



Beaver Dam/Littlefield Fire District
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Minutes A.R.S. §38-403.01

MINUTES OF THURSDAY, JANUARY 23, 2025

1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:03 p.m. on Thursday, JANUARY 23, 2025.

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

Board Chairman:	Doug Adriance	Present
Board Clerk:	Marcia Littlejohn	Present
Board Member:	Thomas Oliver	Present
Board Member:	Dan Reber	Present
Board Member:	Kevin Smith	Present
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 Board Member Reber.

4. CALL TO THE PUBLIC:

There were no comments from the public.

5. CONSENT AGENDA

a. Approval if Minutes

- **January 23, 2025 Regular Meeting**

Board Member Reber made a motion to accept the minutes of the January 23, 2025 Board meeting. Board Member Smith seconded the motion. Motion passed to accept the minutes of the January 23, 2025 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 due to the change of administration of the Federal government, there is delay on grant awards at the present time. However, we continue to work with the district's

Grant Research Specialist to apply for available grant resources in hopes that the funding will be released in time. Chief Hunt also reported that being a member of N.S.D.C will give the district additional resources to access possible grants.

ii. Discussion and possible action re: Wildland Update

Discussion only.

Chief Hunt reported that no teams are currently deployed. However, they remain ready to deploy if needed.

b. Fire and EMS Report for the month of: **January 2025**

Discussion only.

For January 2025 there were 12 Fire calls and 77 EMS calls for a total of 89 fire and EMS calls for the month. Year-to-date the fire district has responded to 12 fire calls and 89 EMS calls for a total of 89 calls.

c. Board of Directors Report: Nothing to report

7. UNFINISHED BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Group Health/Dental Insurance Policy review (defer to future agenda)

Discussion only. Finance Director Arnett asked to defer this item to a future meeting to do some additional research.

b. Discussion and possible action re: Audited Financial Statement presentation from Hinton Burdick CPA's and Advisors for the FY ending June 30, 2024

Discussion only.

Alex Brotherson with Hinton Burdick CPA's and Advisors presented to the Board the audit findings. He indicated that the audit received a "clean opinion" which is the highest standard they can give.

c. Discussion and possible action re: Resolution 2025-08 Accepting Audit Report

Board Member Reber made a motion to accept Resolution 2025-08 accepting the audit report. Board Member Smith seconded the motion. Motion passed to accept Resolution 2025-08. 5-0-0

d. Discussion and possible action re: Corrective action plan from audit report

Discussion only.

Finance Director Arnett reported to the Board that there was a finding in the audit regarding the segregation of duties. She has addressed this finding with the county Board of Supervisors indicating the possible actions the district can take with an organization our size.

e. Discussion and possible action re: Sale of 2010 Ford F150 V8 Gas 200,000+ miles – VIN ending with B83488

Discussion only.

Chief Hunt reported that they would like to keep this vehicle in operation for the time being with some needed repairs.

f. Discussion and possible action re: AZDPS contract update

Discussion only.

Nothing to report

g. Discussion and possible action re: Board Member Candidate update

Discussion only.

Administrative Assistant Sparks reported that no one has applied for the opening. Thus, the public notice will be updated.

