



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



Minutes A.R.S. §38-403.01

**MINUTES OF AUGUST 17, 2023**

**1. CALL TO ORDER:**

Board Chairman Adriance brought the meeting to order at 6:00 p.m. on AUGUST 17, 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, Finance Director Michelle Arnett and Accounting/Payroll Clerk Doe Nelson.

**3. PLEDGE OF ALLEGIANCE:**

The pledge was led by Accounting/Payroll Clerk Nelson.

**4. CALL TO THE PUBLIC:**

There were no comments from the public.

**5. CONSENT AGENDA**

- a. Discussion and possible action re: Minutes of **July 20, 2023**  
 Board Member Reber made a motion to accept the minutes of the July 20, 2023 Board meeting.  
 Board Member Smith seconded the motion. Motion passed to accept the minutes of the July 20, 2023 Board meeting.  
 5-0-0

**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: Fire Station #4 Grant Research update.  
 Discussion only.  
 Chief Hunt reported that he continues to work 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 may be deployed shortly to various locations as the wildland fire season is fully underway.

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

Chief Hunt reported that there were 11 Fire Calls and 62 EMS Calls for a total of 73 Fire and EMS Calls for the month of July 2023. For 2023 YTD there were a total of 131 Fire Calls and 578 EMS Calls for a total of 709 Fire and EMS Calls YTD.

c. Board of Directors Report: Board Chairman Adriance had nothing to report at this time.

## **7. OLD BUSINESS: ACTION/DISCUSSION**

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

Finance Director Arnett reported that this agreement has been vetted by the district's attorney and has been sent back to EF Recovery for their consideration.

b. Discussion and possible action re: AZDPS contract update

Discussion only.

Nothing to report

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

a. Discussion and possible action re: VFIS Proposal/Renewal – Property & Casualty and Accident & Sickness Policies.

Finance Director Arnett presented to the Board a copy of the VFIS proposal for renewal. The premium will increase as anticipated. However, it is still in line with the approved budget. Board Chairman Adriance made a motion to accept the VFIS Proposal/Renewal – Property & Casualty and Accident & Sickness Policies. Board Member Reber seconded the motion. Motion passed to accept the VFIS Proposal/Renewal – Property & Casualty and Accident & Sickness Policies.

5-0-0

b. Discussion and possible action re: Holiday party venues

Accounting/Payroll Clerk Nelson presented to the Board some options for catering and some possible locations for the 2023 holiday party.

Board Member Reber made a motion to finalize a bid with Papa Naps BBQ for the catering and to research the possibility of having the event at the Beaver Dam/Littlefield High School multipurpose room and present it to the Board at the next regular Board meeting. Board Member Smith seconded the motion. Motion passed to finalize a bid with Papa Naps BBQ for the catering and to research the possibility of having the event at the Beaver Dam/Littlefield High School multipurpose room and present it to the Board at the next regular Board meeting.

5-0-0

c. Discussion and possible action re: Resolution 2023-18 Annexation request Sarah Brady

Administrative Assistant Sparks presented to the Board an annexation request from Sarah Brady by means of Resolution 2023-18.

Board Member Littlejohn made a motion to accept Resolution 2023-18 annexation request from Sarah Brady. Board Clerk Oliver seconded the motion. Motion passed to accept Resolution 2023-18 annexation request from Sarah Brady.

5-0-0

- d. Discussion and possible action re: Possible changes to the Fire Chief evaluation process. Discussion only.  
Administrative Assistant Sparks reminded the Board that they will be doing the annual performance evaluation of the Fire Chief in October and asked the Board if they would like to make any changes to the evaluation process as stated in the HR policy manual. The Board would like to simplify the forms used to make the performance evaluations and to make the forms more specific to the personnel that will be asked to voluntarily provide an anonymous performance evaluation. The revised forms will be presented to the Board for consideration at the next regular Board 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: **July 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 Renewal Statement
  - ix. Invoices from WR Whittington's office – (none received)

Finance Director Arnett reported that we are one month into the fiscal year and there is nothing significant to report at this time.

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

5-0-0

**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 **September 21, 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 Member Smith seconded the motion.  
Motion passed to adjourn.

5-0-0

Board Chairman Adriance adjourned the meeting at 6:46 p.m. on August 17, 2023.

Dan R. Reber

Beaver Dam/Littlefield  
Fire District – (Acting) Chairman  
Governing Board

9-28-23

Date

Ref:

SD Card #5

File: BDFDBR067