



Beaver Dam/Littlefield Fire District

630 N. Highway 91, P.O. Box 579

Beaver Dam, AZ. 86432

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www.beaverdam-littlefieldfire.org



Minutes A.R.S. §38-403.01

MINUTES OF MARCH 16, 2023

1. CALL TO ORDER:

Acting Board Chairman Dan Reber brought the meeting to order at 6:01 P.M. on MARCH 16, 2023.

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

Board Chairman:	Doug Adriance	Absent
Board Clerk:	Thomas M. Oliver	Present
Board Member:	Marcia Littlejohn	Present
Board Member:	Dan Reber	Present (Acting Board Chairman)
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 Chief Hunt.

4. CALL TO THE PUBLIC:

No comments from public

5. CONSENT AGENDA

Discussion and possible action re: Minutes of **February 16, 2023**

Board Member Smith made a motion to accept the minutes of the February 16, 2023 Board meeting. Board Clerk Oliver seconded the motion. Motion passed to accept the minutes of the February 16, 2023 Board meeting.

4-0-1

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: **February 2023**

Chief Hunt reported that there were 6 Fire Calls and 67 EMS Calls for a total of 73 incidents for the month of February 2023. For 2023 YTD there were a total of 23 Fire Calls and 158 EMS Calls for a total of 181 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: Vision Insurance Coverage
Finance Director provided the Board with a copy of the vision insurance coverage premiums for applicable personnel which will begin on April 1.
Board Member Smith made a motion to move forward with vision insurance coverage for applicable personnel. Board Clerk Oliver seconded the motion. Motion passed to move forward with vision insurance coverage for applicable personnel.
4-0-1
- b. Discussion and possible action re: Dental Insurance Coverage
Finance Director Arnett provided the Board with a copy of the dental insurance coverage premiums for the next year which will begin on April 1.
Board Member Smith made a motion to renew the dental insurance coverage for applicable personnel. Board Clerk Oliver seconded the motion. Motion passed to renew the dental insurance coverage for applicable personnel.
4-0-1
- c. Discussion and possible action re: Travel Reimbursement Policy
Discussion only.
Finance Director Arnett reported to the Board that based on a survey of other fire districts, none of them reimburse family members of Board members for travel expenses related to required travel and training.
- d. Discussion and possible action re: Fee Schedule for Vehicle Highway Response
Finance Director Arnett reported that other fire districts bill responsible parties who reside outside of their Fire Districts for fire and rescue incidents. She presented to the Board a sample fee schedule that other Fire Districts utilize to bill responsible parties who reside outside of the Fire District for fire and rescue incidents (all medical expenses are billed separately). At the next Board meeting Finance Director Arnett will provide a proposed revised fee schedule for our Fire District for approval.
Board Member Reber made a motion to move forward with revising the fee schedule to bill responsible parties who reside outside of the Fire District for fire and rescue incidents. Board Member Smith seconded the motion. Motion passed to move forward with revising the fee schedule to bill responsible parties who reside outside of the Fire District for fire and rescue incidents.
4-0-1
- 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 V. Lydon for Transport Meal
Board Clerk Oliver made a motion to reimburse V. Lydon \$40.63 for a transport meal. Board Member Reber seconded the motion. Motion passed to reimburse V. Lydon \$40.63 for a transport meal.

- 4-0-1
- b. Discussion and possible action re: Reimburse K. Jessop for Transport Meal
Board Clerk Oliver made a motion to reimburse K. Jessop \$79.34 for a transport meal. Board Member Reber seconded the motion. Motion passed to reimburse K Jessop \$79.34 for a transport meal.
4-0-1
- c. Discussion and possible action re: Littlefield School District Water User Agreement Amendment #1
Finance Director Arnett provided the Board with a copy of the Littlefield School District Water User Agreement Amendment #1. This agreement allows the Fire District to obtain water resources in exchange for EMS services, plus \$1,000.
Board Member Smith made a motion to accept the Littlefield School District Water User Agreement Amendment #1. Board Clerk Oliver seconded the motion. Motion passed to accept the Littlefield School District Water User Agreement Amendment #1.
4-0-1
- d. Discussion and possible action re: Arizona PSPRS Actuarial as of June 30, 2022
Discussion only.
Finance Director Arnett provided the Board with a copy of page 9 of the actuarial showing the current standing and the goals for funding the retirement account as recommended by the local PSPRS Board members.
- e. Discussion and possible action re: Beaver Dam/Littlefield Fire District PSPRS Funding Policy
Discussion only.
Finance Director Arnett provided the Board with a copy of the PSPRS funding policy with the local PSPRS Board proposed funding milestones.
- f. Discussion and possible action re: Resolution 2023-06 Accept Valuation Report Adopt Funding Policy
Board Member Littlejohn made a motion to accept Resolution 2023-06 to accept valuation report and adopt funding policy. Board Member Reber seconded the motion. Motion passed to accept Resolution 2023-06 to accept valuation report and adopt funding policy.
4-0-1
- g. Discussion and possible action re: Letter from constituent – RE: Response Time for RV Fire at Kings Court
Discussion only.
A.A. Sparks read a letter that R. Moerman requested to be read during the Board meeting. R. Moerman commended the crews who responded to the fire, indicating that they did a very good job of extinguishing the fire and making sure it was out. One area of concern was the response time between when a call is made to 911 dispatch and when the fire district crew receives the notification from 911 dispatch. Chief Hunt will research the call logs to determine if there is a delay between the initial call and when the fire district crews are notified and present his findings to the Board at the next meeting.

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: **February 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. Invoice from Hinton-Burdick CPAs & Advisors
- x. Invoices from WR Whittington's office (none received)

Finance Director Arnett reported that the Fire District is now 67% into the FY. She reported that the budget looks good and there appears to be nothing of concern to report.

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.

4-0-1

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
- e. Chief Hunt's report regarding 911 dispatch notification times

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled Board meeting is scheduled on **April 20, 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 Member's tablets, the website and posted at Fire Station #1.

13. CALL TO THE PUBLIC:

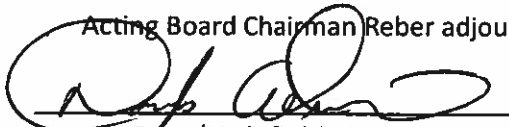
No comments from public

14. ADJOURNMENT:

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

4-0-1

Acting Board Chairman Reber adjourned the meeting at 7:15 P.M. on March 16, 2023.


Beaver Dam/Littlefield Fire District
Board Chairman

4/20/2023
Date

Ref:

SD Card #5

File: BDFDBR061