



**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](http://www.beaverdam-littlefieldfire.org)



Minutes A.R.S. §38-403.01

## MINUTES OF JANUARY 19, 2023

### 1. CALL TO ORDER:

Board Chairman Doug Adriance brought the meeting to order at 6:04 P.M. on JANUARY 19, 2023.

### 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, 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 **December 15, 2022**

Board Member Reber made a motion to accept the minutes of the December 15, 2022 Board meeting. Board Member Smith seconded the motion. Motion passed to accept the minutes of the December 15, 2022 Board meeting.

5-0-0

### 6. REPORTS AND CORRESPONDENCE:

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

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

Chief Hunt reported that they have reapplied for this grant. They have also applied for an RFC grant to cover the cost of needed equipment.

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

Nothing to report.

- b. Fire and EMS Report for the month of: **December 2022**  
Chief Hunt reported that there were 23 Fire Calls and 102 EMS Calls for a total of 125 incidents for the month of December 2022. For 2022 YTD there were a total of 164 Fire Calls and 952 EMS Calls for a total of 1,093 total incidents.
- c. Board of Directors Report:  
Discussion and possible action re: AFDA Winter Conference lessons learned. Board Chairman Adriance suggested that the Fire District look into revising the fee schedule to bill applicable expenses incurred involving commercial vehicles from outside the Fire District directly to the commercial entity. This was based on a conversation at the conference indicating that this may be allowed.

## **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.  
Chief Hunt reported that he spoke to an architect regarding the future Fire Station #4 and he indicated that the architectural drawings will cost approximately 6 to 7% of the total cost. 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 lessons learned  
Discussion only.  
Board Member Littlejohn reported that she had ask some questions at the conference regarding whether or not property tax exempt widowers/widows could donate what they would pay in property taxes directly to the Fire District. She reported that anyone can donate directly to the Fire District and this would be a tax-exempt donation.  
Board Clerk Oliver asked if an advertised Federal Tax Rebate program related to COVID-19 applies to our Fire District personnel. Finance Director Arnett indicated that she has looked into these rebates a couple of times and they did not apply to our personnel. She indicated that she would look into it one more time.

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

- a. Discussion and possible action re: Reimburse L. Lydon for Station #1 Batteries  
Board Chairman Adriance made a motion to reimburse L. Lydon \$62.81 for Station #1 batteries. Board Member Smith seconded the motion. Motion passed to reimburse L. Lydon \$62.81 for Station #1 batteries.  
5-0-0
- b. Discussion and possible action re: Reimburse L. Lydon for Training Meal & Instructor Recertification  
Board Chairman Adriance made a motion to reimburse L. Lydon \$153.50 a training meal & instructor recertification. Board Member Smith seconded the motion. Motion passed to reimburse L. Lydon \$153.50 a training meal & instructor recertification.  
5-0-0

- c. Discussion and possible action re: Reimburse M. Mauro for EMS Transport  
Board Chairman Adriance made a motion to reimburse M. Mauro \$5.41 for a meal for an EMS transport. Board Member Smith seconded the motion. Motion passed to reimburse M. Mauro 5.41 for a meal for an EMS transport.  
5-0-0
- d. Discussion and possible action re: Reimburse M. Littlejohn for AFDA conference expenses  
Board Chairman Adriance made a motion to reimburse M. Littlejohn \$73.40 for AFDA conference expenses. Board Member Smith seconded the motion. Motion passed to reimburse M. Littlejohn \$73.40 for AFDA conference expenses.  
5-0-0
- e. Discussion and possible action re: Reimburse S. Sparks for AFDA conference expenses  
Board Chairman Adriance made a motion to reimburse S. Sparks \$103.46 for AFDA conference expenses. Board Member Smith seconded the motion. Motion passed to reimburse S. Sparks \$103.46 for AFDA conference expenses.  
5-0-0
- f. Discussion and possible action re: EMI Health-Vision Insurance  
Finance Director Arnett provided the Board with some quotes for EMI Health-Vision Insurance. She indicated that this benefit could be provided to our eligible personnel for less than \$400 per year starting April 1, 2023.  
Chief Hunt indicated that adding this benefit would be an additional incentive to attract future full-time recruits.  
Board Member Reber made a motion to provide EMI Health-Vision Insurance to eligible personnel. Board Member Smith seconded the motion. Motion passed to provide EMI Health-Vision Insurance to eligible personnel.  
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: **December 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 50% into the FY. She reported that everything is looking pretty good. Revenue is tracking well. Expenses are little high in some areas but low in other areas thus expenses are tracking well at 40.2%.

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.

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. RFC grant update
- d. AZDPS contract update
- e. Board policy on expense reimbursement for Board members (any statute requirements?)
- f. Disciplinary appeal process in HR Policy Manual

**11. NEXT REGULAR BOARD MEETING:**

The next regular scheduled Board meeting is scheduled on **February 16, 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 Smith made a motion to adjourn. Board Member Reber seconded the motion. Motion passed to adjourn.

5-0-0

Board Chairman Adriance adjourned the meeting at 6:59 P.M. on January 19, 2023.



Beaver Dam/Littlefield Fire District  
Board Chairman

2/16/2023  
Date

Ref:

SD Card #5

File: BDFDBR059