



**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](http://www.beaverdam-littlefieldfire.org)



Minutes A.R.S. §38-403.01

## MINUTES OF AUGUST 15, 2024

### 1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 5:57 p.m. on AUGUST 15, 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(s) Michelle Arnett and Jeffrey Bennett

### 3. PLEDGE OF ALLEGIANCE:

The pledge was led by Chief Hunt.

### 4. CALL TO THE PUBLIC:

There were no comments from the public.

### 5. CONSENT AGENDA

#### a. Discussion and possible action re: Minutes of **July 23, 2024**

Board Member Littlejohn made a motion to accept the minutes of the July 23, 2024 Board meeting. Board Member Smith seconded the motion. Motion passed to accept the minutes of the July 23, 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 nothing has changed in procuring funding for F.S. #4. However, he is working to procure other grant awards working with our Grant Specialist.

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

Chief Hunt reported that the district has been very busy with wildland fire activity. Several

deployments have been made since our last meeting. One to Texas and to other parts of Arizona. The wildland fire season is very active. Additional deployments are anticipated.

- b. Fire and EMS Report for the month of: **June and July 2024**  
The June 2024 was still not available. For July 2024 Chief Hunt reported that there were 11 Fire Calls and 82 EMS Calls for a total of 96 fire and EMS Calls for the month.
- c. Board of Directors Report: Board Chairman Adriance had nothing to report.

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

- a. Discussion and possible action re: Upcoming annual Fire Chief Evaluation  
Discussion only.  
Administrative Assistant Sparks gave the Board a copy of the Fire Chief Evaluation Form and reminded them that the annual evaluation will take place at the regular Board meeting on September 19, 2024.
- b. Discussion and possible action re: 2024 Elections update.  
Discussion only.  
Administrative Assistant Sparks reported to the Board that the Mohave County Elections department will request to the Board of Supervisors that our election for Board members be cancelled since there were only two candidates that filed for consideration. The Board of Supervisors meeting is scheduled for August 19, 2024.
- 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 Directors Arnett and Bennett will contact the district's HR policy consultant to see how this policy is being addressed by other fire districts. They will report back to the Board at a future meeting.  
Chief Hunt again 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 J. Larkin for a meal for medical training  
Finance Director Arnett presented to the Board a request for reimbursement from J. Larkin in the amount of \$36.41 for a meal during medical training.  
Board Member Reber made a motion to accept the request from J. Larkin for reimbursement for a meal during medical training for the amount of \$36.41. Board Member Smith seconded the motion. Motion passed to accept the request from J. Larkin for reimbursement of a meal during medical training for the amount of \$36.41.  
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- b. Discussion and possible action re: VFIS Proposal/Renewal – Property & Casualty Accident & Sickness Policies  
Finance Director Arnett presented to the Board documentation showing the annual premium due for the VFIS property and casualty accident & sickness insurance policy as discuss previously the Board's budget planning meetings.  
Board Member Reber made a motion to pay the annual premium for the VFIS property and casualty accident & sickness insurance policy. Board Member Smith seconded the motion. Motion passed to pay the annual premium for the VFIS property and casualty accident &

sickness insurance policy.

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- c. Discussion and possible action re: Holiday party planning

Discussion only.

Chief Hunt suggested for this year's holiday party that the Board get quotes from the resorts in Mesquite, NV. The Board asked Chief Hunt to get quotes from the resorts. The Board also asked the Finance Directors to get quotes from the school district and the caterer from last year's event.

#### **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: **July 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 one month into the fiscal year all is going well.

Board Member Littlejohn 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

#### **11. FUTURE AGENDA ITEMS:**

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

#### **12. NEXT REGULAR BOARD MEETING:**

The next regular scheduled board meeting is **September 19, 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.

- a. Chief Hunt asked that the Radio Controlled (R.C.) Aircraft Club meeting be added to the calendar every second Thursday of the month starting in September

- b. A constituent asked if he could present a donation to the fire district and have a picture taken with engine 11. The Board agreed to meet at 5:45 p.m. (Arizona Time) on September 19, 2024 just before the regular Board meeting on that date to accommodate his request.

#### **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 6:50 p.m. on August 15, 2024.



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9/19/2024

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Beaver Dam/Littlefield  
Fire District – Chairman  
Governing Board

Date

Ref:  
SD Card #5  
File: BDFDBR079