



**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 SEPTEMBER 21, 2023**

### **1. CALL TO ORDER:**

Acting Board Chairman Reber brought the meeting to order at 6:00 p.m. on SEPTEMBER 21, 2023.

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

Board Chairman:	Doug Adriance	<b>Absent</b>
Board Clerk:	Thomas M. Oliver	Present
Board Member:	Marcia Littlejohn	Present
Board Member:	Dan Reber	Present – <b>Acting Chairman</b>
Board Member:	Kevin Smith	<b>Present via Telephone</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 Chief Hunt.

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

There were no comments from the public.

### **5. CONSENT AGENDA**

#### **a. Discussion and possible action re: Minutes of **August 17, 2023****

Acting Board Chairman Reber made a motion to accept the minutes of the August 17, 2023

Board meeting. Board Clerk Oliver seconded the motion. Motion passed to accept the minutes of the August 17, 2023 Board 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.

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 have been out and back. Crews may be deployed shortly to various locations as the wildland fire season is fully underway.

iv. Discussion and possible action re: Burn with caution – begins 09-22-23 at 8:00 a.m.  
Discussion only.

Chief Hunt reported that he has made the decision to resume burning with caution on the date and time indicated above.

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

Chief Hunt reported that there were 22 Fire Calls and 71 EMS Calls for a total of 93 Fire and EMS Calls for the month of August 2023. For 2023 YTD there were a total of 153 Fire Calls and 649 EMS Calls for a total of 808 Fire and EMS Calls YTD.

c. Board of Directors Report: Acting Board Chairman Reber had nothing to report at this time. Board Member Littlejohn expressed kudos to the staff on behalf of herself and her neighbors regarding the manner in which they handled some recent incidents.

## 7. OLD BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Holiday party update  
Discussion only.

Accounting/Payroll Clerk Nelson reported that the catering with Papa Naps BBQ has been finalized and it came back less than anticipated.

b. Discussion and possible action re: Littlefield School Facilities Use Agreement

Accounting/Payroll Clerk Nelson presented the Board with a use agreement regarding having the holiday party at the Beaver Dam/Littlefield High School multipurpose room.

Board Clerk Oliver made a motion to accept the Littlefield School Facilities Use Agreement.

Board Member Littlejohn seconded the motion. Motion passed to accept the Littlefield School Facilities Use Agreement.

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

Finance Director Arnett reported that this agreement has been received accepting the Fire District's attorney's recommended changes. The Board was asked to decide on what billing options they wanted for residents and non-residents, to enter the district's collection agency information, and to subsequently sign the agreement effective on this date.

Acting Board Chairman Reber made a motion to accept the EF Recovery for Vehicle Highway Response agreement with the added information. Board Member Littlejohn seconded the motion. Motion passed to accept the EF Recovery for Vehicle Highway Response agreement with the added information.

4-0-1

d. Discussion and possible action re: AZDPS contract update  
Discussion only.

Nothing to report

e. Discussion and possible action re: Proposed changes to the Fire Chief evaluation forms  
Discussion only.

Administrative Assistant (AA) Sparks presented the Board with some proposed revised Fire Chief evaluation forms for Board Members and staff. He indicated that the forms have been pared down to make them more specific to each category and more relevant to what the Board

Members and staff would have actual knowledge on so as to give a better performance rating. The Board recommended that we move forward in utilizing the proposed revised forms.

## 8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Ronnie Sukrow - water meter damage issue  
Discussion only.  
Ronnie Sukrow had requested to be added to the agenda to request compensation for a water meter that was damaged during a fire incident response at his residence. He expressed commendation for the manner in which the response was handled. However, after the crew left the scene his water meter starting leaking and the subsequent repair was billed to him in the amount of \$1,665.00. He indicated that his Homeowners insurance company would not cover this expense, thus he was asking the fire district for compensation. The Board directed that the fire district's insurance company be contacted to see if there is any possibility that this claim would be covered. An update will be provided at the next regularly scheduled Board meeting.
- b. Discussion and possible action re: Update Fees for Goods and Services  
Discussion only.  
Finance Director Arnett presented the Board with an updated Fees for Goods and Services document.  
The fees for goods and services were updated to reflect vehicle highway recovery costs.
- c. Discussion and possible action re: Resolution 2023-19 Fees for Goods and Services  
Finance Director Arnett presented a resolution to the Board to adopt the updated Fees for Goods and Services  
Acting Board Chairman Reber made a motion to adopt Resolution 2023-19 Fees for Goods and Services. Board Member Littlejohn seconded the motion. Motion passed to adopt Resolution 2023-19 Fees for Goods and Services.  
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- d. Discussion and possible action re: Settlement Offer – J Ellis  
Finance Director Arnett presented the Board with a request from J. Ellis' attorney to settle his bill with the fire district for 40% less than the billed amount stating that the amount would fall in line with Mr. Ellis' settlement on this "unique-and quite tragic – situation."  
Acting Board Chairman Reber made a motion to accept the settlement offer for J. Ellis in the amount of \$1,036.04. Board Clerk Oliver seconded the motion. Motion passed to accept the settlement offer for J. Ellis in the amount of \$1,036.04.  
4-0-1
- e. Discussion and possible action re: Reimbursement Request L. Lydon  
Finance Director Arnett presented the Board with a request for reimbursement from L. Lydon to replace locks at Fire Station #2 that had been tampered with.  
Acting Board Chairman Reber made a motion to accept the request for reimbursement from L. Lydon in the amount of \$38.16. Board Clerk Oliver seconded the motion. Motion passed to accept the request for reimbursement from L. Lydon in the amount of \$38.16.  
4-0-1
- f. Discussion and possible action re: Reimbursement Request E. Renteria  
Finance Director Arnett presented the Board with a request for reimbursement from E. Renteria for meals on a wildland fire deployment in Texas.  
Acting Board Chairman Reber made a motion to accept the request for reimbursement from E. Renteria in the amount of \$53.11. Board Clerk Oliver seconded the motion. Motion passed to accept the request for reimbursement from E. Renteria in the amount of \$53.11.  
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**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: **August 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 other than some vehicle maintenance expenses being a little high, the budget is “looking awesome”.

Acting Board Chairman Reber 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

**10. FUTURE AGENDA ITEMS:**

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

- a. Discussion and possible action re: Update on the request from Ronnie Sukrow.
- b. Discussion and possible action re: AZDPS update.
- c. Discussion and possible action re: Fire Chief Annual Evaluation.

**11. NEXT REGULAR BOARD MEETING:**

The next regular scheduled board meeting is **October 19, 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:**

Acting Board Chairman Reber made a motion to adjourn. Board Clerk Oliver seconded the motion. Motion passed to adjourn.

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Acting Board Chairman Reber adjourned the meeting at 7:19 p.m. on September 21, 2023.



Beaver Dam/Littlefield  
Fire District – Chairman

10/19/2023  
Date

**Governing Board**

**Ref:**

**SD Card #5**

**File: BDFDBR068**