



## 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 NOVEMBER 16, 2023

#### 1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:06 p.m. on NOVEMBER 16, 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	<b>Absent</b>
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 Board Member Smith.

#### 4. CALL TO THE PUBLIC:

There were no comments from the public.

#### 5. CONSENT AGENDA

##### a. Discussion and possible action re: Minutes of **October 19, 2023**

Board Member Smith made a motion to accept the minutes of the October 19, 2023 Board meeting. Board Clerk Oliver seconded the motion. Motion passed to accept the minutes of the October 19, 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.

We will apply again when possible.

##### 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 we missed an opportunity to send a crew to North Carolina due to some availability and training factors, but we continue to remain ready to participate in wildland fire response as the need arises.

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

Chief Hunt reported that there were 18 Fire Calls and 66 EMS Calls for a total of 84 Fire and EMS Calls for the month of October 2023. For 2023 YTD there were a total of 198 Fire Calls and 818 EMS Calls for a total of 1,016 Fire and EMS Calls YTD.

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

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

a. Discussion and possible action re: AFDA Winter Conference update

Discussion only.

Administrative Assistant Sparks gave the Board members a copy of the conference agenda so that they could pick the break out sessions that they would like to attend.

b. Discussion and possible action re: Fire District Holiday get-together

Discussion only.

Accounting/Payroll Clerk Nelson reported that the holiday party planning has been finalized is scheduled for Friday December 8, 2023 at the Beaver Dam/Littlefield Elementary School (correction from High School)

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: Reimbursement request – K. Gubler

Finance Director Arnett presented the Board with a reimbursement request from K Gubler for transport meals in the amount of \$74.57.

Board Chairman Adriance made a motion to reimburse K Gubler \$74.57 transport meals. Board Member Reber seconded the motion. Motion passed to reimburse K Gubler \$74.57 for transport meals.

4-0-1

b. Discussion and possible action re: BCBS Health Insurance Renewal

Finance Director Arnett provided the Board with the BCBS Health Insurance renewal information. She reported that the premium will only increase by \$78.00.

Board Member Smith made a motion to renew the BCBS Health Insurance policy. Board Member Reber seconded the motion. Motion passed to renew the BCBS Health Insurance policy.

4-0-1

c. Discussion and possible action re: EMI Dental/Vision Ins. Renewal

Finance Director Arnett provided the Board with the EMI Dental/Vision Insurance renewal information. She reported that the premium will no increase on this policy.

Board Member Smith made a motion to renew the EMI Dental/Vision Insurance policy. Board Member Reber seconded the motion. Motion passed to renew the EMI Dental/Vision Insurance policy. 4-0-1

- d. Discussion and possible action: Group Health/Dental Insurance Policy  
Discussion only.  
Finance Director Arnett provided the Board with copy of the fire district's Group Health/Dental Insurance policy to review for possible changes. The Board did not feel that any changes needed to be made at this time.
- e. Discussion and possible action: Cost of Living Increases  
Finance Director Arnett provided the Board with a cost of living increase proposal based on the Fair Wages and Healthy Families Act which changes the minimum wage in Arizona to \$14.35 which is a 3.61% increase from the previous year. The Board decided to approve a 3.00% cost of living increase (rounded to the nearest .25) for all personnel.  
Board Member Smith made a motion to approve a 3.00% cost of living increase (rounded to the nearest .25) for all personnel. Board Clerk Oliver seconded the motion. Motion passed to approve a 3.00% cost of living increase (rounded to the nearest .25) for all personnel.  
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: **October 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 the fire district is 33% into the fiscal year and nothing appears to be out of line. The revenue and expenditures are looking pretty good. She also reported that all financial documentation has been given to the auditors for the annual audit. 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.  
4-0-1

**10. FUTURE AGENDA ITEMS:**

- The Board can recommend matters for inclusion on an upcoming agenda.*
- a Discussion and possible action re: AZDPS update.

**11. NEXT REGULAR BOARD MEETING:**

The next regular scheduled board meeting is **December 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:**

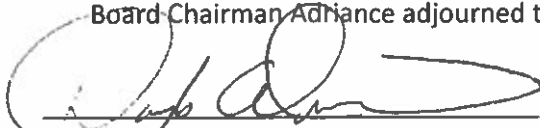
There were no comments from the public.

**14. ADJOURNMENT:**

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

4-0-1

Board Chairman Adriance adjourned the meeting at 6:47 p.m. on November 16, 2023.



Beaver Dam/Littlefield  
Fire District – Chairman  
Governing Board

12/21/2023  
Date

Ref:

SD Card #5

File: BDFDBR070