



Beaver Dam/Littlefield Fire District

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

Beaver Dam, AZ. 86432

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Minutes A.R.S. §38-403.01

MINUTES OF JUNE 15, 2023

1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:01 p.m. on JUNE 15, 2023.

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

Board Chairman:	Doug Adriance	Present
Board Clerk:	Thomas M. Oliver	Absent
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 Accounting/Payroll Clerk Doe Nelson.
The Board appointed Board Member Littlejohn as (Acting) Board Clerk for this meeting.

3. PLEDGE OF ALLEGIANCE:

The pledge was led by Doe Nelson.

4. CALL TO THE PUBLIC:

There were no comments from the public.

5. PUBLIC HEARING FOR THE FIRE DISTRICT'S FY 2023-2024 BUDGET

Board Chairman Adriance made a call to the public for comment on the FY 2023-2024 budget. He made a second call and a third call. There were no comments from the public.

Board Chairman Adriance made a motion to conclude the public hearing regarding the FY 2023-2024 budget. Board Member Reber seconded the motion. Motion passed to conclude the public hearing regarding the FY 2023-2024 budget.

4-0-1

Board Chairman Adriance called to order the regular Board meeting at 1803.

6. CONSENT AGENDA

a. Discussion and possible action re: Minutes of **May 18, 2023**

Board Member Smith made a motion to accept the minutes of the May 28, 2023 Board meeting. Board Member Reber seconded the motion. Motion passed to accept the minutes of the May 18, 2023 Board meeting.

4-0-1

7. 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.
Nothing to report
- b. Fire and EMS Report for the month of: **May 2023**
Finance Director Arnett gave the Fire & EMS report - There were 11 Fire Calls and 63 EMS Calls for a total of 74 Fire and EMS Calls for the month of May 2023. For 2023 YTD there were a total of 95 Fire Calls and 381 EMS Calls for a total of 476 Fire and EMS Calls YTD.
- c. Board of Directors Report: Board Chairman Adriance reported that he has heard several comments of commendation from the public regarding a few recent high profile incidents.

8. OLD BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Agreement EF Recovery for Vehicle Highway Response update.
Discussion only.
Chief Hunt reported that this agreement has been vetted by the district's attorney and will now be sent back to the company for consideration with some proposed changes.
- b. Discussion and possible action re: LDR Prosolutions Grant Research Proposal and Agreement.
Chief Hunt reported that this agreement has been vetted by the district's attorney and all parties are in agreement with the proposal and the agreement as written.
Board Member Smith made a motion to initiate the agreement with LDR Prosolutions. Board Member Reber seconded the motion. Motion passed to initiate the agreement with LDR Prosolutions.
4-0-1
- c. Discussion and possible action re: AZDPS contract update
Discussion only.
Nothing to report

9. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Reimburse K. Jessop for Meal
Finance Director presented to the Board a request from K. Jessop for reimbursement for a meal during a transport in the amount of \$50.43.
Board Chairman Adriance made a motion to reimburse K. Jessop \$50.43 for a meal during a transport. Board Member Reber seconded the motion. Motion passed to reimburse K. Jessop \$50.43 for a meal during a transport.
4-0-1
- b. Discussion and possible action re: Approve Training Reimbursement Agreement for R. Buckner and reimburse for Fire Training Cost.
Finance Director presented to the Board a training reimbursement agreement and a request for training cost reimbursement for R. Buckner in the amount of \$2,400.00.

Board Chairman Adriance made a motion to accept the training reimbursement agreement and the request for training cost reimbursement for R. Buckner in the amount of \$2,400.00. Board Member Reber seconded the motion. Motion passed to accept the training reimbursement agreement and the request for training cost reimbursement for R. Buckner in the amount of \$2,400.00.

4-0-1

c. Discussion and possible action re: Approving the FY 2023-2024 Budget

Discussion only.

Finance Director Arnett presented the Board with the final draft of the FY 2023-2024 budget which will go into effect on July 1, 2023.

i. Discussion and possible action re: Resolution 2023-15 Adoption of Budget

Board Member Smith made a motion to accept Resolution 2023-15 Adoption of Budget. Board Member Littlejohn seconded the motion. Motion passed to accept Resolution 2023-15 Adoption of Budget.

4-0-1

ii. Discussion and possible action re: Resolution 2023-16 Setting Tax Levy

Board Member Smith a motion to accept Resolution 2023-16 setting the mill levy tax rate at \$3.25 per \$100 of assessed value (which is the same as last year). Board Member Reber seconded the motion. Motion passed to accept Resolution 2023-16 setting the mill levy tax rate at \$3.25 per \$100 of assessed value.

4-0-1

iii. Discussion and possible action re: Certificate of Compliance

Discussion only.

The Board was given a copy of the Certificate of Compliance for the budget, which in turn was signed as required.

d. Discussion and possible action re: Fees for Services

Discussion only.

Finance Director Arnett presented to the Board with a Fees for Services document and indicated that a paragraph was added notifying the public that the fire district will be assessing cost recovery fees.

i. Discussion and possible action re: Resolution 2023-17 Fee Schedule

Board Member Smith made a motion to accept Resolution 2023-17 Fee Schedule. Board Member Reber seconded the motion. Motion passed to accept Resolution 2023-17 Fee Schedule.

4-0-1

10. 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: **May 2023** (Action Required)

i. Review Statement of Net Assets

ii. Review Statement of Financial Activities, including Cash Flow Projections

iii. Review Register of Checks, Warrants, and Deposits

iv. Review Expenses by Vendor

v. Reconciliation of cash w/Treasury – Wells Fargo Checking

vi. Reconciliation of Mountain America Credit Union Checking

vii. Review UMB Visa P-Card Statement

viii. Review Costco Visa Card Statement – (none received)

ix. Invoices from WR Whittington's office – (none received)

Finance Director Arnett reported that we are looking really good entering the final month of the Budget FY.

Board Member Smith made a motion to accept the status of the budget and the accounting of the financial statements. Board Member Littlejohn seconded the motion. Motion was passed to accept the status of the budget and the accounting of the financial statements.

4-0-1

11. FUTURE AGENDA ITEMS:

The Board can recommend matters for inclusion on an upcoming agenda.

Discussion and possible action re: Board Chairman Adriance asked that Board Members and Fire District staff to consider a possible fundraising opportunity to provide property owners with address signs with their property address numbers clearly shown on them to assist in finding rural addresses and to make the public aware of the opportunity to be annexed into the Fire District (if they are not currently).

- a. Discussion and possible action re: Agreement EF Recovery for Vehicle Highway Response update.
- b. Discussion and possible action re: AZDPS update

12. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is **July 20, 2023 at 6:00 p.m. Arizona Time.**

Any special meeting scheduled will appear in the minutes.

13. CALENDAR OF EVENTS:

The calendar of events is on the Board Members tablets, the website and posted at Fire Station #1.

14. CALL TO THE PUBLIC:

There were no comments from the public.

15. ADJOURNMENT:

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

4-0-1

Board Chairman Adriance adjourned the meeting at 6:50 p.m. on June 15, 2023.



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

7/20/2023
Date

Ref:

SD Card #5

File: BDFDBR065