



**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 THURSDAY, DECEMBER 19, 2024**

**1. CALL TO ORDER:**

Board Chairman Adriance brought the meeting to order at 6:05 p.m. on Thursday, DECEMBER 19, 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 and Finance Director(s) Michelle Arnett and Doris Christolear

**3. PLEDGE OF ALLEGIANCE:**

The pledge was led by Finance Director Arnett.

**4. CALL TO THE PUBLIC:**

There were no comments from the public.

**5. CONSENT AGENDA**

a. Discussion and possible action re: Minutes of **November 21, 2024**

Board Member Smith made a motion to accept the minutes of the November 21, 2024 Board meeting. Board Member Littlejohn seconded the motion. Motion passed to accept the minutes of the November 21, 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 they will be applying for membership into the National Small District Coalition (N.S.D.C.) to qualify for a grant needed to fund Fire Station #4. An application for the A.F.G. grant will be submitted to procure a new tender. Additional grants are being pursued to provide wildland fire training.

ii. Discussion and possible action re: Wildland Update

Discussion only.

Chief Hunt reported that no teams are currently deployed, however the wildfire season continues to be active. Additional deployments are anticipated.

b. Fire and EMS Report for the month of: **November 2024**

Discussion only.

For November 2024 there were 9 Fire calls and 94 EMS calls for a total of 104 fire and EMS calls for the month. Year-to-date the fire district has responded to 160 fire calls and 964 EMS calls for a total of 1,024 calls.

c. Board of Directors Report: Board Chairman Adriance informed the Board that a certified letter had been received from a constituent. Due to some demands made in the letter, the letter has been forwarded to the district's attorney for consideration.

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

a. Discussion and possible action re: Sealed bids - sale of 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

Discussion only.

Chief Hunt reported that the seal bid process would be published for consideration at the next Board meeting.

b. Discussion and possible action re: AZDPS contract update

Discussion only.

Chief Hunt reported that he visited the site on Scrub Peak and it appears that some preliminary work has been done at the site. He reported that solar panels from the district's container have apparently been stolen and the repeater for the radios had to be operated utilizing a backup system.

c. Discussion and possible action re: Group Health/Dental Insurance Policy continued discussion  
Discussion only.

Finance Director Arnett reported that there was no new information regarding this topic. The Board will continue this discussion at a future meeting.

## **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 \$19.04 for a transport meal.

Board Member Reber made a motion to accept the request from S. Lamb for reimbursement for a transport meal in the amount of \$19.04. Board Member Smith seconded the motion. Motion passed to accept the request from S. Lamb for reimbursement for a transport meal in the amount of \$19.04.

4-0-1

b. Discussion and possible action re: Reimbursement request F. Cedeno – Training Meal

Finance Director Arnett presented to the Board a request for reimbursement from F. Cedeno in the amount of \$97.55 for a training meal.

Board Member Reber made a motion to accept the request from F. Cedeno for reimbursement for a Training meal in the amount of \$97.55. Board Member Smith seconded the motion.

Motion passed to accept the request from F. Cedeno for reimbursement for a training meal in the amount of \$97.55.

4-0-1

- c. Discussion and possible action re: Reimbursement request D. Christolear – Postage  
Finance Director Arnett presented to the Board a request for reimbursement from D. Christolear in the amount of \$9.96 for postage.  
Board Member Reber made a motion to accept the request from D. Christolear for reimbursement for postage in the amount of \$9.96. Board Member Smith seconded the motion. Motion passed to accept the request from D. Christolear for reimbursement for postage in the amount of \$9.96.  
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: **November 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 (none received)
  - ix. Invoices from WR Whittington’s office – (none received)Finance Director Arnett reported that 42% into the fiscal year everything is in “good shape.” Wildland revenue and property tax revenue is up and expenses are in line as expected. Chief Hunt will contact E.F. Recovery to follow up on the status of revenue from incident recovery. 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.  
4-0-1

**11. FUTURE AGENDA ITEMS:**

*The Board can recommend matters for inclusion on an upcoming agenda.*  
Group Health/Dental Insurance Policy review  
November 30, 2024 Demand letter from constituent at special meeting on Thursday, January 2, 2025 at 6.00 p.m. (Arizona time).

**12. NEXT REGULAR BOARD MEETING:**

The next regular scheduled board meeting is **Thursday, January 23, 2025 at 6:00 p.m. (Arizona Time). Meeting is one week later due to the AFDA winter conference January 15-17, 2025.** 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.

4-0-1

Board Chairman Adriance adjourned the meeting at 6:46 p.m. on Thursday, December 19, 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: BDFDBR083