



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 DECEMBER 15, 2022

1. CALL TO ORDER:

Board Chairman Doug Adriance brought the meeting to order at 6:00 P.M. on DECEMBER 15, 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	Absent
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 Chief Hunt

4. CALL TO THE PUBLIC:

No comments from public

5. CONSENT AGENDA

Discussion and possible action re: Minutes of **November 17, 2022**

Board Clerk Member Reber made a motion to accept the minutes of the November 17, 2022 Board meeting. Board Clerk Oliver seconded the motion. Motion passed to accept the minutes of the November 17, 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.

Nothing to report

ii. Discussion and possible action re: AFG Grant update

Discussion only.

Chief Hunt reported that this grant is still in the works and they are hopeful that it will be awarded.

iii. Discussion and possible action re: CDBG Grant update
Discussion only.
Nothing to report.

- b. Fire and EMS Report for the month of: **November 2022**
Chief Hunt reported that there were 18 Fire Calls and 104 EMS Calls for a total of 122 incidents for the month of November 2022. For 2022 YTD there were a total of 141 Fire Calls and 827 EMS Calls for a total of 968 total incidents.
- c. Board of Directors Report: Board Chairman Adriance commended all involved in making the district holiday get-together a success.

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 reported that we have no new information from the Realty Specialist with the BLM regarding the Fire District's proposed application revisions.
- c. Discussion and possible action re: AFDA Winter Conference
Discussion only.
A.A. Sparks reminded the Board and staff of the dates and the conference schedule of the AFDA Winter Conference in Laughlin, NV, January 11-13, 2023. He also reminded the Board that Open Meeting statutes prohibit them from making decisions outside of an Open Meeting when interacting with each other at the conference. A notice to the public disclaimer has been posted regarding this reminder.

8. NEW BUSINESS: ACTION/DISCUSSION

No new business items

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: **November 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 (none received)
 - ix. 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 everything is tracking really well.

Board Member Reber made a motion to accept the status of the budget and the accounting of the financial statements. Board Member Littlejohn 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. BLM application for the Fire Station #4 site update
- c. AFDA Winter Conference lessons learned
- d. AZDPS contract update

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled Board meeting is scheduled on **January 19, 2023 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 Littlejohn seconded the motion. Motion passed to adjourn.

4-0-1

Board Chairman Adriance adjourned the meeting at 6:22 P.M. on December 15, 2022.



Beaver Dam/Littlefield Fire District
Board Chairman

1/19/2023
Date

Ref:

SD Card #5

File: BDFDBR057