



**Beaver Dam/Littlefield Fire District**  
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Telephone (928) 347-5114  
[www.beaverdam-littlefieldfire.org](http://www.beaverdam-littlefieldfire.org)



Minutes A.R.S. §38-403.01

## **MINUTES OF MAY 18, 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	Present
Administrative Assistant:	Shan Sparks	Present

Also present were: Fire Chief Jeffrey Hunt and Finance Director Michelle Arnett.

### **3. PLEDGE OF ALLEGIANCE:**

The pledge was led by Board Member Reber.

### **4. CALL TO THE PUBLIC:**

No comments from public

### **5. CONSENT AGENDA**

a. Discussion and possible action re: Minutes of **April 20, 2023**

Board Member Smith made a motion to accept the minutes of the April 20, 2023 Board meeting. Board Member Reber seconded the motion. Motion passed to accept the minutes of the April 20, 2023 Board meeting.

5-0-0

b. Discussion and possible action re: Minutes of **May 11, 2023 Special Meeting**

Board Member Smith made a motion to accept the minutes of the May 11, 2023 Special Meeting. Board Member Reber seconded the motion. Motion passed to accept the minutes of the May 11, 2023 Special Meeting.

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### **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.
- iii. Discussion and possible action re: Wildland Update  
Discussion only.  
Chief Hunt reported that he anticipates an active wildland fire season. He reported that we will be hosting a wildland chainsaw refresher training class on May 22-24, 2023.
- b. Fire and EMS Report for the month of: **April 2023**  
Chief Hunt reported that there were 40 Fire Calls and 122 EMS Calls for a total of 162 incidents for the month of April 2023. For 2023 YTD there were a total of 95 Fire Calls and 377 EMS Calls for a total of 472 total incidents.
- c. Board of Directors Report:  
Discussion and possible action re: Board Chairman Adriance commended the team for their timely response and effort in regard to the fire at his residence.

