



**Beaver Dam/Littlefield Fire District**  
630 N. Highway 91, P.O. Box 579  
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Minutes A.R.S. §38-403.01

## MINUTES OF APRIL 20, 2023

### 1. CALL TO ORDER:

Board Chairman Doug Adriance brought the meeting to order at 6:04 P.M. on APRIL 20, 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	<b>Absent</b>
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 Board Member Reber.

### 4. CALL TO THE PUBLIC:

No comments from public

### 5. CONSENT AGENDA

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

Board Member Reber made a motion to accept the minutes of the March 16, 2023 Board meeting.

Board Clerk Oliver seconded the motion. Motion passed to accept the minutes of the March 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.

This grant is now in peer review.

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

Nothing to report.

iii. Discussion and possible action re: Update on incident response time research

Discussion only.

Chief Hunt reported that in researching call logs from the Mesquite Communications Center he did not see any significant delays between when dispatch receives the initial call and when BLDFD is assigned to the incident.

iv. Discussion and possible action re: Wildland Update

Discussion only.

Chief Hunt reported that we will be hosting a wildland chainsaw refresher training class on May 22-24, 2023. The crews are completing other refresher training to prepare for wildland fire season.

b. Fire and EMS Report for the month of: **March 2023**

Chief Hunt reported that there were 32 Fire Calls and 97 EMS Calls for a total of 129 incidents for the month of March 2023. For 2023 YTD there were a total of 55 Fire Calls and 255 EMS Calls for a total of 310 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: Fee Schedule for Vehicle Highway Response

Discussion only.

Finance Director Arnett provided the Board with a copy of a proposed revised fee schedule that includes cost recovery fees for Emergency Fire and Response Services (includes vehicle accidents and out of district fires). The proposed fees were based on similar fees charged by other Arizona fire districts and allowed by ARS 48-805B.(13). Chief Hunt felt that the new fee schedule was reasonable and justifiable.

b. Discussion and possible action re: Resolution 2023-07 Amendment to Fee Schedule

Board Member Littlejohn made a motion to adopt Resolution 2023-07 Amendment to Fee Schedule as proposed. Board Member Reber seconded the motion. Motion passed to adopt Resolution 2023-07 Amendment to Fee Schedule as proposed.

4-0-1

c. Discussion and possible action re: EFR Cost Recovery Billing Services

Discussion only.

Finance Director Arnett provided the Board with 4 flyers describing the services offered by EF Recovery explaining a cost recovery billing process and service.

Board Chairman Adriance made a motion to move forward in contracting the services of EF Recovery. Board Clerk Oliver seconded the motion. Motion passed to move forward in contracting the services of EF Recovery.

4-0-1

d. Discussion and possible action re: RFC-DLA Grant expenditures / invoice

Discussion only.

Finance Director Arnett provided the Board with an invoice for the amount of \$8,129.51 for wildland fire equipment as stipulated under the terms of the RFC-DLA grant. Acceptance of this grant would require the Fire District to pay 50% of that amount which would be \$4,064.76.

e. Discussion and possible action re: Resolution 2023-08 Accepting RFC-DLA Grant

Board Member Reber made a motion to accept Resolution 2023-08 accepting the RFC-DLA Grant and paying \$4,064.76 for wildland fire equipment. Board Clerk Oliver seconded the motion.

Motion passed to accept Resolution 2023-08 accepting the RFC-DLA Grant and paying \$4,064.76 for wildland fire equipment. 4-0-1

- f. 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 K. Gubler for Transport Fuel & Meal  
Board Member Reber made a motion to reimburse K. Gubler \$49.49 for transport fuel & meal. Board Clerk Oliver seconded the motion. Motion passed to reimburse K. Gubler \$49.49 for transport fuel & meal.  
4-0-1
- b. Discussion and possible action re: Reimburse J. Larkin for Training Meal  
Board Member Reber made a motion to reimburse J. Larkin \$29.67 for a training meal. Board Clerk Oliver seconded the motion. Motion passed to reimburse J. Larkin \$29.67 for a training meal.  
4-0-1
- c. Discussion and possible action re: Reimburse A. Ojeda for Quick Slide Release Buckles  
Board Member Reber made a motion to reimburse A. Ojeda \$26.00 for quick slide release buckles. Board Clerk Oliver seconded the motion. Motion passed to reimburse A. Ojeda \$26.00 for quick slide release buckles.  
4-0-1
- d. Discussion and possible action re: Entienza Request for Hardship Waiver.  
Finance Director Arnett provided the Board with a request for hardship waiver for J. Entienza. She also presented to the Board the new bill amount based on applying the Fire District's policy for a qualifying hardship.  
Board Chairman Adriance made a motion to accept the request for hardship waiver for J. Entienza. Board Member Reber seconded the motion. Motion passed to accept the request for hardship waiver for J. Entienza.  
4-0-1
- e. Discussion and possible action re: LDR Prosolutions Grant Research Proposal and Agreement  
Discussion only.  
Chief Hunt provided the Board with a proposed agreement to contract grant writing services with LDR Prosolutions LLC with the goal of procuring necessary funding to build the future Fire Station #4 in Scenic, AZ. He indicated that having an expert on grant writing would be key to procuring necessary funding due to the complexity of the various possible grants. The Fire District has received a number of grants utilizing this company's services. The Board was in agreement with looking into this proposed agreement, however due to the agreement being a considerable expense, the Board asked that it be sent to the Fire District's legal counsel for review.
- f. Discussion and possible action re: Reallocating Capital Outlay Budget Items  
Discussion only.  
Finance Director Arnett provided the Board with a proposal to reallocate capital outlay for extraction equipment to next fiscal year's budget due to the budgeted amount being insufficient to purchase the necessary extraction equipment.
- g. Discussion and possible action re: Resolution 2023-09 Reallocating Capital Outlay Budget Items  
Board Member Reber made a motion to adopt Resolution 2023-09 reallocating capital outlay budget items. Board Clerk Oliver seconded the motion. Motion passed to adopt Resolution 2023-09 reallocating capital outlay budget items.  
4-0-1

- h. Discussion and possible action re: 7710 Insurance Company Workers Comp Proposal  
Discussion only.  
Board Chairman Adriance made a motion to renew the Fire District's 7710 Workers Comp Insurance as proposed. Board Member Littlejohn seconded the motion. Motion passed to renew the Fire District's 7710 Workers Comp Insurance as proposed.  
4-0-1
- i. Discussion and possible action re: Mohave County Fee Schedule for Services  
Discussion only.  
Finance Director Arnett provided the Board with a copy of the Mohave County Fee Schedule for Services to show the fee for assessment and tax collection services that would be imposed on the Fire District starting the next fiscal year.

**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: **March 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 75% into the FY. She reported that the budget is looking good and there appears to be nothing of concern to report. She commended Doe Nelson for her excellent work in maintaining payroll and accounting for the Fire District.

Board Member Reber 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.

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. LDR Proolutions Grant Research Proposal and Agreement

**11. NEXT REGULAR BOARD MEETING:**

The next regular scheduled Board meeting is scheduled on **May 18, 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 Reber made a motion to adjourn. Board Clerk Oliver seconded the motion. Motion passed to adjourn.

4-0-1

Board Chairman Adriance adjourned the meeting at 7:51 P.M. on April 20, 2023.



Beaver Dam/Littlefield Fire District  
Board Chairman

5/18/2023  
Date

Ref:

SD Card #5

File: BDFDBR063