



## Beaver Dam/Littlefield Fire District

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Minutes A.R.S. §38-403.01

### MINUTES OF JUNE 20, 2024

#### 1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:32 p.m. on JUNE 20, 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 (on phone), Accounting/Payroll Clerk Doe Nelson and incoming Finance Director Jeff Bennett.

#### 3. PLEDGE OF ALLEGIANCE:

The pledge was led by Chief Hunt.

#### 4. CALL TO THE PUBLIC:

There were no comments from the public.

#### 4A. PUBLIC HEARING FOR THE FIRE DISTRICT'S FY 2024-2025 BUDGET

Board Chairman Adriance made a call to the public for comment on the FY 2024-2025 budget.

There were no comments from the public.

Board Member Littlejohn made a motion to adjourn the public hearing regarding the FY 2024-2025 budget. Board Member Reber seconded the motion. Motion passed to adjourn the public hearing regarding the FY 2024-2025 budget.

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Board Chairman Adriance called to order the regular Board meeting at 1835.

#### 5. CONSENT AGENDA

##### a. Discussion and possible action re: Minutes of **May 16, 2024**

Board Member Smith made a motion to accept the minutes of the May 16, 2024 Board meeting.

Board Member Littlejohn seconded the motion. Motion passed to accept the minutes of the

May 16, 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 working with the National Special Districts Coalition representative in Washington D.C. to procure funding for fire station #4.

ii. Discussion and possible action re: No Burn Order effective June 8, 2024 6:00 a.m.  
Discussion only.

Chief Hunt reported that he made the decision to put a no burn order in place on the date and time indicated above due to the current very high fire danger conditions.

iii. Discussion and possible action re: Wildland Update  
Discussion only.

Chief Hunt reported that the district has had a few crews deployed since our last meeting. 1 in Texas (has returned) and 2 in Arizona (both returned). He anticipates additional requests for support from California and other states as we are early in wildland fire season.

b. Fire and EMS Report for the month of: **May 2024**

Chief Hunt reported that there were 15 Fire Calls and 85 EMS Calls for a total of 148 Fire and EMS Calls for the month of May 2024. For 2024 YTD there were a total of 61 Fire Calls and 454 EMS Calls for a total of 515 Fire and EMS Calls YTD.

c. Board of Directors Report: Board Chairman Adriance had nothing to report.

**8. UNFINISHED BUSINESS: ACTION/DISCUSSION**

a. Discussion and possible action re: AFDA Summer Conference update.

Discussion only.

Administrative Assistant Sparks reported that registrations and reservations have been made and confirmed for those attending the AFDA Summer Conference July 16-18, 2024. Due to the conference being held on the date of the regular Board meeting in July, the Board agreed to move the regular Board to Tuesday July 23, 2024 at 6:00 p.m. (Arizona time).

b. Discussion and possible action re: 2024 Elections update.

Discussion only.

Administrative Assistant Sparks reminded the Board that the nomination papers and nomination petitions are due to be filed by July 8, 2024 for those that want to be considered for the 2 district seats that need to be filled.

c. Discussion and possible action re: AZDPS contract update

Discussion only.

Nothing to report

**9. NEW BUSINESS: ACTION/DISCUSSION**

a. Discussion and possible action re: Bids on Surplus Asset: Ambulance – 2009 Ford E-450

Discussion only.

Board Chairman Adriance opened the one and only sealed bid received for surplus asset: ambulance -2009 Ford E-450. The City of Los Algodones B.C., (Molar City) bid \$1,000.00.

b. Discussion and possible action re: Resolution 2024-31 Accepting Bid on Ambulance – 2009 Ford E-450

Finance Director presented to the Board the above resolution to accept the bid from the City of Los Algodones B.C., (Molar City) for \$1,000.00 for surplus asset: ambulance 2009 Ford E-450.

Board Member Reber made a motion to accept Resolution 2024-31 bid from the City of Los

Algodones B.C., (Molar City) for \$1,000.00 for surplus asset: ambulance 2009 Ford E-450. Board Member Smith seconded the motion. Motion passed to accept Resolution 2024-31 bid from the City of Los Algodones B.C., (Molar City) for \$1,000.00 for surplus asset: ambulance 2009 Ford E-450.

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- c. Discussion and possible action re: Commercial Liability Ins expiring 9/1/24 – VFIS Conditional Renewal and Policyholder Change Notice

Discussion only.

