



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 APRIL 18, 2024

1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:10 p.m. on APRIL 18, 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 and Michelle Arnett.

3. PLEDGE OF ALLEGIANCE:

The pledge was led by Finance Director Arnett.

4. CALL TO THE PUBLIC:

There were no comments from the public.

5. CONSENT AGENDA

Discussion and possible action re: Minutes of **March 21, 2024**

Board Member Smith made a motion to accept the minutes of the March 21, 2024 Board meeting.

Board Member Littlejohn seconded the motion. Motion passed to accept the minutes of the March 21, 2024 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 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 to the Board that additional wildland fire refresher courses will be held to prepare crews to be deployed when needed.

- b. Fire and EMS Report for the month of: **March 2024**
Chief Hunt reported that there were 12 Fire Calls and 96 EMS Calls for a total of 109 Fire and EMS Calls for the month of March 2024. For 2024 YTD there were a total of 35 Fire Calls and 282 EMS Calls for a total of 317 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 (defer to next month)
Discussion only. Finance Director Arnett requested that this item be deferred to next month. The Board agreed.
- 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: Reimbursement request from I. Frieling - Fuel
Finance Director Arnett presented to the Board with a request for reimbursement from I. Frieling for fuel in the amount of \$20.00.
Board Member Reber made a motion to accept the request for reimbursement from I. Frieling for fuel in the amount of \$20.00. Board Member Smith seconded the motion. Motion passed to accept the request for reimbursement from I. Frieling for fuel in the amount of \$20.00.
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- b. Discussion and possible action re: Workers Comp Quote Proposal
Finance Director Arnett provided the Board with a quote from 7710 Insurance for workers compensation insurance in the amount of \$29,925.00.
Board Chairman Adriance made a motion to accept the quoted premium from 7710 Insurance for \$29,925.00. Board Member Reber seconded the motion. Motion passed to accept the quoted premium from 7710 Insurance for \$29,925.00.
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- c. Discussion and possible action re: Resolution 2024-22 Accept RFC 23-401 Grant
Finance Director Arnett present to the Board a resolution accepting an RGC 23-401 grant in the amount of \$4,838.00. The fire district would need to match that amount to accept the grant. Board Member Reber made a motion to adopt Resolution 2024-22 accepting the RFC 23-401 grant with the terms of the grant. Board Member Littlejohn seconded the motion. Motion passed to adopt Resolution 2024-22 accepting the RFC 23-401 grant with the terms of the grant.
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- d. Discussion and possible action re: Resolution 2024-23 Surplus Asset Determination – 2009 Ford E-450 (Medic 2).
Finance Director Arnett presented to the Board a resolution to put ambulance 2009 Ford E-450 (Medic 21) up for sale for disposition since it has reached its effective age based on usefulness and acceptable depreciation.
Board Chairman Adriance made a motion to adopt Resolution 2024-23 Surplus Asset Determination – 2009 Ford E-450 (Medic 2). Board Clerk Oliver seconded the motion. Motion passed to adopt Resolution 2024-23 Surplus Asset Determination – 2009 Ford E-450 (Medic 2).
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- e. Discussion and possible action re: Comment on Mohave County Resolution
Discussion only.
Administrative Assistant Sparks presented to the Board a document from Mohave County to allow for comment on a zoning request within 300 feet of Fire Station #2. It appears that the comment period had already ended before it was received.
- f. Discussion and possible action re: Resolution 2024-13 Annexation Request Sam & Donna Cochran
Administrative Assistant Sparks provided the Board with 9 resolutions requesting annexation to the fire district.
Board Member Littlejohn made a motion to adopt Resolution 2024-13 Annexation Request from Sam & Donna Cochran. Board Member Smith seconded the motion. Motion passed to adopt Resolution 2024-13 Annexation Request from Sam & Donna Cochran.
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- g. Discussion and possible action re: Resolution 2024-14 Annexation Request Felix & Connie Cruz
Board Member Littlejohn made a motion to adopt Resolution 2024-14 Annexation Request from Felix & Connie Cruz. Board Member Smith seconded the motion. Motion passed to adopt Resolution 2024-14 Annexation Request from Felix & Connie Cruz.
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- h. Discussion and possible action re: Resolution 2024-15 Annexation Request Michael Bergeron 080
Board Member Littlejohn made a motion to adopt Resolution 2024-15 Annexation Request from Michael Bergeron 080. Board Member Smith seconded the motion. Motion passed to adopt Resolution 2024-15 Annexation Request from Michael Bergeron 080.
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- i. Discussion and possible action re: Resolution 2024-16 Annexation Request Michael Bergeron 081
Board Member Littlejohn made a motion to adopt Resolution 2024-16 Annexation Request from Michael Bergeron 081. Board Member Smith seconded the motion. Motion passed to adopt Resolution 2024-16 Annexation Request from Michael Bergeron 081.
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- j. Discussion and possible action re: Resolution 2024-17 Annexation Request Michael Bergeron 082
Board Member Littlejohn made a motion to adopt Resolution 2024-17 Annexation Request from Michael Bergeron 082. Board Member Smith seconded the motion. Motion passed to adopt Resolution 2024-17 Annexation Request from Michael Bergeron 082.
5-0-0
- k. Discussion and possible action re: Resolution 2024-18 Annexation Request Michael Bergeron 099
Board Member Littlejohn made a motion to adopt Resolution 2024-18 Annexation Request from Michael Bergeron 099. Board Member Smith seconded the motion. Motion passed to adopt Resolution 2024-18 Annexation Request from Michael Bergeron 099.
5-0-0
- l. Discussion and possible action re: Resolution 2024-19 Annexation Request Mark & Jeanne Pickering
Board Member Littlejohn made a motion to adopt Resolution 2024-19 Annexation Request from Mark & Jeanne Pickering. Board Member Smith seconded the motion. Motion passed to adopt Resolution 2024-19 Annexation Request from Mark & Jeanne Pickering.
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- m. Discussion and possible action re: Resolution 2024-20 Annexation Request Roen & Susan Perry
Board Member Littlejohn made a motion to adopt Resolution 2024-20 Annexation Request from Roen & Susan Perry. Board Member Smith seconded the motion. Motion passed to adopt Resolution 2024-20 Annexation Request from Roen & Susan Perry.
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- n. Discussion and possible action re: Resolution 2024-21 Annexation Request Michael & Darcie Whaley
Board Member Littlejohn made a motion to adopt Resolution 2024-21 Annexation Request from Michael & Darcie Whaley. Board Member Smith seconded the motion. Motion passed to adopt Resolution 2024-21 Annexation Request from Michael & Darcie Whaley.
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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: **March 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
 - ix. Invoices from WR Whittington’s office – (none received)

Finance Director Arnett reported that the fire district financial status is doing incredibly well 75% into the FY. Property tax revenue is tracking over expectations. Ambulance billing revenue continues to track 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: Review Procurement Policy
- c. Discussion and possible action re: Call to elections special meeting on April 25, 2024 at 6:00 p.m. (Arizona Time).
- d. Budget work session for FY 2024-2025 budget May 9, 2024 at 6:00 p.m. (Arizona Time).

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is **May 16, 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 Oliver seconded the motion. Motion passed to adjourn.

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Board Chairman Adriance adjourned the meeting at 6:59 p.m. on April 18, 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: BDFDBR075