



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 SEPTEMBER 19, 2024

1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:10 p.m. on SEPTEMBER 19, 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	Absent
Administrative Assistant:	Shan Sparks	Present

Also present were:

Fire Chief Jeffrey Hunt and Finance Director Michelle Arnett

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 **August 15, 2024**

Board Member Littlejohn made a motion to accept the minutes of the August 15, 2024 Board meeting. Board Member Reber seconded the motion. Motion passed to accept the minutes of the August 15, 2024 Board meeting.

4-0-1

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 continues to work with our Grant Specialist to procure other grant awards.

- 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 (Southern California, Arizona and Northern Nevada). The wildland fire season is very active. Additional deployments are anticipated.

- b. Fire and EMS Report for the month of: **August 2024**
Chief Hunt provided to the Board copies of the June and July 2024 run reports. For August 2024 there were 17 Fire calls and 81 EMS calls for a total of 98 fire and EMS calls for the month. Year-to-date the fire district has responded to 214 fire calls and 703 EMS calls for a total of 917 calls.
- c. Board of Directors Report: Board Chairman Adriance had nothing to report.

8. UNFINISHED BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: HR policy review regarding reimbursement of training expenses.
Discussion only.
Finance Director Arnett provided to the Board an email from the fire district's HR policy consultant which stated that our current HR policy as written appears to meet the intent of the statute change. Thus, she does not recommend a change to the HR policy at this time. The Board concurs.
- b. Discussion and possible action re: Holiday Party Planning
Discussion only.
Finance Director Arnett presented to the Board 4 quotes for catering and accommodations for the annual holiday party. The Board was unanimous in going with the quote from the Wolf Creek Golf Club in Mesquite, NV. The cost of the event is within the budget and was one of the lowest quotes. The Board agreed to hold the event on December 6, 2024.
- c. Discussion and possible action re: AZDPS contract update
Discussion only.
Nothing to report
- d. Discussion and possible action re: Fire Chief Evaluation
Administrative Assistant (A.A.) Sparks advised the Board that on August 15, 2024 Chief Hunt was notified that personnel matters in regard to his employment would be discussed at our open meeting on this date. A.A. Sparks provided the Board with a copy of the Fire Chief Evaluation Form. Subsequently, each line item was read and the Board made a unanimous rating for each line item. Chief Hunt expressed his gratitude to the Board for their continued support. Board Chairman Adriance made a motion to accept the results of the Fire Chief Evaluation. Board Clerk Oliver seconded the motion. Motion passed to accept the results of the Fire Chief Evaluation.
4-0-1
- e. Discussion and possible action re: Finance Director replacement search update.
Discussion only.
Finance Director Arnett reported to the Board that Finance Director Jeff Bennett was no longer working for the fire district. Subsequently, the position was re-advertised with the job title Full Charge Book Keeper/Office Manager. Several qualified candidates applied and one was selected. The selected candidate will come on board in October.

9. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Reimburse H. Barlow – Air Conditioner Air Filters
Finance Director Arnett presented to the Board a request for reimbursement from H. Barlow in the amount of \$44.13 for air conditioner air filters.
Board Member Reber made a motion to accept the request from H. Barlow for reimbursement

for air conditioner air filters in the amount of \$44.13. Board Chairman Adriance seconded the motion. Motion passed to accept the request from H. Barlow for reimbursement for air conditioner air filters in the amount of \$44.13.

4-0-1

- b. Discussion and possible action re: Transport Fee Hardship Request – Cicneros
Finance Director Arnett presented to the Board a transport fee hardship request. Following the fire district’s policy on hardship requests the allowed amount owed would be \$412.13. Board Chairman Adriance made a motion to accept the transport fee hardship request from Cicneros for the amount of \$412.13. Board Clerk Oliver seconded the motion. Motion passed to accept the transport fee hardship request from Cicneros for the amount of \$412.13.

4-0-1

- c. Discussion and possible action re: Resolution 2024-36 Annexation Request Silveyra 010
A.A. Sparks presented to the Board Resolution 2024-36 a request from F. & R. Silveyra requesting annexation of a parcel into the fire district.
Board Member Reber made a motion to accept Resolution 2024-36 annexation request from F. & R. Silveyra for a parcel (010) to be annexed into the fire district. Board Member Littlejohn seconded the motion. Motion passed to accept Resolution 2024-36 annexation request from F. & R. Silveyra for a parcel (010) to be annexed into the fire district.

4-0-1

- d. Discussion and possible action re: Resolution 2024-37 Annexation Request Silveyra 014
A.A. Sparks presented to the Board Resolution 2024-37 a request from F. Silveyra requesting annexation of a parcel into the fire district.
Board Member Reber made a motion to accept Resolution 2024-37 annexation request from F. Silveyra for a parcel (014) to be annexed into the fire district. Board Member Littlejohn seconded the motion. Motion passed to accept Resolution 2024-37 annexation request from F. Silveyra for a parcel (014) to be annexed into the fire district.

4-0-1

- e. Discussion and possible action re: Robert Buckner pay increase
Finance Director Arnett and Chief Hunt asked the Board to consider a pay increase of \$1.75 per hour for Robert Buckner. He has been diligent in performing his duties and has gone above and beyond in contributing his IT skills to more efficiently care for the fire district’s reporting requirements.
Board Member Reber made a motion to give Robert Buckner a pay increase of \$1.75 per hour. Board Clerk Oliver seconded the motion. Motion passed to give Robert Buckner a pay increase of \$1.75 per hour.

4-0-1

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: **August 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 17% into the fiscal year all is going well. Wildland revenue is up and expenses are in line as expected.

Board Member Reber made a motion to accept the status of the budget and the accounting of the financial statements. Board Chairman Adriance seconded the motion. Motion was passed to accept the status of the budget and the accounting of the financial statements.

4-0-1

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 **October 17, 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 Littlejohn seconded the motion. Motion passed to adjourn.

4-0-1

Board Chairman Adriance adjourned the meeting at 7:33 p.m. on September 19, 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: BDFDBR080