8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Dental Insurance Rate Increase
Discussion only.
Finance Director Arnett reported to the Board that there will be a slight increase to the Dental Insurance rates.
- b. Discussion and possible action re: Reimbursement request C. Lea – Groceries
Finance Director Arnett presented to the Board the following requests for reimbursement (b-l). The requests were accompanied with the required documentation.
Board Member Smith made a motion to accept the request from C. Lea for reimbursement for groceries in the amount of \$9.98. Board Member Reber seconded the motion. Motion passed to accept the request from C. Lea for reimbursement for groceries in the amount of \$9.98.
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- c. Discussion and possible action re: Reimbursement request D. Adriance – Mileage
Board Member Smith made a motion to accept the request from D. Adriance for reimbursement for mileage in the amount of \$264.60. Board Member Reber seconded the motion. Motion passed to accept the request from D. Adriance for reimbursement for mileage in the amount of \$264.60.
5-0-0
- d. Discussion and possible action re: Reimbursement request D. Reber – Meal-Gas
Finance Director Arnett reported that the accounts payable voucher was corrected to just request reimbursement for meals since Board Member Reber requested reimbursement for mileage.
Board Member Smith made a motion to accept the request from D. Reber for reimbursement for meals in the amount of \$9.05. Board Member Reber seconded the motion. Motion passed to accept the request from D. Reber for reimbursement for meals in the amount of \$9.05.
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- e. Discussion and possible action re: Reimbursement request D. Reber – Mileage
Board Member Smith made a motion to accept the request from D. Reber for reimbursement for mileage in the amount of \$261.80. Board Member Reber seconded the motion. Motion passed to accept the request from D. Reber for reimbursement for mileage in the amount of \$261.80.
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- f. Discussion and possible action re: Reimbursement request D. Christolear – Mileage
Board Member Smith made a motion to accept the request from D. Christolear for reimbursement for mileage in the amount of \$249.20. Board Member Reber seconded the motion. Motion passed to accept the request from D. Christolear for reimbursement for mileage in the amount of \$249.20.
5-0-0
- g. Discussion and possible action re: Reimbursement request J. Hunt – Vehicle Repairs
Board Member Smith made a motion to accept the request from J. Hunt for reimbursement for vehicle repairs in the amount of \$502.78. Board Member Reber seconded the motion. Motion passed to accept the request from J. Hunt for reimbursement for vehicle repairs in the amount of \$502.78.
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- h. Discussion and possible action re: Reimbursement request J. Larkin – Training Software
Board Member Smith made a motion to accept the request from J. Larkin for reimbursement for training software in the amount of \$166.59. Board Member Reber seconded the motion. Motion passed to accept the request from J. Larkin for reimbursement for training software in the amount of \$166.59

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- j. Discussion and possible action re: Reimbursement request K. Martinez – Transport Meal Board Member Smith made a motion to accept the request from K. Martinez for reimbursement for transport meals in the amount of \$29.93. Board Member Reber seconded the motion. Motion passed to accept the request from K. Martinez for reimbursement for transport meals in the amount of \$29.93.

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- k. Discussion and possible action re: Reimbursement request R. Buckner – Transport Meal Board Member Smith made a motion to accept the request from R. Buckner for reimbursement for transport meals in the amount of \$29.86. Board Member Reber seconded the motion. Motion passed to accept the request from R. Buckner for reimbursement for transport meals in the amount of \$29.86.

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- l. Discussion and possible action re: Reimbursement request S. Lamb – Transport Meal Board Member Smith made a motion to accept the request from S. Lamb for reimbursement for transport meals in the amount of \$38.36. Board Member Reber seconded the motion. Motion passed to accept the request from S. Lamb for reimbursement for transport meals in the amount of \$38.36.

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9. 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: **January 2025** (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 (none received)
 - ix. Invoices from WR Whittington’s office – (none received)

Finance Director Arnett reported that 58% into the FY the budget is pretty much on target. Revenue is up and expenses are in line with the budget.

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

10. FUTURE AGENDA ITEMS:

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

Group Health/Dental Insurance Policy review

Community outreach project to ceremonially disposed of tattered flags update

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is **Thursday, March 20, 2025 at 6:00 p.m. (Arizona Time)**. Any special meeting scheduled will appear in the minutes.

12. CALENDAR OF EVENTS:

The calendar of events is on the Board Members tablets, the website and posted at Fire Station #1.

13. CALL TO THE PUBLIC:

There were no comments from the public.

14. ADJOURNMENT:

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

5-0-0

Board Chairman Adriance adjourned the meeting at 6:52 p.m. on Thursday, February 20, 2025.

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: BDFDBR087