



**Beaver Dam/Littlefield Fire District**  
**630 N. Highway 91, P.O. Box 579**  
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[www.beaverdam-littlefieldfire.org](http://www.beaverdam-littlefieldfire.org)



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:	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:

Fire Chief Jeffrey Hunt and Finance Director and Doris Christolear

**3. PLEDGE OF ALLEGIANCE:**

The pledge was led by Finance Director Christolear.

**4. CALL TO THE PUBLIC:**

There were no comments from the public.

**5. CONSENT AGENDA**

a. Approval if Minutes

- **December 19, 2024 Regular Meeting**
- **January 02, 2025 Special Meeting**
- **January 02, 2025 Executive Session**

Board Member Littlejohn made a motion to accept the minutes of the December 19, 2024 Board Meeting, the January 02, 2025 Special Meeting and the January 02, 2025 Executive Session.

Board Member Smith seconded the motion. Motion passed to accept the minutes of the December 19, 2024 Board Meeting, the January 02, 2025 Special Meeting and the January 02, 2025 Executive Session.

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**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 our primary Grant Research Specialist with LDR Pro Solutions has passed away. However, we continue to work with another Grant Research Specialist at the same firm to help identify available grant resources. An application for the A.F.G. grant was submitted to procure a new tender.

ii. Discussion and possible action re: Wildland Update

Discussion only.

Chief Hunt reported that teams have been deployed to various locations in California to assist with the extensive wildfire activity there. Additional deployments are anticipated.

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

Discussion only.

For December 2024 there were 10 Fire calls and 96 EMS calls for a total of 106 fire and EMS calls for the month. Year-to-date the fire district has responded to 170 fire calls and 1,060 EMS calls for a total of 1,230 calls.

c. Board of Directors Report: AFDA Summary from all Board members

Discussion only.

Board Chairman Adriance reported that at a wildland fire roundtable it was suggested that backup resources are a good idea to support wildland operations because of the potential for added revenue.

Board Clerk Oliver reported that we should notify N.S.D.C. if we are denied a grant. Chief Hunt noted that suggestion and reminded the Board that the fire district became a member of that coalition as indicated at last month's Board meeting.

Board Member Smith reported that when no Fire Marshall is available a presenter at the conference stated that the Fire Chief can fill that role on an interim basis if needed. Chief Hunt was aware of that provision. However, he reminded the Board that in an interim capacity he has no enforcement authority. Board Member Smith reported that public fire hydrants on privately owned property have no regulatory maintenance requirements other than what is required at the time of installation. Board Member Smith reported on an interesting recruitment campaign where a fire district outreaches to qualified high school students to do courtesy smoke detector checks and other non-fire or non-EMS work as a community outreach project. This district has had good success with this program and is finding suitable recruits from this program that qualify for future fire and EMS openings.

Board Member Littlejohn reported that at a Finance workshop, it was suggested that the district look closely at a contingency fund as a backup should revenue levels warrant the need to tap into it. She also suggested that the fire district look into doing a community outreach project to ceremonially disposed of tattered flags. She suggested possibly having an event on Flag Day each year. Chief Hunt said he would look into the possibility of putting that together.

## **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.

Board Chairman Adriance opened the sealed bids for the 2008 Ford F250. The high bid was \$6,500.00 (see Resolution 2025-02).

Chief Hunt reported to the Board that that amount would be acceptable for consideration in line with market value and depreciation.

Board Chairman Adriance opened the sealed bids for the 2010 Ford F150. The high bid was \$2,500.00.

Chief Hunt reported to the Board that that amount was far below what he felt was the market value for that vehicle. Thus, the Board did not accept the high bid on this vehicle.

- b. Discussion and possible action re: Resolution 2025-01 Accepting sealed bid – sale of 2010 Ford F150 V8 Gas 200,000+ miles – VIN ending with B83488  
Discussion only.  
The Board did not accept the high bid on this vehicle. Thus Resolution 2025-01 is now void.
- c. Discussion and possible action re: Resolution 2025-02 Accepting sealed bid - sale of 2008 Ford F250 6.4 Diesel 140,000+ miles – VIN ending with E29468  
Board Member Smith made a motion to accept the high bid amount of \$6,500.00 and adopt Resolution 2025-02 awarding the vehicle to the Los Algodones Fire Department. Board Member Reber seconded the motion. Motion passed to accept the high bid amount of \$6,500.00 and adopt Resolution 2025-02 awarding the vehicle to the Los Algodones Fire Department.  
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- d. Discussion and possible action re: AZDPS contract update  
Discussion only.  
Nothing new to report.
- e. Discussion and possible action re: Group Health/Dental Insurance Policy continued discussion  
Discussion only.  
The Board asked to move this discussion to a future meeting.