Finance Director Arnett presented to the Board a copy of the above renewal and policyholder change notice for their information.

- d. Discussion and possible action re: Reimburse J. Larkin for Training Meal

Finance Director presented to the Board a request for reimbursement from J. Larkin in the amount of \$40.57 for a training meal.

Board Member Littlejohn a motion to accept the request for from J. Larkin for reimbursement of a training meal for the amount of \$40.57. Board Member Reber seconded the motion. Motion passed to accept the request from J. Larkin for reimbursement of a training meal for the amount of \$40.57.

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- e. Discussion and possible action re: Approving the FY 2024-2025 Budget

Discussion only.

Finance Director Arnett presented the Board with the final draft of the FY 2024-2025 budget which will go into effect on July 1, 2024.

- i. Discussion and possible action re: Resolution 2024-32 Adoption of Budget

Board Member Smith made a motion to accept Resolution 2024-32 Adoption of Budget. Board Clerk Oliver seconded the motion. Motion passed to accept Resolution 2024-32 Adoption of Budget.

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- ii. Discussion and possible action re: Resolution 2024-33 Setting Tax Levy

Board Member Reber made a motion to accept Resolution 2024-33 setting the mill levy tax rate at \$3.25 per \$100 of assessed value (which is the same as last year). Board Member Smith seconded the motion. Motion passed to accept Resolution 2024-33 setting the mill levy tax rate at \$3.25 per \$100 of assessed value.

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- iii. Discussion and possible action re: Certificate of Compliance

Discussion only.

The Board was given a copy of the Certificate of Compliance for the budget, which in turn was signed as required.

- f. Discussion and possible action re: Fees for Services

Discussion only.

Finance Director Arnett presented to the Board with a Fees for Services document and indicated there were no changes from the last adopted fee schedule.

- i. Discussion and possible action re: Resolution 2024-34 Fee Schedule

Board Chairman Adriance made a motion to accept Resolution 2024-34 Fee Schedule. Board Clerk Oliver seconded the motion. Motion passed to accept Resolution 2024-34 Fee Schedule.

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- g. Discussion and possible action re: Resolution 2024-35 Annexation Request Jim & Angela Rogers

Administrative Assistant Sparks presented to the Board the above resolution requesting that a property owned by Jim & Angela Roger be annexed into the fire district.

Board Member Smith made a motion to adopt Resolution 2024-35 Annexation Request Jim & Angela Rogers. Board Member Reber seconded the motion. Motion passed to adopt Resolution 2024-35 Annexation Request Jim & Angela Rogers.

5-0-0

**10. 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: **May 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. Invoices from WR Whittington's office – (none received)

Finance Director Arnett reported that we are looking really good entering the final month of the Budget FY. Board Member Littlejohn commended Finance Director Arnett and Accounting/Payroll Clerk Doe Nelson for their excellent work maintaining the district's accounting and finances. The Board was introduced to incoming Finance Director Jeff Bennett.

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.

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**11. FUTURE AGENDA ITEMS:**

*The Board can recommend matters for inclusion on an upcoming agenda.*

Discussion and possible action re: HR policy review regarding reimbursement of training expenses.

**12. NEXT REGULAR BOARD MEETING:**

The next regular scheduled board meeting is **July 23, 2024 at 6:00 p.m. Arizona Time. Rescheduled from July 18, 2024 due to the AFDA Summer Conference on that date.**

Any special meeting scheduled will appear in the minutes.

**13. CALENDAR OF EVENTS:**

The calendar of events is on the Board Members tablets, the website and posted at Fire Station #1.

**14. CALL TO THE PUBLIC:**

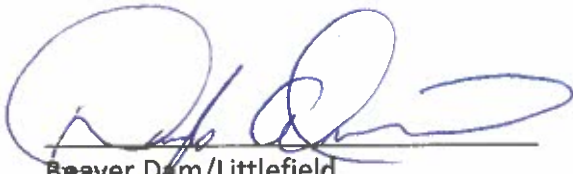
There were no comments from the public.

**15. ADJOURNMENT:**

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

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Board Chairman Adriance adjourned the meeting at 7:02 p.m. on June 20, 2024.



Beaver Dam/Littlefield  
Fire District – Chairman  
Governing Board

7/23/2024  
Date

Ref:  
SD Card #5  
File: BDFDBR077