



Beaver Dam/Littlefield Fire District
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www.beaverdam-littlefieldfire.org



Minutes A.R.S. §38-403.01

MINUTES OF MARCH 21, 2024

1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:04 p.m. on MARCH 21, 2024.

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

Board Chairman:	Doug Adriance	Present
Board Clerk:	Thomas M. Oliver	Present (on phone)
Board Member:	Marcia Littlejohn	Present
Board Member:	Dan Reber	Absent
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 Chief Hunt.

4. CALL TO THE PUBLIC:

Dan Snow asked if his landscaping bid had been considered. He was advised that it was a new business agenda item for this meeting.

5. CONSENT AGENDA

- a. Discussion and possible action re: Minutes of **February 15, 2024**
Board Member Smith made a motion to accept the minutes of the February 15, 2024 Board meeting. Board Member Littlejohn seconded the motion. Motion passed to accept the minutes of the February 15, 2024 Board meeting.
4-0-1
- b. Discussion and possible action re: Minutes of **Special Meeting February 27, 2024**
Board Member Smith made a motion to accept the minutes of the Special Meeting on February 27, 2024. Board Member Littlejohn seconded the motion. Motion passed to accept the minutes of the Special Meeting on February 27, 2024.
4-0-1

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 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 we have a request for deployment to Texas, but it was cancelled. Chief Hunt reminded the Board that a wildland fire season refresher course will be held on March 28, 2024. This course will prepare crews to respond to wildland fire calls for deployment.
- b. Fire and EMS Report for the month of: **February 2024**
Chief Hunt reported that there were 7 Fire Calls and 92 EMS Calls for a total of 99 Fire and EMS Calls for the month of February 2024. For 2024 YTD there were a total of 22 Fire Calls and 186 EMS Calls for a total of 208 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: Review Procurement Policy (pass to next month)
Discussion only. Finance Director Arnett requested that this item be passed to next month. The Board agreed.
- b. Discussion and possible action re: Resolution 2024-05 Accept 100 Club of Arizona SES Grant
Finance Director Arnett presented the Board with a resolution to accept a grant in the amount of \$12,000 for equipment. There is no cost to the fire district.
Board Member Littlejohn made a motion to adopt Resolution 2024-05 accepting the 100 Club of Arizona SES Grant. Board Member Smith seconded the motion. Motion passed to adopt Resolution 2024-05 accepting the 100 Club of Arizona SES Grant.
4-0-1
- c. Discussion and possible action re: Landscaping Quotes
Chief Hunt provided the Board with 2 bids for landscaping services. He reported that he tried to procure 2 more bids with no success. In discussing the bid from Dan Snow, it was determined that he did not have liability insurance thus the cost would be more than quoted upon his getting liability insurance. The Board discussed the two bids and the bid from Del Rio Landscape Maintenance Inc. was the lowest bid.
Board Member Littlejohn made a motion to contract with Del Rio Landscape Maintenance Inc. as quoted for \$800 per month. Board Member Smith seconded the motion. Motion passed to contract with Del Rio Landscape Maintenance Inc. as quoted for \$800 per month.
4-0-1
- d. 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 C. Ofalt
Finance Director Arnett presented to the Board a hardship waiver request from C. Ofalt calculated according to fire district policy.
Board Member Smith made a motion to accept the hardship waiver request from C. Ofalt as presented per policy. Board Member Littlejohn seconded the motion. Motion passed to accept the hardship waiver request from C. Ofalt as presented per policy.
4-0-1
- b. Discussion and possible action re: Arizona PSPRS Actuarial as of June 30, 2023
Discussion only.
Finance Director Arnett briefed the Board on the funding of the fire districts pension fund utilizing the Arizona PSPRS Actuarial as of June 30, 2023. She recommended increasing the payment to the fund to \$35,000 to reach 100% funding by the PSPRS funding ratio goal date of June 30, 2036.
- c. Discussion and possible action re: Beaver Dam/Littlefield Fire District PSPRS Funding Policy
Discussion only.
Finance Director Arnett referred the Board to the PSPRS Funding Policy to show the PSPRS funding ratio goal date.
- d. Discussion and possible action re: Resolution 2024-06 Accept Valuation Report & Adopt Funding Policy
Board Member Smith made a motion to adopt Resolution 2024-06 accepting the valuation report & adopt funding policy. Board Member Littlejohn seconded the motion. Motion passed to adopt Resolution 2024-06 accepting the valuation report & adopt funding policy.
4-0-1
- e. Discussion and possible action re: Accept recommendation by the Beaver Dam/Littlefield Fire District Local Board of the Public Safety Personnel Retirement System (PSPRS), and appoint Michelle Borsh-Smith (Fire District Resident/Citizen) to the remaining 4-year term ending September 2026, vacated by Susan Burch (deceased).
Discussion and vote.
Finance Director Arnett introduced Michelle Borsh-Smith to the Board. She had applied and been approved to serve on the PSPRS Board. The Board voted unanimously to accept the PSPRS Board recommendation for her to serve the remaining term ending September 2026 vacated by Susan Burch (deceased). Board Chairman proceeded to administer the Oath of Office to her.
- f. Discussion and possible action re: Reimbursement request – L. Larkin Meals
Finance Director Arnett presented to the Board a reimbursement request from L. Larkin for crew meals in the amount of \$27.00.
Board Member Littlejohn made a motion to reimburse L. Larkin \$27.00 for crew meals. Board Member Smith seconded the motion. Motion passed to reimburse L. Larkin \$27.00 for crew meals.
- g. Discussion and possible action re: Resolution 2024-07 Annexation Request Michael Whitby
Administrative Assistant Sparks provided the Board with 6 resolutions requesting annexation to the fire district.
Board Member Smith made a motion to adopt Resolution 2024-07 Annexation Request from Michael Whitby. Board Member Littlejohn seconded the motion. Motion passed to adopt Resolution 2024-07 Annexation Request from Michael Whitby.
4-0-1

