



**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, MARCH 20, 2025**

### **1. CALL TO ORDER:**

Board Chairman Adriance brought the meeting to order at 6:01 p.m. on Thursday, MARCH 20, 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	<b>Absent</b>
Board Member:	Kevin Smith	Present
Administrative Assistant:	Shan Sparks	Present

Also present were:

Finance Director Doris Christolear and Finance Consultant Michelle Arnett

### **3. PLEDGE OF ALLEGIANCE:**

The pledge was led by Board Member Oliver.

### **4. CALL TO THE PUBLIC:**

There were no comments from the public.

### **5. CONSENT AGENDA**

a. Approval of Minutes

- **February 20, 2025 Regular Meeting**

Board Member Smith made a motion to accept the minutes of the February 20, 2025 Board meeting. Board Clerk Littlejohn seconded the motion. Motion passed to accept the minutes of the February 20, 2025 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.

Board Chairman reported on behalf of Chief Hunt that due to the change of administration of the Federal government, there continues to be a delay on grant awards at the present time.

- ii. Discussion and possible action re: Wildland Update  
Discussion only.  
Board Chairman Adriance reported that teams continued to be deployed, due to a very active wildland fire season.
- b. Fire and EMS Report for the month of: **February 2025**  
Discussion only.  
For February 2025 there were 21 Fire calls and 92 EMS calls for a total of 113 fire and EMS calls for the month. Year-to-date the fire district has responded to 34 fire calls and 169 EMS calls for a total of 203 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  
Discussion only.  
Finance Consultant Arnett provided the Board with document showing a comparison of the Health/Dental Insurance policies of six other fire/EMS organizations of similar size and/or comparative structure.  
The Board felt that the fire district is in line with other organizations and has some incentives built in. However, some on the Board would like to do a more thorough review of the policy when the Board meets for its annual budget work group in May.
- b. Discussion and possible action re: Board Member Candidate update  
The Board considered the qualifications of Board Member applicant Michael Tucker to serve on the Board of Directors as a replacement for outgoing Board Member Thomas Oliver for the duration of the term ending November 30, 2026. The Board asked some general questions regarding his experience and background.  
Board Clerk Littlejohn made a motion to appoint Board Member applicant Michael Tucker to the Board of Directors to replace outgoing Board Member Thomas Oliver. Board Member Smith seconded the motion. Motion passed to appoint Board Member applicant Michael Tucker to the Board of Directors to replace outgoing Board Member Thomas Oliver.  
4-0-1
- c. Discussion and possible action re: Oath of Office for new Board Member  
Discussion only.  
Board Chairman Adriance administered the Oath of Office to new Board Member Tucker. His appointment will become effective upon the resignation of Board Member Oliver and upon completion of Open Meeting Law training required by the state of Arizona.
- d. Discussion and possible action re: AZDPS contract update  
Discussion only.  
Nothing to report
- e. Discussion and possible action re: Community outreach project to ceremonially dispose of tattered flags update  
Discussion only.  
Board Member Littlejohn reported that she has talked to representatives of the American Legion in Mesquite, NV and they have a tattered flag disposal ceremony on Memorial Day. They would be happy to help with a similar ceremony in Beaver Dam, AZ on Flag Day (June 14, 2025).  
Administrative Assistant Sparks and Board Member Littlejohn will work with Chief Hunt to put this event together and to post flyers regarding the event.

## 8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Arizona PSPRS Actuarial as of June 20, 2024  
Discussion only.  
Finance Consultant Arnett provided the Board with a copy of the Arizona PSPRS actuarial as of June 20, 2024. The fire district is on a very nice pace and on goal to fund the retirement account per policy.
- b. Discussion and possible action re: Beaver Dam/Littlefield Fire District PSPRS Funding Policy  
Discussion only.  
Finance Consultant Arnett provided the Board with a copy of the Beaver Dam/Littlefield Fire District PSPRS Funding Policy  
The Board will not be making any changes to the policy at this time, but may make some adjustments to the funding amounts during the Board budget work group in May.
- c. Discussion and possible action re: Resolution 2025-09 Accept Valuation Report and Adopt Funding Policy  
Board Member Smith made a motion to adopt Resolution 2025-09 Accept Valuation Report and Adopt Funding Policy. Board Member Oliver seconded the motion. Motion passed to adopt Resolution 2025-09 Accept Valuation Report and Adopt Funding Policy.  
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: **February 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 officeFinance Director Christolear presented to the Board the financial statements for review. Board Clerk Littlejohn had a question regarding the cost of uniforms. Finance Consultant Arnett provided a list of items that are included in the uniform expense line item. Board Member Smith made a motion to accept the status of the budget and the accounting of the financial statements. Board Clerk Littlejohn 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.*  
Community outreach project to ceremonially dispose of tattered flags update  
Review of PSPRS Revised Model Uniform Rules of Local Board Procedure dated December 22, 2021

## 11. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting is **Thursday, April 17, 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 Clerk Littlejohn 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 7:06 p.m. on Thursday, March 20, 2025. Board Member Oliver tendered his resignation at 7:10 p.m. Arizona time by means of letter that was read to those present. He expressed his appreciation for his time serving on the Board for more than 10 years. All expressed appreciation for his years of dedicated service to the fire district and wished him the best on his future endeavors.

**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

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SD Card #5  
File: BDFDBR088