



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 MAY 16, 2024

1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:07 p.m. on MAY 16, 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 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 **April 18, 2024**

Board Member Smith made a motion to accept the minutes of the April 18, 2024 Board meeting.

Board Member Reber seconded the motion. Motion passed to accept the minutes of the April 18, 2024 Board meeting.

5-0-0

b. Discussion and possible action re: Minutes of **Special Meeting April 25, 2024**

Board Member Littlejohn made a motion to accept the minutes of the Special Board Meeting

April 25, 2024. Board Member Smith seconded the motion. Motion passed to accept the minutes of the Special Board Meeting April 25, 2024.

5-0-0

c. Discussion and possible action re: Minutes of **Special Meeting May 9, 2024**

Board Member Littlejohn made a motion to accept the minutes of the Special Board Meeting

May 9, 2024. Board Member Smith seconded the motion. Motion passed to accept the minutes of the Special Board Meeting May 9, 2024.

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 we have received all of the equipment that was awarded with a wildland grant.
 - ii. Discussion and possible action re: Wildland Update
Discussion only.
Chief Hunt reported to the Board that our crew that was in Texas has returned.
- b. Fire and EMS Report for the month of: **April 2024**
Chief Hunt reported that there were 11 Fire Calls and 86 EMS Calls for a total of 97 Fire and EMS Calls for the month of April 2024. For 2024 YTD there were a total of 46 Fire Calls and 368 EMS Calls for a total of 414 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
Discussion only.
Finance Director Arnett reported that the fire district's procurement policy was reviewed by our policy consultant to ensure there were no conflicts with language in the current CFR's and found the policy as written to be sufficient.
- d. Discussion and possible action re: AZDPS contract update
Discussion only.
Nothing new to report.
- c. Discussion and possible action re: AFDA Summer Conference Update
Discussion only.
Administrative Assistant Sparks asked the Board Members whom would be attending the AFDA Summer conference July 16-18, 2024 in Glendale, AZ. 3 confirmed attendance and 1 is tentative.

8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Reimbursement request from M. Behrle - Meal
Finance Director Arnett presented to the Board with a request for reimbursement from M. Behrle for a transport meal in the amount of \$16.35.
Board Member Reber made a motion to accept the request for reimbursement from M. Behrle for a transport meal in the amount of \$16.35. Board Clerk Oliver seconded the motion. Motion passed to accept the request for reimbursement from M. Behrle for a transport meal in the amount of \$16.35.
5-0-0
- b. Discussion and possible action re: Reimbursement request from S. Sparks - Postage
Finance Director Arnett presented to the Board with a request for reimbursement from S. Sparks for postage in the amount of \$17.46.
Board Member Reber made a motion to accept the request for reimbursement from S. Sparks for postage in the amount of \$17.46. Board Clerk Oliver seconded the motion. Motion passed to accept the request for reimbursement from S. Sparks for postage in the amount of \$17.46.
5-0-0
- c. Discussion and possible action re: Training Costs Bulletin
Discussion only.

Finance Director Arnett presented to the Board a ruling from the FTC that invalidates all non-compete clauses in employment contracts except for those with certain senior executives. Thus, the fire district can no longer required an employee to enter into a contract agreement that would require them to pay back training cost reimbursements if they end their employment.

d. Discussion and possible action re: FY 2024-2025 Proposed Budget

Finance Director Arnett presented to the Board a corrected FY 2024-2025 proposed budget based on the discussed recommended changes at the special meeting on May 9, 2024. Board Member Smith made a motion to move forward with the FY 2024-2025 proposed budget. Board Member Littlejohn seconded the motion. Motion passed to move forward with the FY 2024-2025 proposed budget.

5-0-0

e. Discussion and possible action re: Resolution 2024-15 Annexation Request Bret & Debbie Merica
Administrative Assistant Sparks provided the Board with 6 resolutions requesting annexation to the fire district.

Board Member Littlejohn made a motion to adopt Resolution 2024-25 Annexation Request from Bret & Debbie Merica. Board Member Reber seconded the motion. Motion passed to adopt Resolution 2024-25 Annexation Request from Bret & Debbie Merica.

5-0-0

f. Discussion and possible action re: Resolution 2024-26 Annexation Request Michael Whitby 101
Board Member Littlejohn made a motion to adopt Resolution 2024-26 Annexation Request from Michael Whitby 101. Board Member Reber seconded the motion. Motion passed to adopt Resolution 2024-26 Annexation Request from Michael Whitby 101.

5-0-0

g. Discussion and possible action re: Resolution 2024-27 Annexation Request Michael Whitby 102
Board Member Littlejohn made a motion to adopt Resolution 2024-27 Annexation Request from Michael Whitby 102. Board Member Reber seconded the motion. Motion passed to adopt Resolution 2024-27 Annexation Request from Michael Whitby 102.

5-0-0

h. Discussion and possible action re: Resolution 2024-28 Annexation Request Michael Whitby 103
Board Member Littlejohn made a motion to adopt Resolution 2024-28 Annexation Request from Michael Whitby 103. Board Member Reber seconded the motion. Motion passed to adopt Resolution 2024-28 Annexation Request from Michael Whitby 103.

5-0-0

i. Discussion and possible action re: Resolution 2024-29 Annexation Request Michael Whitby 104
Board Member Littlejohn made a motion to adopt Resolution 2024-29 Annexation Request from Michael Whitby 104. Board Member Reber seconded the motion. Motion passed to adopt Resolution 2024-29 Annexation Request from Michael Whitby 104.

5-0-0

j. Discussion and possible action re: Resolution 2024-30 Annexation Request Michael Whitby 105
Board Member Littlejohn made a motion to adopt Resolution 2024-30 Annexation Request from Michael Whitby 105. Board Member Reber seconded the motion. Motion passed to adopt Resolution 2024-30 Annexation Request from Michael Whitby 105.

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: **April 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 Smith made a motion to accept the status of the budget and the accounting of the financial statements. Board Clerk Oliver 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: Public Hearing for the FY 2024-2025 Budget
- c. Discussion and possible action re: AFDA Summer Conference updates

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is **June 20, 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:

On attendee wanted to express how impressed she was with how organized the meeting took place compared to other public meetings she has attended.

14. ADJOURNMENT:

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

5-0-0

Board Chairman Adriance adjourned the meeting at 6:43 p.m. on May 16, 2024.



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

6/20/2024
Date

Ref:
SD Card #5
File: BDFDBR076

