



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 FEBRUARY 16, 2023

1. CALL TO ORDER:

Board Chairman Doug Adriance brought the meeting to order at 6:01 P.M. on FEBRUARY 16, 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 **January 19, 2023**

Board Member Reber made a motion to accept the minutes of the January 19, 2023 Board meeting.

Board Clerk Oliver seconded the motion. Motion passed to accept the minutes of the January 19, 2023 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.
Nothing to report
 - ii. Discussion and possible action re: CDBG Grant update
Discussion only.
Nothing to report.
- b. Fire and EMS Report for the month of: **January 2023**

Chief Hunt reported that there were 17 Fire Calls and 91 EMS Calls for a total of 108 incidents for the month of January 2023. For 2023 YTD there were a total of 17 Fire Calls and 91 EMS Calls for a total of 108 total incidents.

- c. Board of Directors Report:
Discussion and possible action re: Nothing to report

7. OLD BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Audited Financial Statement presentation from Hinton Burdick CPA's and Advisors for the FY ending June 30, 2022
Discussion only.
Alex Brotherson from Hinton Burdick CPA's and Advisors presented the audit results to the Board. The Independent Auditor's Report stated: "In our opinion, Beaver Dam/Littlefield Fire District complied, in all material respects, with the requirements identified above (requirements of ARS 48-805-.02) for the year ended June 30, 2022."
- b. Discussion and possible action re: Resolution 2023-05 Accepting Audit Report
Finance Director Arnett presented Resolution 2023-05 to the Board accepting the results of the audit.
Board Clerk Oliver made a motion to accept Resolution 2023-05 accepting the audit report.
Board Member Smith seconded the motion. Motion passed to accept Resolution 2023-05.
5-0-0
- c. Discussion and possible action re: Corrective action plan from audit report
Discussion only.
Finance Director Arnett reported to the Board that there was a finding in the audit regarding the segregation of duties. She has addressed this finding with the county Board of Supervisors indicating the possible actions the district can take with a department our size.
- d. Discussion and possible action re: Employee Retention Credits
Discussion only.
Finance Director Arnett presented a document to the Board indicating the criteria to qualify for Employee Retention Credits due to COVID-19. As mentioned previously the Fire District did not meet the criteria for the retention credits.
- e. Discussion and possible action re: AZDPS contract update
Discussion only.
Nothing to report

8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Reimburse J. Larkin for Training Meal for All Attendees
Board Chairman Adriance made a motion to reimburse J. Larkin \$95.99 for a training meal for all attendees. Board Member Reber seconded the motion. Motion passed to reimburse J. Larkin \$95.99 for a training meal for all attendees.
5-0-0
- b. Discussion and possible action re: Reimburse T. Oliver for Travel/Meals/Lodging to AFDA Conference
Board Chairman Adriance made a motion to reimburse T. Oliver \$179.60 for a Travel/Meals/Lodging to AFDA Conference. Board Member Reber seconded the motion. Motion passed to reimburse T. Oliver \$179.60 for a Travel/Meals/Lodging to AFDA Conference.
5-0-0

- c. Discussion and possible action re: Board Member Exp. & Reimbursement Policy
Discussion Only.
Finance Director Arnett provided the Board with a copy of the Board Member Policy regarding the above. The policy does not allow anyone other than the Board member to receive reimbursement when attending required training. If a Board member needs the assistance of another person to attend required training they should make a formal reasonable accommodation request to be considered by the Board. Finance Director Arnett said she would reach out to other Fire Districts to see what their policies are regarding this topic.
- d. Discussion and possible action re: Employee Travel & Per Diem Reimbursement Policy
Discussion only.
Finance Director Arnett provided the Board with a copy of the pages in the HR Policy Manual regarding the above topic to compare with the Board policy.
- e. Discussion and possible action re: Charitable Contributions
Finance Director Arnett provided the Board with a document referencing IRS charitable contribution limits to help the Board to understand the amounts of contributions that could be given to the Fire District in the form of a donation.
- f. Discussion and possible action re: Fee Schedule for Vehicle Highway Response (pass to next month)
- g. Discussion and possible action re: Resolution 2023-01 Annexation Request Leo & Shirley Wilson
Board Member Reber made a motion to accept Resolution 2023-01 accepting the annexation request from Leo & Shirley Wilson. Board Chairman Adriance seconded the motion. Motion passed to accept Resolution 2023-01.
5-0-0
- h. Discussion and possible action re: Resolution 2023-02 Annexation Request John Matthew Thomas
Board Member Reber made a motion to accept Resolution 2023-02 accepting the annexation request from John Matthew Thomas. Board Chairman Adriance seconded the motion. Motion passed to accept Resolution 2023-02.
5-0-0
- i. Discussion and possible action re: Resolution 2023-03 Annexation Request Jayson D. Pawlowski
Board Member Reber made a motion to accept Resolution 2023-03 accepting the annexation request from Jayson D. Pawlowski. Board Chairman Adriance seconded the motion. Motion passed to accept Resolution 2023-03.
5-0-0
- j. Discussion and possible action re: Resolution 2023-04 Annexation Request Olivia & Kurt Harmer
Board Member Reber made a motion to accept Resolution 2023-04 accepting the annexation request from Olivia & Kurt Harmer. Board Chairman Adriance seconded the motion. Motion passed to accept Resolution 2023-04.
5-0-0
- k. Discussion and possible action re: HR Policy – Disciplinary Appeal
Discussion only.
A.A. Sparks proved the Board with a page from the HR Policy manual to show that the district has a disciplinary appeal process.

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: **January 2023** (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 58% into the FY. She reported that everything is going well. Revenue is a little short on ambulance billing revenue but is really no concern.

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. BLM application for the Fire Station #4 site update
- b. RFC grant update
- c. CDBG grant update
- d. AZDPS contract update

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled Board meeting is scheduled on **March 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 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 6:59 P.M. on February 16, 2023.



 Beaver Dam/Littlefield Fire District
 Board Chairman (Acting)

3-16-23

 Date

Ref:
SD Card #5
File: BDFDBR060