- h. Discussion and possible action re: Resolution 2024-08 Annexation Request Carlos Gonzalez
Board Member Smith made a motion to adopt Resolution 2024-08 Annexation Request from Carlos Gonzalez. Board Member Littlejohn seconded the motion. Motion passed to adopt Resolution 2024-08 Annexation Request from Carlos Gonzalez.
4-0-1
- i. Discussion and possible action re: Resolution 2024-09 Annexation Request Michael Ernster and Sydnee Fortuna
Board Member Smith made a motion to adopt Resolution 2024-09 Annexation Request from Michael Ernster and Sydnee Fortuna. Board Member Littlejohn seconded the motion. Motion passed to adopt Resolution 2024-09 Annexation Request from Michael Ernster and Sydnee Fortuna.
4-0-1
- j. Discussion and possible action re: Resolujion 2024-10 Annexation Request Dana and Barbara Shultz
Board Member Smith made a motion to adopt Resolution 2024-10 Annexation Request from Dana and Barbara Shultz. Board Member Littlejohn seconded the motion. Motion passed to adopt Resolution 2024-10 Annexation Request from Dana and Barbara Shultz.
4-0-1
- k. Discussion and possible action re: Resolution 2024-11 Annexation Request Jose Hermosillo 060
Board Member Smith made a motion to adopt Resolution 2024-11 Annexation Request from Jose Hermosillo 060. Board Member Littlejohn seconded the motion. Motion passed to adopt Resolution 2024-11 Annexation Request from Jose Hermosillo 060.
4-0-1
- l. Discussion and possible action re: Resolution 2024-12 Annexation Request Jose Hermosillo 059
Board Member Smith made a motion to adopt Resolution 2024-12 Annexation Request from Jose Hermosillo 059. Board Member Littlejohn seconded the motion. Motion passed to adopt Resolution 2024-12 Annexation Request from Jose Hermosillo 059.
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: **February 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
 - x. Invoice from Hinton Burdick
 - xi. Invoices from WR Whittington’s office – (none received)

Finance Director Arnett reported that the fire district is doing just fine after 8 months in the FY. Property tax revenue is tracking over expectations. Ambulance billing revenue continues to track over expectations as well.

Board Member Smith 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: AZDPS update.
- b. Discussion and possible action re: Review Procurement Policy
- 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 **April 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 Clerk Oliver seconded the motion. Motion passed to adjourn.

4-0-1

Board Chairman Adriance adjourned the meeting at 7:10 p.m. on March 21, 2024.

THIS IS A WORKING DRAFT ONLY AND IS NOT APPROVED UNTIL SIGNED

Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

Date

Ref:
SD Card #5
File: BDFDBR074