



Beaver Dam/Littlefield Fire District
 630 N. Highway 91, P.O. Box 579
 Beaver Dam, AZ. 86432
 Telephone (928) 347-5114
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Minutes A.R.S. §38-403.01

MINUTES OF JANUARY 18, 2024

1. CALL TO ORDER:

Acting Board Chairman Oliver brought the meeting to order at 6:08 p.m. on JANUARY 18, 2024.

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

Board Chairman:	Doug Adriance	Absent
Board Clerk:	Thomas M. Oliver	Present (Acting Chairman)
Board Member:	Marcia Littlejohn	Present
Board Member:	Dan Reber	Present
Board Member:	Kevin Smith	Present (On phone)
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 **December 21, 2023**

Board Member Reber made a motion to accept the minutes of the December 21, 2023 Board meeting. Board Member Littlejohn seconded the motion. Motion passed to accept the minutes of the December 21, 2023 Board meeting.

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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 applicable and needed grants. He also reported that he met a person at the AFDA Winter Conference from the National Special Districts Coalition in Washington D.C. who directed him to possible funding sources for the new fire station.

ii. Discussion and possible action re: Wildland Update

Discussion only.

Chief Hunt reported that three applications have been submitted for various equipment grants needed for wildland fires. He also reported that the wildland fire season may begin as early as April this year.

- b. Fire and EMS Report for the month of: **December 2023**
Chief Hunt reported that there were 24 Fire Calls and 108 EMS Calls for a total of 132 Fire and EMS Calls for the month of December 2023. For 2023 YTD there were a total of 235 Fire Calls and 1012 EMS Calls for a total of 1,247 Fire and EMS Calls YTD.
- c. Board of Directors Report: Board Member Littlejohn said she would like to applaud our crews for the professional way they handled a recent incident on her street.

7. UNFINISHED BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: AFDA Winter Conference Information
Discussion only.
Board Member Littlejohn reported to the Board that part 2 of the Financial Management workshop will be presented at the AFDA Summer Conference and recommend that we send personnel to receive this information.
Administrative Assistant Sparks briefed the Board on the Mental Health/Craig Tiger Act as it relates to fire district personnel.
Accounting/Payroll Clerk Doe Nelson reported to the Board some information regarding social networking as it relates to community support of the fire district.
- b. Discussion and possible action re: AZDPS contract update
Discussion only.
Chief Hunt had nothing to report.
- c. Discussion and possible action re: ARPA Premium Notice and Invoice
Discussion only.
Finance Director Arnett reported that in doing more research on the invoice from 7710 Insurance, the fire district is not obligated to pay the billed amount of \$8,110.03 because the fire district did not benefit from the provisions of the American Rescue Plan Act of 2021 (ARPA).

8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Reimbursement request – H. Barlow Groceries Requirement
Finance Director Arnett presented to the Board a reimbursement request from H. Barlow for required groceries in the amount of \$181.91.
Board Member Reber made a motion to reimburse H. Barlow \$181.91 for required groceries.
Board Member Littlejohn seconded the motion. Motion passed to reimburse H. Barlow \$181.91 for required groceries.
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- b. Discussion and possible action re: Firefighters Charitable Foundation Donation
Discussion only.
Finance Director Arnett reported that the Firefighters Charitable Foundation Inc. donated \$500.00 to the fire district.
- c. Discussion and possible action re: Littlefield School Water Usage Agreement Amendment #2
Finance Director Arnett presented to the Board an amendment to the Littlefield School Water Usage Agreement to adjust the term of the agreement to commence July 1, 2024 through June 30, 2025, and automatically renew each July 1st thereafter for successive one (1) year renewal terms.

Board Member Reber made a motion to accept Amendment #2 to the Littlefield School Water Users Agreement. Acting Board Chairman Oliver seconded the motion. Motion passed to accept Amendment #2 to the Littlefield School Water Users Agreement.

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- d. Discussion and possible action re: Personnel needed to do landscaping
Discussion only.
Chief Hunt reported to the Board that they are in the process of finding personnel or a contractor to do the fire station landscaping.
- e. Discussion and possible action: Resolution 2024-01 Board Request to Pursue Community Development Block Grant (CDBG)
Discussion only.
Chief Hunt reported to the Board that the CDBG was no longer going to be pursued. Thus, this resolution is not needed and will be voided.

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: **December 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
 - ix. Invoices from WR Whittington's office – (none received)

Finance Director Arnett reported that the fire district is 6 months into the fiscal year and everything is looking good. Property tax revenue is tracking over expectations. Finance Director Arnett informed the Board that both her and Accounting/Payroll Clerk Doe Nelson will be resigning. They will remain onboard until a suitable replacement(s) is hired and trained. 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.

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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: Procuring a new ambulance.
- c. Discussion and possible action re: Request to update the Board Member tablets.

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is **February 15, 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 Reber made a motion to adjourn. Board Member Littlejohn seconded the motion. Motion passed to adjourn.

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Acting Board Chairman Oliver adjourned the meeting at 7:20 p.m. on January 18, 2024.



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

2/15/2024
Date

Ref:

SD Card #5

File: BDFDBR072