



Beaver Dam/Littlefield Fire District
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Beaver Dam, AZ. 86432
Telephone (928) 347-5114
www.beaverdam-littlefieldfire.org



Minutes A.R.S. §38-403.01

MINUTES OF FEBRUARY 15, 2024

1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:06 p.m. on FEBRUARY 15, 2024.

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 Accounting/Payroll Clerk Doe Nelson.

4. CALL TO THE PUBLIC:

There were no comments from the public.

5. CONSENT AGENDA

a. Discussion and possible action re: Minutes of **January 18, 2024**

Board Member Reber made a motion to accept the minutes of the January 18, 2024 Board meeting. Board Clerk Oliver seconded the motion. Motion passed to accept the minutes of the January 18, 2024 Board meeting.

4-0-1 (Board Chairman Adriance abstained due to not being present on January 18, 2024)

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 is still trying to make contact with the National Special Districts Coalition representative 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 the fire district was awarded the RFC Grant. He also reported that a wildland fire season refresher course will be held on March 28, 2024.

- b. Fire and EMS Report for the month of: **January 2024**
Chief Hunt reported that there were 15 Fire Calls and 94 EMS Calls for a total of 109 Fire and EMS Calls for the month of January 2024. For 2024 YTD there were a total of 15 Fire Calls and 94 EMS Calls for a total of 109 Fire and EMS Calls YTD.
- c. Board of Directors Report: Board Chairman Adriance had nothing to report.

7. UNFINISHED BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Audited Financial Statement presentation from Hinton Burdick CPA's and Advisors for the FY ending June 30, 2023

Discussion only.

Finance Director Arnett reported that the representative from Hinton Burdick needed to reschedule due to illness. The Board agreed to hold a tentative special meeting on February 27, 2024 to consider the FY ending June 30, 2023 audit report.

- b. Discussion and possible action re: Resolution 2024-02 Accepting Audit Report

Discussion only.

This resolution will be considered at the tentative special meeting on February 27, 2024 following the audited financial statement presentation.

- c. Discussion and possible action re: Corrective action plan from audit report

Discussion only.

A corrective action plan from the audit report will be considered at the tentative special meeting on February 27, 2024 if needed.

- d. Discussion and possible action re: Finance Director Resignation & Replacement Search

Finance Director Arnett clarified for the Board her intentions to resign and to find a suitable replacement for her position and to provide adequate training to the replacement prior to her departure. She also reported that Accounting/Payroll Clerk D. Nelson will remain on board as long as needed until a suitable replacement is found and trained.

Finance Director Arnett provided the Board with a job description to be posted to recruit a suitable replacement. It was suggested that the position be for a person to work 30-35 hours per week to cover both the Finance Director and Accounting/Payroll Clerk responsibilities. Board Chairman Adriance made a motion to post the job description as presented with the suggested hours and combined responsibilities. Board Member Reber seconded the motion. Motion passed to post the job description as presented with the suggested hours and combined responsibilities.

5-0-0

- e. Discussion and possible action re: Potential Lease Purchase Rates for New Ambulance

Finance Director Arnett provided the Board with an invoice for the amount of \$279,861.45 to purchase a new ambulance from Republic EVS LLC. She presented the Board with some finance options with corresponding interest rates. She also advised the Board of some capital expenditure options to pay the invoice in full to take advantage of not having to pay interest, which would be about a \$40,000 savings to the district.

Board Member Littlejohn made a motion to move forward in preparing a resolution to be considered at a subsequent meeting to pay the invoice in full. Board Member Smith seconded the motion. Motion passed to move forward in preparing a resolution to be considered at a subsequent meeting to pay the invoice in full.

5-0-0

- f. Discussion and possible action re: Personnel needed to do landscaping update
Discussion only.
Chief Hunt reported that they are still looking for personnel to do landscaping at the three Properties. They are also getting bids from qualified landscaping companies.
- g. Discussion and possible action re: AZDPS contract update
Discussion only.
Nothing new to report

8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Hardship Waiver Request I. Vargas
Finance Director Arnett presented to the Board a hardship waiver request from I. Vargas calculated according to fire district policy.
Board Member Reber made a motion to accept the hardship waiver request from I. Vargas as presented per policy. Board Member Smith seconded the motion. Motion passed to accept the hardship waiver request from I. Vargas as presented per policy.
5-0-0
- b. Discussion and possible action re: Review Procurement Policy
Discussion only.
Finance Director Arnett presented to the Board some information regarding important changes to Procurement Standards in 2 C.F.R. She reported that our current policy would cover the required changes in our area. However, the Board asked that other administrative personnel in Arizona be consulted to see what they have done to include these changes in their policies.
- c. Discussion and possible action re: Vision Renewal
Finance Director Arnett presented to the Board a vision insurance renewal document. The premium for renewal will increase about \$6 for the year.
Board Member Reber made a motion to renew the vision insurance policy as presented. Board Chairman Adriance seconded the motion. Motion passed to renew the vision insurance policy as presented.
5-0-0
- d. Discussion and possible action re: Reimbursement request – H. Barlow Groc/Supplies
Finance Director Arnett presented to the Board a reimbursement request from H. Barlow for required groceries and supplies in the amount of \$117.13.
Board Member Reber made a motion to reimburse H. Barlow \$117.13 for required groceries and supplies. Board Member Smith seconded the motion. Motion passed to reimburse H. Barlow \$117.13 for required groceries and supplies.
5-0-0
- e. Discussion and possible action re: Reimbursement request – K. Gubler Training Meal
Finance Director Arnett presented to the Board a reimbursement request from K. Gubler for a training meal in the amount of \$19.72.
Board Member Reber made a motion to reimburse K. Gubler for a training meal in the amount of \$19.72. Board Member Smith seconded the motion. Motion passed to reimburse K. Gubler for a training meal in the amount of \$19.72.
5-0-0
- f. Discussion and possible action re: Resolution 2024-03 Annexation Request McPrice Properties LLC
Administrative Assistant Sparks presented to the Board a Resolution 2024-03 requesting from D. Price representing McPrice Properties LLC for a parcel to be annexed into the fire district.
Board Member Reber made a motion to adopt Resolution 2024-03 annexation request from

McPrice Properties LLC. Board Clerk Oliver seconded the motion. Motion passed to adopt Resolution 2024-03 annexation request from McPrice Properties LLC.
5-0-0

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: **January 2024** (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 58% into the fiscal year and everything is looking good. Property tax revenue is tracking over expectations. Ambulance billing revenue is tracking over expectations as well.

Board Member Reber made a motion to accept the status of the budget and the accounting of the financial statements. Board Member Smith 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: Audited Financial Statement presentation from Hinton Burdick CPA’s and Advisors for FY ending June 30, 2023
- c. Discussion and possible action re: Resolution 2024-02 Accepting Audit Report
- d. Discussion and possible action re: Resolution to pay for an ambulance in full.
- e. Discussion and possible action re: Request to update the Board Member tablets.

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is **March 21, 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:

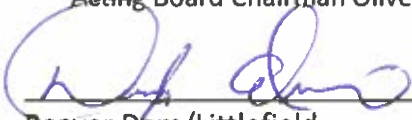
There were no comments from the public.

14. ADJOURNMENT:

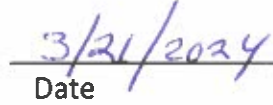
Board Member Reber made a motion to adjourn. Board Member Smith seconded the motion. Motion passed to adjourn.

5-0-0

Acting Board Chairman Oliver adjourned the meeting at 7:25 p.m. on February 15, 2024.



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board



Date

Ref:

SD Card #5

File: BDFDBR073