accept the appointment of Doug Adriance and Kevin L. Smith to the 2 remaining Board seats to serve additional 4 year terms.
3-0-2 (Board Chairman Adriance and Board Member Smith abstained due to their being considered for appointment)
- b. Discussion and possible action re: Administer Oaths of Office (Acting Chairman D. Reber)
Discussion only.

- Board Member Reber was given acting chairmanship to administer the Oath of Office to the newly appointment Board Members Doug Adriance, Thomas M. Oliver and Kevin L. Smith.
- c. Discussion and possible action re: Elect Board chairperson and clerk
The Board recommended the Doug Adriance continue as chairperson and that Thomas M. Oliver continue as Board Clerk.
Board Member Littlejohn made a motion to accept the Board's recommendation to appoint Doug Adriance to continue as chairperson and to appoint Thomas M. Oliver to continue as Board Clerk. Board Member Smith seconded the motion. Motion passed to accept the Board's recommendation to appoint Doug Adriance to continue as chairperson and to appoint Thomas M. Oliver to continue as Board Clerk.
5-0-0
- d. Discussion and possible action re: AFDA Winter Conference
Discussion only.
A.A. Sparks reported that the hotel and AFDA registrations have been made for all Board members to attend the AFDA Winter Conference in Laughlin, NV in January.
- e. Discussion and possible action re: Reimburse H. Barlow \$225.00 for groceries for Fire Station #1
Finance Director Michelle Arnett presented the Board with a request for reimbursement. Board Member Reber made a motion to reimburse H. Barlow \$225.00 for groceries for Fire Station #1. Board Member Smith seconded the motion. Motion passed to reimburse H. Barlow \$225.00 for groceries for Fire Station #1.
5-0-0
- f. Discussion and possible action re: Reimburse B. Butterfield meals for EMS transport.
Finance Director Michelle Arnett presented the Board with a request for reimbursement. Board Member Littlejohn asked if it could be clearly shown how many personnel were covered in the reimbursement requests in the future. Finance Director Arnett said they would provide that information in the future.
Board Member Reber made a motion to reimburse B. Butterfield \$35.35 for meals for an EMS transport. Board Member Smith seconded the motion. Motion passed to reimburse B. Butterfield \$35.35 for meals for an EMS transport.
5-0-0
- g. Discussion and possible action re: Reimburse K. Jessop \$63.46 for meals for an EMS transport.
Finance Director Michelle Arnett presented the Board with a request for reimbursement. Board Member Reber made a motion to reimburse K. Jessop \$63.46 for meals for an EMS transport. Board Member Smith seconded the motion. Motion passed to reimburse K. Jessop \$63.46 for meals for an EMS transport.
5-0-0
- h. Discussion and possible action re: BCBS Health Insurance Renewal
Finance Director Arnett informed the Board that it is time to renew the District's Health Insurance policy. There will be a slight premium increase this year and the individual deductibles will increase to \$4,250.
Board Member Reber made a motion to renew the BCBS Health Insurance as presented. Board Member Smith seconded the motion. Motion passed to renew the BCBS Health Insurance as presented.
5-0-0
- i. Discussion and possible action re: Group Health/Dental Insurance policy
Finance Director Arnett provided the Board with a memo describing the District's policy on providing health/dental insurance coverage to full-time employees.
Board Member Reber made a motion to maintain the District's policy on providing health/dental

insurance coverage to full-time employees as written. Board Chairman Adriance seconded the motion. Motion passed to maintain the District's policy on providing health/dental insurance coverage to full-time employees as written.

5-0-0

j. Discussion and possible action re: Cost of Living Increases

Finance Director Arnett provided the Board with a memo indicating that the State of Arizona will be making an 8.21% increase to the minimum wage. She also provided an example of how that would impact the pay rates of personnel per District policy (rounded up to the nearest .25 for each category). Board Member Smith asked if an 8% increase would meet the state's minimum wage requirement and Finance Director Arnett indicated that it would. Further, Finance Director Arnett indicated that an 8% increase (rounded up per District policy) was already factored into the FY 2022-2023 budget in anticipation of this increase.

Board Member Smith made a motion to provide personnel with an 8% cost of living increase per District policy starting in January 2023. Board Member Littlejohn seconded the motion. Motion passed to provide personnel with an 8% cost of living increase per District policy starting in January 2023.

5-0-0

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: **October 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. Invoice from Hinton Burdick for Progress Billing

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

Finance Director Arnett reported that the fire district is now 42% into the FY. She reported that all-in-all the District is in good standing with the budget. There was a significant boost in property tax revenue. However, some expenses are tracking a little high. I.E. replacement of the Fire Station # 1 bay door and maintenance on the other doors.

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.

5-0-0

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. BLM application for the Fire Station #4 site update

c. Fire Chief Performance Evaluation – refine the process for next year.

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled Board meeting is scheduled on **December 15, 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.

5-0-0

Board Chairman Adriance adjourned the meeting at 7:59 P.M. on November 17, 2022.



Beaver Dam/Littlefield Fire District
Board Chairman

12/15/2022
Date

Ref:

SD Card #5

File: BDFDBR056