



**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 OCTOBER 17, 2024**

### **1. CALL TO ORDER:**

Board Chairman Adriance brought the meeting to order at 5:59 p.m. on OCTOBER 17, 2024.

### **2. ROLL CALL OF BOARD MEMBERS/AFFIRMATION OF QUORUM:**

Board Chairman:	Doug Adriance	Present
Board Clerk:	Thomas M. Oliver	<b>Absent</b>
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 Doris Christolear

### **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 **September 19, 2024**  
Board Member Reber made a motion to accept the minutes of the September 19, 2024 Board meeting. Board Member Smith seconded the motion. Motion passed to accept the minutes of the September 19, 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 there is starting to be some progress made in the grant research process for Fire Station #4. We did not receive 2 other grants that the fire district was pursuing. We will reapply for these 2 particular grants again when possible.
  - ii. Discussion and possible action re: Wildland Update  
Discussion only.

Chief Hunt reported that the fire district continues to be very busy with wildland fire activity. In a deployment to central Arizona the teams received much commendation from the other responders regarding their team efforts on this deployment. The wildland fire season is very active. Additional deployments are anticipated.

- b. Fire and EMS Report for the month of: **September 2024**  
Discussion only.  
For September 2024 there were 18 Fire calls and 69 EMS calls for a total of 87 fire and EMS calls for the month. Year-to-date the fire district has responded to 130 fire calls and 779 EMS calls for a total of 909 calls.
- c. Board of Directors Report: Board Chairman Adriance wanted to pass on some commendation that he has received from constituents regarding our crew's recent response to various incidents.

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

- a. Discussion and possible action re: HR policy review regarding reimbursement of training expenses.  
Discussion only.  
Finance Director Arnett reported to the Board that the bill that would have affected the HR hiring policy did not pass. Thus, the HR policy has not been changed.
- b. Discussion and possible action re: Holiday Party Planning  
Finance Director Arnett presented to the Board 2 menu options for the annual holiday party at the Wolf Creek Golf Club in Mesquite, NV. The Board decided to go with the menu option that was \$5.00 less per person to minimize the cost to the district.  
Board Member Littlejohn made a motion to accept the decision of the Board for the less expensive menu option. Board Chairman Adriance seconded the motion. Motion passed to accept the decision of the Board for the less expensive menu option.  
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- c. Discussion and possible action re: AZDPS contract update  
Discussion only.  
Nothing to report
- d. Discussion and possible action re: Election update – Affidavit to Board of Supervisors sent  
Administrative Assistant (A.A.) Sparks advised the Board that due to the election being cancelled for our 2 Board seats since we only had 2 candidates file, the final step before election day was to send an affidavit to the Mohave County Board of Supervisors certifying compliance with the election laws, which has been done.

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

- a. Discussion and possible action re: Reimburse J. Larkin – Training Meal  
Finance Director Arnett presented to the Board a request for reimbursement from J. Larkin in the amount of \$67.66 for a training meal.  
Board Member Smith made a motion to accept the request from J. Larkin for reimbursement for a training meal in the amount of \$67.66. Board Member Reber seconded the motion. Motion passed to accept the request from J. Larkin for reimbursement for training meal in the amount of \$67.66.  
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- b. Discussion and possible action re: Reimburse E. Renteria – Wildland Meals  
Finance Director Arnett presented to the Board a request for reimbursement from E. Renteria in the amount of \$49.11 for a wildland meal.  
Board Member Smith made a motion to accept the request from E. Renteria for reimbursement

for a wildland meal in the amount of \$49.11. Board Member Reber seconded the motion. Motion passed to accept the request from E. Renteria for reimbursement for a wildland meal in the amount of \$49.11.

4-0-1

- c. Discussion and possible action re: Accept recommendation by the Beaver Dam/Littlefield Fire District Local Board of the Public Safety Personnel Retirement System (PSPRS), and appoint Larry Lydon (Fire District Resident/Citizen) to a 4-year term ending September 2028 – Loyalty Oath of Office

Finance Director Arnett informed the Board that Larry Lydon applied for and was accepted by the PSPRS Board to serve as the Fire District Resident/Citizen for a 4-year term ending September 2028.

Board Member Smith made a motion to accept the appointment of Larry Lydon to serve as the PSPRS Fire District Resident/Citizen for a 4-year term ending September 2028. Board Member Reber seconded the motion. Motion passed to accept the appointment of Larry Lydon to serve as the PSPRS Fire District Resident/Citizen for a 4-year term ending September 2028.

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Board Chairman administered the Loyalty Oath of Office

- d. Discussion and possible action re: EMI Vision Insurance Renewal

Finance Director Arnett presented the EMI Vision Insurance Renewal premium notice.

Board Member Littlejohn made a motion to renew the EMI vision insurance at the new premium rates. Board Member Smith seconded the motion. Motion passed to renew the EMI vision insurance at the new premium rates.

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- e. Discussion and possible action re: AFDA Winter Conference – Laughlin, NV January 15-17, 2025  
Discussion only.

Administrative Assistant (A.A.) Sparks advised the Board that the AFDA Winter Conference is scheduled in Laughlin, NV January 15-17, 2025. All Board members requested to attend.

## **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: **September 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 25% into the fiscal year all is going well. Wildland revenue at 25% 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 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.*

Chief Hunt requested that the Board consider replacing Rescue 10 and Rescue 21 at the next meeting.

**12. NEXT REGULAR BOARD MEETING:**

The next regular scheduled board meeting is **November 21, 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 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 6:39 p.m. on October 17, 2024.

**THIS IS A WORKING DRAFT ONLY AND IS NOT APPROVED UNTIL SIGNED**

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Beaver Dam/Littlefield  
Fire District – Chairman  
Governing Board

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Date

Ref:  
SD Card #5  
File: BDFDBR081