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 FEBRUARY 17, 2022

1. **CALL TO ORDER:**
   Board Chairman Doug Adriance brought the meeting to order at 6:00 P.M. on FEBRUARY 17, 2022.
   Following COVID-19 precautionary measures, the Board members and general public were informed that they may call into a teleconference at 1 (928) 990-5192, access code 1912735.
   Those attending in person were expected to follow all applicable federal, state and county mitigation guidelines.

2. **ROLL CALL OF BOARD MEMBERS/AFFIRMATIION OF QUORUM:**

Board Chairman:	Doug Adriance	Present
Board Clerk:	Thomas M. Oliver	Present
Board Member:	Rodney Rutherford	Present
Board Member:	Dan Reber	**Absent**
Board Member:	Kevin Smith	Present
Administrative Assistant:	Shan Sparks	Present

   Also present were: Fire Chief Hunt, Finance Director Michelle Arnett and Finance/Payroll Clerk Doe Nelson.

3. **PLEDGE OF ALLEGIANCE:**
   The pledge was led by Chief Hunt

4. **CALL TO THE PUBLIC:**
   No comment from public

5. **CONSENT AGENDA**
   Discussion and possible action re: Minutes of January 27, 2022
   Board member Smith made a motion to accept the minutes of the January 27, 2022 Board meeting. Board Clerk Oliver seconded the motion. Motion passed to accept the minutes of the January 27, 2022, 2021 Board meeting.
   4-0-1

Board Chairman Adriance invited our guest presenter Susan Burch to address the Board with her request under new business at this time.

6. REPORTS AND CORRESPONDENCE:

a. Fire Chief's Report:

i. Discussion and possible action re: Wildland fire updates

Discussion only.

Chief Hunt reported that refresher training is under way for wildland fire operations. They have sent out flyers to recruit additional wildland fire personnel. The F.B.S. online wildland fire accounting website starts on February 21, 2022.

ii. Discussion and possible action re: AFG Grant update

Discussion only.

Chief Hunt did not have any updates on this grant.

iii. Discussion and possible action re: Firehouse Subs Grant update

Discussion only.

Chief Hunt reported that the UTV has been ordered and he presented the Board members with a picture of how it will be configured.

b. Fire and EMS Report for the month of: **January 2022**

Chief Hunt reported that there were 13 Fire Calls and 86 EMS Calls for a total of 99 incidents for the month of January 2022. For 2022 YTD there were a total of 13 Fire Calls and 86 EMS Calls for a total of 99 total incidents.

c. Board of Directors Report: Board Chairman Adriance had nothing to report at this time. Board Clerk Oliver reported to the Board that the county's annexation policy is still being evaluated.

7. OLD BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Review of the Fire District's Fire Chief evaluation process.

Discussion only.

Administrative Assistant Sparks referred the Board members to the current Performance Review policy from the HR Policy Manual. He also presented to the Board members an example of a performance review process and the related forms from another Fire District in Arizona.

The Board members would like to explore integrating some of the presented policies into the Fire District's policy and incorporate the format of the forms into the Fire District policy to include subordinate ratings, a self-rating and Board member ratings into the process. A draft of these changes will be presented to the Board members at a future meeting.

b. Discussion and possible action re: Possible fundraiser to post physical address signs. May encourage property owners to pursue annexation to the Fire District.

Discussion only.

Finance Director Arnett presented the Board members with a sample flyer and a quote on the cost of some possible reflective address signs. Board Chairman Adriance suggested looking into the cost of doing an EDDM mailing per zip code to minimize costs. This would also provide a list of all residents that live in the Fire District that receive mail in the Beaver Dam/Littlefield zip code. The Board members asked that the actual cost of the signs, including all materials and installation (including labor) be researched and presented at future meeting.

8. NEW BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Susan Burch request for $20 toward purchase of a Fire District jacket.

Discussion only.

Susan Burch expressed to the Board members disappointment and hurt regarding her not

receiving a zipper jacket that other personnel received at the company holiday party. She indicated that this happened two years ago as well. She expressed that she perceived her not receiving a jacket as something personal against her. Her request for $20 toward the purchase of a zippered jacket was based on what she thought would be the additional cost of getting a single jacket outside of the bulk rate at this time. The Board members requested that Chief Hunt have his staff procure a jacket for Ms. Burch at the current cost. Board Chairman Adriance thanked Ms. Burch for her comments.

b. Discussion and possible action re: Group Dental Insurance Renewal
Finance Director Arnett reported that the premium for the group dental insurance will remain. Board Chairman Adriance made a motion to renew the Group Dental Insurance. Board Member Rutherford seconded the motion. Motion was passed to renew the Group Dental Insurance.
4-0-1

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 2022** (Action Required).
   i. Statement of Net Assets
   ii. Statement of Financial Activities, including Cash Flow Projections
   iii. Register of Checks, Warrants, and Deposits
   iv. Expenses by Vendor
   v. Reconciliation of Cash w/Treasury – Wells Fargo Checking
   vi. Reconciliation of Mountain America Credit Union Checking
   vii. UMB Visa P-Card Statement
   viii. Costco Visa Card Statement (none received)
   ix. Invoices from WR Whittington's office (none received)

Finance Director Arnett reported that we are 58% into the budget cycle and overall we are looking good. We have received 3 bids on a new ambulance at this time. The bids will be presented to the Board members at a future meeting.
Board Member Smith 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.
4-0-1

10. FUTURE AGENDA ITEMS:

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

a. Update on the progress of preparing and mailing a mailer that would ask the Fire District residents if they would be interested in getting a reflective address sign for a fee to assist Fire District personnel in finding addresses and as a fundraising project for the Fire District.
b. New ambulance purchase bids.
c. Chief performance evaluation process.

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled Board meeting is scheduled on **March 17, 2022 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 Rutherford made a motion to adjourn. Board Member Smith seconded the motion. Motion passed to adjourn.

4-0-1

Board Chairman Adriance adjourned the meeting at 7:05 P.M. on February 17, 2022.

Beaver Dam/Littlefield Fire District
Board Chairman

3/17/2022
Date

Ref:
SD Card #5
File: BDFDBR044