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

- a. Discussion and possible action re: Reimbursement request S. Lamb – Transport Meal  
Finance Director Christolear 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 Chairman Adriance seconded the motion.  
Motion passed to accept the request from S. Lamb for reimbursement for a transport meal in the amount of \$19.04.  
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- b. Discussion and possible action re: Reimbursement request L. Larkin – Transport Meal  
Finance Director Christolear presented to the Board a request for reimbursement from L. Larkin in the amount of \$26.52 for a transport meal.  
Board Member Reber made a motion to accept the request from L. Larking for reimbursement for a transport meal in the amount of \$26.52. Board Chairman Adriance seconded the motion.  
Motion passed to accept the request from L. Larkin for reimbursement for a transport meal in the amount of \$26.52.  
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- c. Discussion and possible action re: Virgin River Domestic Wastewater Improvement District rate increase  
Discussion only.  
Finance Director Christolear reported that we received notification of a rate increase from the Virgin River Domestic Wastewater Improvement District effective February 1, 2025.
- d. Discussion and possible action re: Selection of Board Chairman and Board Clerk  
Board Chairman Adriance advised the Board of the need to select a Board Chairman and Board Clerk required by ARS following a general election. Those selected will begin serving at the next Board meeting.  
Board Clerk Oliver reported to the Board that he would be moving in the future and he felt he should not be considered for nomination to serve as Board Chairman or Board Clerk.

Board Member Littlejohn nominated current Board Chairman Adriance to continue as Board Chairman. Board Chairman Adriance asked the Board if they had any other nominations. Board Chairman Adriance asked a second time if the Board had any other nominations. Board Member Littlejohn made a motion to close the nominations and to appoint Board Chairman Adriance to continue as Board Chairman. Board Member Smith seconded the Motion. Motion passed to close the nominations and to appoint Board Chairman Adriance to continue as Board Chairman.

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Board Member Smith nominated Board Member Littlejohn to serve as Board Clerk. Board Chairman Adriance asked the Board if they had any other nominations. Board Chairman Adriance asked a second time if the Board had any other nominations.

Board Member Reber made a motion to close the nominations and to appoint Board Member Littlejohn to serve as Board Clerk. Board Clerk Oliver seconded the Motion.

Motion passed to close the nominations and to appoint Board Member Littlejohn to serve as Board Clerk.

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- c. Discussion and possible action re: Resolution 2025-03 Annexation request Charles and Dawn Lee Administrative Assistant Sparks presented to the Board 5 Resolutions requesting annexation into the fire district (Resolutions 2025-03-07).

Board Member Littlejohn made a motion to adopt Resolution 2025-03 annexation request from Charles and Dawn Lee. Board Member Smith seconded the Motion. Motion passed to adopt Resolution 2025-03 annexation request from Charles and Dawn Lee.

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- d. Discussion and possible action re: Resolution 2025-04 Annexation request Michael and Jacqueline Straight

Board Member Littlejohn made a motion to adopt Resolution 2025-04 annexation request from Michael and Jacqueline Straight. Board Member Smith seconded the Motion. Motion passed to adopt Resolution 2025-04 annexation request from Michael and Jacqueline Straight.

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- e. Discussion and possible action re: Resolution 2025-05 Annexation request Micheal P. Bergeron, 080

Administrative Assistant Sparks advised the Board that the next 3 Resolutions were revised to reflect the current ownership of the parcels requested to be annexed into the fire district.

Board Member Littlejohn made a motion to adopt Resolution 2025-05 annexation request from Michael P. Bergeron 080. Board Member Smith seconded the Motion. Motion passed to adopt Resolution 2025-05 annexation request from Michael P. Bergeron 080.

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- f. Discussion and possible action re: Resolution 2025-06 Annexation request Micheal P. Bergeron 081

Board Member Littlejohn made a motion to adopt Resolution 2025-06 annexation request from Michael P. Bergeron 081. Board Member Smith seconded the Motion. Motion passed to adopt Resolution 2025-06 annexation request from Michael P. Bergeron 081.

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- g. Discussion and possible action re: Resolution 2025-07 Annexation request Micheal P. Bergeron 082

Board Member Littlejohn made a motion to adopt Resolution 2025-07 annexation request from Michael P. Bergeron 082. Board Member Smith seconded the Motion. Motion passed to adopt Resolution 2025-07 annexation request from Michael P. Bergeron 082.

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**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: **December 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 Christolear reported that wildland revenue continues to be up but nothing else out of the ordinary has occurred. No big jumps in revenue and expenses.

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.*

Group Health/Dental Insurance Policy review

Community outreach project to ceremonially disposed of tattered flags update

**12. NEXT REGULAR BOARD MEETING:**

The next regular scheduled board meeting is **Thursday, February 20, 2025 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 7:28 p.m. on Thursday, January 23, 2025.

**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: BDFDBR086