



Beaver Dam/Littlefield Fire District

630 N. Highway 91, P.O. Box 579

Beaver Dam, AZ. 86432

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Minutes A.R.S. §38-403.01

MINUTES OF NOVEMBER 21, 2024

1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:05 p.m. on NOVEMBER 21, 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:

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 **October 17, 2024**

Board Member Reber made a motion to accept the minutes of the October 17, 2024 Board meeting. Board Clerk Oliver seconded the motion. Motion passed to accept the minutes of the October 17, 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.

Board Chairman Adriance reported on behalf of Chief Hunt that there was nothing new to report regarding grant research.

ii. Discussion and possible action re: Wildland Update

Discussion only.

Board Chairman Adriance reported on behalf of Chief Hunt that the fire district continues to be very busy with wildland fire activity. A team has recently been deployed to San Diego, CA. The wildland fire season is very active. Additional deployments are anticipated.

- b. Fire and EMS Report for the month of: **October 2024**
Discussion only.
For October 2024 there were 25 Fire calls and 90 EMS calls for a total of 115 fire and EMS calls for the month. Year-to-date the fire district has responded to 150 fire calls and 869 EMS calls for a total of 1,019 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. Board Member Littlejohn also passed on some commendation regarding our crew's performance on a recent incident.

8. UNFINISHED BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Holiday party planning RSVP's
Discussion only.
Finance Director Christolear finalized the Board's RSVP's for the holiday party.
- b. Discussion and possible action re: AZDPS contract update
Discussion only.
Nothing to report
- c. Discussion and possible action re: Election update – Oath of Office for Board Members Littlejohn and Reber
Discussion only.
Board Chairman Adriance administered the Oath of Office for Board Members Littlejohn and Reber to start their 4-year term through 2028.
- d. Discussion and possible action re: AFDA Winter Conference Update – Laughlin, NV January 15-17, 2025.
Discussion only.
Administrative Assistant (A.A.) Sparks confirmed attendance by the Board Members and advised the Board that he will proceed with the registrations and make the reservations.

9. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Reimbursement request S. Lamb – Transport Meal
Finance Director Arnett presented to the Board a request for reimbursement from S. Lamb in the amount of \$36.37 for a transport meal.
Board Member Smith made a motion to accept the request from S. Lamb for reimbursement for a transport meal in the amount of \$36.37. Board Member Reber seconded the motion. Motion passed to accept the request from S. Lamb for reimbursement for a transport meal in the amount of \$36.37.
5-0-0
- b. Discussion and possible action re: BCBS Health Ins. Renewal
Finance Director Arnett presented to the Board the BCBS Summary of Benefits and Coverage with the renewal rate proposal.
Board Member Littlejohn made a motion to pay the BCBS Health Ins. renewal rate as proposed. Board Member Smith seconded the motion. Motion passed to pay the BCBS Health Ins. renewal rate as proposed.
5-0-0
- c. Discussion and possible action re: Group Health/Dental Insurance Policy

Finance Director Arnett reminded the Board of the current group health/dental insurance policies for full-time employees.

The Board had some discussion on whether or not the policy should be readdressed as the fire district continues to grow. The Board asked that this topic be added to future agendas for further consideration at future Board meetings.

Board Member Reber made a motion to retain the current policy for the time being. Board Member Littlejohn seconded the motion. Motion passed to retain the current policy for the time being.

5-0-0

- d. Discussion and possible action re: Resolution 2024-38 approving sale of certain motor vehicles via sealed bids.

Finance Director Arnett presented the Board with a resolution to authorize the sale of the following described motor vehicles (as-is, with no warranty) by sealed bid: 2008 Ford F250 6.4 Diesel 140,000+ miles – VIN ending with E29468 and 2010 Ford F150 V8 Gas 200,000+ miles – VIN ending with B83488 due to their no longer being necessary for the proper operation of the fire district.

Board Member Smith made a motion to adopt Resolution 2024-38 with the action described above. Board Member Reber seconded the motion. Motion passed to adopt Resolution 2024-38 with the action described above.

5-0-0

- e. Discussion and possible action re: Cost of Living Increases

Finance Director Arnett reported to the Board that the minimum wage in Arizona will increase by 2.44 percent on January 1, 2025. It was proposed that the Board consider matching that amount of increase for all staff members rounded up to the next .25.

Board Member Littlejohn made a motion to increase the pay scales of all staff members by 2.44 percent rounded up the next .25 effective January 1, 2025. Board Member Smith seconded the motion. Motion passed to increase the pay scales of all staff members by 2.44 percent rounded up the next .25 effective January 1, 2025.

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: **October 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 33% into the fiscal year everything is trending pretty good. Wildland revenue is up at 33% and expenses are in line as expected.

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.

5-0-0

11. FUTURE AGENDA ITEMS:

The Board can recommend matters for inclusion on an upcoming agenda.
Group Health/Dental Insurance Policy review

12. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is **December 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.

14. CALL TO THE PUBLIC:

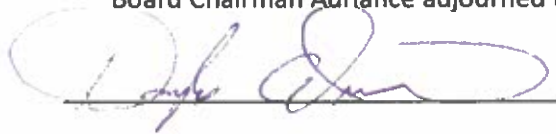
There were no comments from the public.

15. ADJOURNMENT:

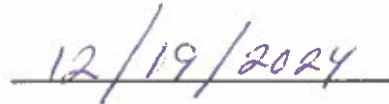
Board Member Reber made a motion to adjourn. Board Member Smith seconded the motion.
Motion passed to adjourn.

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Board Chairman Adriance adjourned the meeting at 7:02 p.m. on November 21, 2024.



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board



Date

Ref:

SD Card #5

File: BDFDBR082