



**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](http://www.beaverdam-littlefieldfire.org)



Minutes A.R.S. §38-403.01

**MINUTES OF JULY 20, 2023**

**1. CALL TO ORDER:**

Board Chairman Adriance brought the meeting to order at 6:01 p.m. on JULY 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 Accounting/Payroll Clerk Doe Nelson.

**3. PLEDGE OF ALLEGIANCE:**

The pledge was led by Board Member Reber.

**4. CALL TO THE PUBLIC:**

There were no comments from the public.

**5. CONSENT AGENDA**

- a. Discussion and possible action re: Minutes of **June 15, 2023**  
 Board Member Littlejohn made a motion to accept the minutes of the June 15, 2023 Board meeting. Board Member Reber seconded the motion. Motion passed to accept the minutes of the June 15, 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.  
 Chief Hunt indicated that there is nothing to report on this grant other than we appear to still be in the running for this grant.
  - ii. Discussion and possible action re: CDBG Grant update  
 Discussion only.  
 Chief Hunt reported that in addition to this grant several other grants will be needed to provide

funding for the proposed Fire Station #4. He is working diligently with the district's grant specialist to apply for the needed grants.

iii. Discussion and possible action re: Wildland Update  
Discussion only.

Chief Hunt reported that some crews have been deployed to various locations as the wildland fire season is fully underway.

- b. Fire and EMS Report for the month of: **June 2023**  
Finance Director Arnett gave the Fire & EMS report - There were 14 Fire Calls and 72 EMS Calls for a total of 86 Fire and EMS Calls for the month of June 2023. For 2023 YTD there were a total of 183 Fire Calls and 516 EMS Calls for a total of 699 Fire and EMS Calls YTD.
- c. Board of Directors Report: Board Chairman Adriance reported that he was made aware that a private insurance company is selling pre-paid ambulance service coverage in our area.

## **7. 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 is still being vetted by the district's attorney.
- b. Discussion and possible action re: LDR Prosolutions Grant Research Proposal and Agreement.  
Discussion only.  
Chief Hunt reported that this agreement has been signed.
- c. Discussion and possible action re: AZDPS contract update  
Discussion only.  
Nothing to report

## **8. NEW BUSINESS: ACTION/DISCUSSION**

- a. Discussion and possible action re: Approved Advanced EMT Training Reimbursement for R. Buckner  
Finance Director presented to the Board a request from R. Buckner for reimbursement for his Advanced EMT training expense in the amount of \$2,000.  
Board Member Reber made a motion to reimburse R. Buckner for the expense of his Advanced EMT training. Board Chairman Oliver seconded the motion. Motion passed to reimburse R. Buckner for the expense of his Advanced EMT training.  
4-0-1

## **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: **June 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

Finance Director Arnett reported that we are at end of the fiscal year and are looking really good. She reported that the district will still be getting some revenue and some bills that will be applied to the FY 2022-2023 budget as they come in.

Board Member Reber made a motion to accept the status of the budget and the accounting of the financial statements. Board Chairman 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. Discussion and possible action re: Agreement EF Recovery for Vehicle Highway Response update.
- b. Discussion and possible action re: AZDPS update.
- c. Discussion and possible action re: Streamlining the Fire Chief Evaluation process.

**11. NEXT REGULAR BOARD MEETING:**

The next regular scheduled board meeting is **August 17, 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:**

There were no comments from the 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 6:41 p.m. on July 20, 2023.



Beaver Dam/Littlefield  
Fire District – Chairman  
Governing Board

8/17/2023  
Date

Ref:

SD Card #5

File: BDFDBR066