



Beaver Dam/Littlefield Fire District
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Minutes A.R.S. §38-403.01

MINUTES OF OCTOBER 19, 2023

1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:00 p.m. on OCTOBER 19, 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	Absent
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:

Kathy Wright asked the Board who would be addressing the annexation process with the county in the future. She was directed to contact Mohave county for the information.

5. CONSENT AGENDA

- a. Discussion and possible action re: Minutes of **September 21, 2023**
 Board Member Littlejohn made a motion to accept the minutes of the September 21, 2023 Board meeting. Board Clerk Oliver seconded the motion. Motion passed to accept the minutes of the September 21, 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 this grant has been closed and it was not awarded to our fire district.
 - 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. They are making some progress on some grants and have found additional grants that would benefit the fire district.

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

Chief Hunt reported that they have found some additional ways to participate in wildland fire response that will benefit the fire district.

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

Chief Hunt reported that there were 27 Fire Calls and 103 EMS Calls for a total of 130 Fire and EMS Calls for the month of September 2023. For 2023 YTD there were a total of 180 Fire Calls and 752 EMS Calls for a total of 932 Fire and EMS Calls YTD.

c. Board of Directors Report: Board Chairman Adriance commended the staff for their outstanding work and professionalism caring the many incidents that took place over the past month. Board Member Littlejohn expressed kudos to the staff regarding the manner in which they handled some recent incidents.

7. OLD BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Resolution 2023-20 A Resolution Establishing and Implementing a Program to Charge Mitigation Rates for the Deployment of Emergency and Non-emergency Services

Finance Director Arnett presented the Board with a resolution to accept the contract with EF Recovery Service as stated in the resolution.

Board Member Reber made a motion to adopt Resolution 2023-20. Board Clerk Oliver seconded the motion. Motion passed to adopt Resolution 2023-20.

3-0-1 (1 abstained having not been part of the contract discussion)

b. Discussion and possible action re: Holiday party planning

Accounting/Payroll Clerk Nelson reported that the holiday party is scheduled for December 8, 2023 at the Beaver Dam/Littlefield High School multipurpose room. She presented the Board with an estimate to cover the cost of light jackets that would be given to staff member in appreciation of their service in the amount of \$2,510.23. The cost of the jackets is within the budgeted amount for this event.

Board Member Reber made a motion to proceed in purchasing the light jackets as proposed. Board Member Littlejohn seconded the motion. Motion passed to proceed in purchasing the light jackets as proposed.

4-0-1

c. Discussion and possible action re: Update of request from Ronnie Sukrow.

Discussion only.

Finance Director Arnett reported that the matter raised by Mr. Sukrow at last month's Board meeting has been turned over to the Fire District's insurance company for consideration.

d. Discussion and possible action re: AZDPS contract update

Discussion only.

Nothing to report

8. NEW BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Reimbursement request – S. Burch

Finance Director Arnett presented the Board with a reimbursement request from S. Burch for landscaping items in the amount of \$130.37.

Board Chairman Adriance made a motion to reimburse S. Burch \$130.37 for landscaping items.

Board Member Reber seconded the motion. Motion passed to reimburse S. Burch \$130.37 for landscaping items.

4-0-1

- b. Discussion and possible action re: AFDA Winter Conference – January 10-12, 2024 Laughlin NV Discussion only.

Administrative Assistant (A.A.) Sparks informed the Board that the dates of the upcoming AFDA winter conference have been announced.

- c. Discussion and possible action re: Annual Fire Chief Evaluation

A.A. Sparks reported to the Board that Chief Hunt was advised on September 17, 2023 that matters regarding his employment may be discussed in an executive session if needed. The Board chose to proceed with the performance evaluation at the regular Board meeting and Chief Hunt was in agreement with that decision.

A.A. Sparks provided the Board member with a copy of Chief Hunt's self-evaluation and a copy of staff evaluations that had been completed anonymously.

A.A Sparks proceeded to read each category and line item on the evaluation form and the Board gave each item a unanimous rating. Chief Hunt expressed his appreciation to the Board and indicated that his desire is to continue to improve in all areas of his job responsibilities.

Board Chairman Adriance made a motion to finalize the annual Fire Chief Performance Evaluation as the Board had agreed upon. Board Clerk Oliver seconded the motion. Motion passed to finalize the annual Fire Chief Performance Evaluation as the Board had agreed upon.

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: **September 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 strong". We are currently into the budget cycle 25%.

Board Member 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: Board Chairman Oliver suggested that an information briefing be scheduled in regard to communication via radio during a natural disaster event.
- b. Discussion and possible action re: AZDPS update.

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is **November 16, 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:

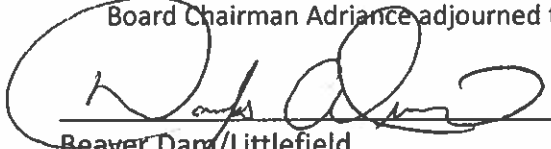
Kathy Wright asked if Fire Station #3 in Scenic, AZ could be utilized as a polling location for elections. She was directed to contact Chief Hunt regarding this request.

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 6:56 p.m. on October 19, 2023.



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

11/16/2023
Date

Ref:
SD Card #5
File: BDFDBR069