



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



Minutes A.R.S. §38-403.01

MINUTES OF DECEMBER 21, 2023

1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:00 p.m. on DECEMBER 21, 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 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 **November 16, 2023**

Board Member Reber made a motion to accept the minutes of the November 16, 2023 Board meeting. Board Member Smith seconded the motion. Motion passed to accept the minutes of the November 16, 2023 Board meeting.

5-0-0

6. REPORTS AND CORRESPONDENCE:

a. Fire Chief's Report:

i. 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.

ii. Discussion and possible action re: Wildland Update

Discussion only.

Chief Hunt reported that applications have been submitted for various equipment grants needed

- for wildland fires.
- b. Fire and EMS Report for the month of: **November 2023**
Chief Hunt reported that there were 12 Fire Calls and 86 EMS Calls for a total of 98 Fire and EMS Calls for the month of November 2023. For 2023 YTD there were a total of 211 Fire Calls and 904 EMS Calls for a total of 1,115 Fire and EMS Calls YTD.
 - c. Board of Directors Report: Board Chairman Adriance thanked the staff for the success of the holiday gathering.

7. OLD BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: AFDA Winter Conference update
Discussion only.
Administrative Assistant Sparks reported to the Board that all reservations and registrations have been made for the conference and everything is good to go.
- b. Discussion and possible action re: AZDPS contract update
Board Member Reber reported that power lines are being installed up to the Scrub peak site. Chief Hunt still had nothing to report.

8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Open Meeting Law Requirement
Discussion only.
Finance Director Arnett presented the Board with a memo from the district's attorney informing the Board of a change to the open meeting law requiring that the public be notified on the agenda of the time that they can enter the Board meeting location.
- b. Discussion and possible action re: Reimbursement request – H. Barlow Operating Supplies
Finance Director Arnett presented to the Board a reimbursement request from H. Barlow for operating supplies in the amount of \$85.51.
Board Member Reber made a motion to reimburse H. Barlow \$85.81 for operating supplies. Board Clerk Oliver seconded the motion. Motion passed to reimburse H. Barlow \$85.81 for operating supplies.
5-0-0
- c. Discussion and possible action re: Reimbursement request – C. Cray Supplies
Finance Director Arnett presented to the Board a reimbursement request from C. Cray for supplies in the amount of \$44.03.
Board Member Reber made a motion to reimburse C. Cray \$44.03 for supplies. Board Clerk Oliver seconded the motion. Motion passed to reimburse C. Cray \$44.03 for supplies.
5-0-0
- d. Discussion and possible action re: Reimbursement request – L. Larkin Meal Expenses
Finance Director Arnett presented to the Board a reimbursement request from L. Larking for transport meals in the amount of \$72.57.
Board Member Reber made a motion to reimburse L. Larkin \$72.57 for transport meals. Board Clerk Oliver seconded the motion. Motion passed to reimburse L. Larkin \$72.57 for transport meals.
5-0-0
- e. Discussion and possible action: Request for Accommodation – K. Smith
Administrative Assistant Sparks presented to the Board a request from Board Member K. Smith to allow his wife to attend the AFDA Winter Conference with him and cover her expenses for meals and hotel accommodations to assist him in finding the session locations and to read

material presented so as to get the most out of the information being presented due to his sight limitations.

Board Member Reber made a motion to grant Board Member Smith's request for accommodation as proposed. Board Clerk Oliver seconded the motion. Motion passed to grant Board Member Smith's request for accommodation as proposed.

4-0-1 (Board Member Smith abstained due to it being his request)

- f. Discussion and possible action re: ARPA Premium Notice and Invoice
Discussion only.

Finance Director Arnett presented the Board with an ARPA Premium Notice and Invoice in the amount of \$8,110.03. The Board requested that additional research be done on this charge to see if it is reimbursable since the policy states that additional premiums could be charge and collected "*if the insureds are able to obtain reimbursement of these additional premiums from ARPA.*" To date the district has not receive any reimbursements from ARPA. The Board suggested that the district's attorney be consulted if needed.

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: **November 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. Invoice from LDR Prosolutions Invoice
 - ix. Invoices from WR Whittington's office – (none received)

Finance Director Arnett reported that the fire district is 5 months into the fiscal year everything is tracking normally. The Investment Earnings line item was underbudgeted, but that is a good thing. 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: AZDPS update.
- b. Discussion and possible action re: ARPA Premium Notice and Invoice update.
- c. Discussion and possible action re: Procuring a new ambulance.
- d. Discussion and possible action re: Request to update the Board Member tablets.

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is **January 18, 2024 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:

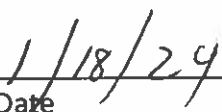
Board Member Smith made a motion to adjourn. Board Member Reber seconded the motion. Motion passed to adjourn.

5-0-0

Board Chairman Adriance adjourned the meeting at 6:46 p.m. on December 21, 2023.



Beaver Dam/Littlefield
Fire District – Chairman. *Acting*
Governing Board



Date

Ref:
SD Card #5
File: BDFDBR071