



**Beaver Dam/Littlefield Fire District**  
630 N. Highway 91, P.O. Box 579  
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[www.beaverdam-littlefieldfire.org](http://www.beaverdam-littlefieldfire.org)



Minutes A.R.S. §38-403.01

## MINUTES OF JULY 23, 2024

### 1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:04 p.m. on JULY 23, 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 Board Chairman Oliver.

### 4. CALL TO THE PUBLIC:

There were no comments from the public.

### 5. CONSENT AGENDA

- a. Discussion and possible action re: Minutes of **June 20, 2024**  
Board Member Littlejohn made a motion to accept the minutes of the June 20, 2024 Board meeting. Board Member Smith seconded the motion. Motion passed to accept the minutes of the June 20, 2024 Board meeting.  
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### 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: Wildland Update  
Discussion only.  
Chief Hunt reported that the district has had several deployments since our last meeting. The

wildland fire season is very active. The nation is at level 5. He anticipates additional requests for support from Arizona as well as other surrounding states.

- b. Fire and EMS Report for the month of: **June 2024**  
The June 2024 was not available.
- 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.  
Board Chairman Adriance, and Board Members Littlejohn and Smith reported on the following topics from the conference:  
AI Telephone Dispatch Systems – Has the ability to sort out calls to prioritize them to allow for a more rapid response.  
Budget/Recommendations – Effective allocation of funds and time lines for procuring vehicles.  
Fire Station Building Concepts – Cost efficient building solutions for fire stations at substantial cost savings.
- b. Discussion and possible action re: 2024 Elections update.  
Discussion only.  
Administrative Assistant Sparks reported that the county confirmed that two candidates have filed to be considered for the two Board seats that will need to be filled at the end of the current term. The candidates are Marcia Littlejohn and Dan Reber.
- c. Discussion and possible action re: AZDPS contract update  
Discussion only.  
Nothing to report
- d. Discussion and possible action re: HR policy review regarding reimbursement of training expenses.  
Discussion only.  
Finance Director Arnett asked that this topic be deferred to a future meeting to allow more time for research.  
Chief Hunt indicated that some grants have been identified that could help with training reimbursement.

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

- a. Discussion and possible action re: Reimburse L. Lydon for wildland crew meals  
Finance Director presented to the Board a request for reimbursement from L. Lydon in the amount of \$49.81 for wildland crew meals.  
Board Member Smith made a motion to accept the request from L. Lydon for reimbursement of a wildland crew meal for the amount of \$49.81. Board Member Reber seconded the motion.  
Motion passed to accept the request from L. Lydon for reimbursement of a wildland crew meal for the amount of \$49.81.  
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- b. Discussion and possible action re: Reimburse K. Gubler for medical training meals  
Finance Director presented to the Board a request for reimbursement from K. Gubler in the amount of \$38.00 medical training meals.  
Board Member Smith made a motion to accept the request from K. Gubler for reimbursement for medical training meals for the amount of \$38.00. Board Member Reber seconded the motion. Motion passed to accept the request from K. Gubler for reimbursement for medical training meals for the amount of \$38.00.

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- c. Discussion and possible action re: Reimburse L. Lydon for transport meals  
Finance Director presented to the Board a request for reimbursement from L. Lydon in the amount of \$74.43 for transport meals.  
Board Member Smith made a motion to accept the request from L. Lydon for reimbursement of transport meals for the amount of \$74.43. Board Member Reber seconded the motion. Motion passed to accept the request from L. Lydon for reimbursement of transport meals for the amount of \$74.43.

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**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: **June 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 fiscal year ended very well. Revenue was up and expenses were down. There will still be some revenue and expenses that will be directed back to the June accounts but everything will still be on track.

Board Member Smith made a motion to accept the status of the budget and the accounting of the financial statements. Board Member Reber 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 **August 15, 2024 at 6:00 p.m. (Arizona Time).**

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.

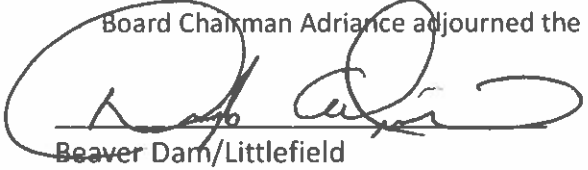
**15. ADJOURNMENT:**

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

Motion passed to adjourn.

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Board Chairman Adriance adjourned the meeting at 6:51 p.m. on July 23, 2024.



Beaver Dam/Littlefield  
Fire District – Chairman  
Governing Board

8/15/2024  
Date

Ref:  
SD Card #5  
File: BDFDBR078