## 7. OLD BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: LDR Prosolutions Grant Research Proposal and Agreement Update.  
Discussion only.  
A.A. Sparks reported that we are still awaiting the review from our attorney.
- b. Discussion and possible action re: Agreement EF Recovery for Vehicle Highway Response  
Discussion only.  
Finance Director Arnett provided the Board with the agreement by EF Recovery for vehicle highway response. She addressed a few errors and concerns that the Board members had. The Board would now like our attorney to review this agreement.  
Board Chairman Adriance made a motion to send the EF Recovery for Vehicle Highway Response agreement to our attorney for review. Board Member Smith seconded the motion. Motion passed to send the EF Recovery for Vehicle Highway Response agreement to our attorney for review.  
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- c. Discussion and possible action re: RFC-DLA Grant expenditures / invoice  
Discussion only.  
Finance Director Arnett provided the Board with a corrected invoice for the amount of \$8,213.81 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 \$4,106.90.
- d. Discussion and possible action re: Amended Resolution 2023-08 Accepting RFC-DLA Grant  
Board Clerk Oliver made a motion to accept Amended Resolution 2023-08 accepting the RFC-DLA Grant and paying \$4,106.90 for wildland fire equipment. Board Member Reber seconded the motion. Motion passed to accept Amended Resolution 2023-08 accepting the RFC-DLA Grant and paying \$4,106.90 for wildland fire equipment.  
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- 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 L. Lydon for Rescue 21 Repairs  
Board Clerk Oliver made a motion to reimburse L. Lydon \$178.88 for Rescue 21 repairs. Board Member Smith seconded the motion. Motion passed to reimburse L. Lydon \$178.88 for Rescue 21 repairs.  
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- b. Discussion and possible action re: Reimburse J. Larkin Fundraising Exp.  
Finance Director Arnett clarified to the Board that the items purchased for reimbursement were items that are stocked at the fire station left over from a fundraising event that was held at the fire station.  
Board Clerk Oliver made a motion to reimburse J. Larkin \$102.93 for left over supplies. Board Member Smith seconded the motion. Motion passed to reimburse J. Larkin \$102.93 for left over supplies.  
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- c. Discussion and possible action re: Reimburse E. Fischer for Meal  
Board Clerk Oliver made a motion to reimburse E. Fischer \$35.29 for a transport meal. Board Member Smith seconded the motion. Motion passed to reimburse E. Fischer \$35.29 for a transport meal.  
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- d. Discussion and possible action re: Lease Agreement for Xerox Copier  
Finance Director Arnett provided the Board with a copy of the lease agreement renewal for the Xerox copier. She indicated that the renewal agreement would result a approximately \$30 a month savings for the Fire District.  
Board Member Reber made a motion to renew the lease agreement for the Xerox copier. Board Clerk Oliver seconded the motion. Motion passed to renew the lease agreement for the Xerox copier.  
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- e. Discussion and possible action re: Resolution 2023-10 Annexation Request S.C. & T. Dulaix  
Board Member Reber made a motion to adopt Resolution 2023-10 Annexation Request S.C. & T. Dulaix. Board Chairman Adriance seconded the motion. Motion passed to adopt Resolution 2023-10 Annexation Request S.C. & T. Dulaix.  
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- f. Discussion and possible action re: Resolution 2023-11 Annexation Request D.K. & J. Ewersen 021  
Board Member Reber made a motion to adopt Resolution 2023-11 Annexation Request D.K. & J. Ewersen 021. Board Chairman Adriance seconded the motion. Motion passed to adopt Resolution 2023-11 Annexation Request D.K. & J. Ewersen 021.  
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- g. Discussion and possible action re: Resolution 2023-12 Annexation Request D.K. & J. Ewersen 083  
Board Member Reber made a motion to adopt Resolution 2023-12 Annexation Request D.K. & J. Ewersen 083. Board Chairman Adriance seconded the motion. Motion passed to adopt Resolution 2023-12 Annexation Request D.K. & J. Ewersen 083.  
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- h. Discussion and possible action re: Resolution 2023-13 Annexation Request D.K. & J. Ewersen 084  
Board Member Reber made a motion to adopt Resolution 2023-13 Annexation Request D.K. & J. Ewersen 084. Board Chairman Adriance seconded the motion. Motion passed to adopt Resolution 2023-13 Annexation Request D.K. & J. Ewersen 084.  
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- i. Discussion and possible action re: Resolution 2023-14 Annexation Request D.K. & J. Ewersen 085 Board Member Reber made a motion to adopt Resolution 2023-14 Annexation Request D.K. & J. Ewersen 085. Board Chairman Adriance seconded the motion. Motion passed to adopt Resolution 2023-14 Annexation Request D.K. & J. Ewersen 085.  
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- j. Discussion and possible action re: RY 2023-2024 Proposed Budget  
Discussion only.  
Finance Director Arnett provided the Board with a copy of the proposed FY 2023-24 budget and explained a few line item changes that were made based on the Board’s discussion at the budget work session. The proposed budget is now ready to be posted for public consideration for 30 days as required by statute.  
Board Chairman Adriance made a motion to post the proposed FY 2023-24 budget for public consideration for 30 days as required by statute. Board Member Reber seconded the motion. Motion passed to post the proposed FY 2023-24 budget for public consideration for 30 days as required by statute.  
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: **April 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 83% into the FY. She reported that there is nothing of concern and that the budget is looking fine.

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.

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**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 Prosolutions 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 Member Smith seconded the motion. Motion passed to adjourn.

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Board Chairman Adriance adjourned the meeting at 7:39 p.m. on May 18, 2023.

**THIS IS A WORKING DRAFT ONLY AND IS NOT APPROVED UNTIL SIGNED**

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Beaver Dam/Littlefield Fire District  
Board Chairman

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Date

Ref:  
SD Card #5  
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