



**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, APRIL 17, 2025**

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

Board Chairman Adriance brought the meeting to order at 6:03 p.m. on Thursday, APRIL 17, 2025.

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

Board Chairman:	Doug Adriance	Present
Board Clerk:	Marcia Littlejohn	Present
Board Member:	Dan Reber	Present
Board Member:	Kevin Smith	Present
Board Member:	Michael Tucker	Present
Administrative Assistant:	Shan Sparks	Present

Also present were:

Fire Chief Jeffrey Hunt, Finance Director Doris Christolear and Finance Consultant 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 of Minutes
  - **March 20, 2025 Regular Meeting**

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

5-0-1

### **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 the fire district was officially welcomed on the N.S.D.C. website.  
Nothing new to report on getting funding grants for fire station #4.

ii. Discussion and possible action re: Wildland Update

Discussion only.

Chief Hunt reported that the BLM has a 2017 type 6 unit that they are planning to award to a fire district. The unit would be a valuable asset to our fire district. He is hopeful that our fire district is in the running to receive this award. Chief Hunt reported that the wildland fire refresher courses have been completed for applicable personnel. Teams are ready to be deployed when the need arises. There are currently no teams deployed at this time.

iii. Discussion and possible action re: State Land inquiry regarding a potential fire station location

Discussion only.

Chief Hunt reported that he spoke to a representative of the Arizona State Land Department regarding the process to find state land for a potential fire station. The state representative said procuring land is feasible. However, he indicated that the process is very strict and the possibility of being out bid was high, thus it may not be practical to start the process.

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

Discussion only.

For March 2025 there were 21 Fire calls and 109 EMS calls for a total of 129 fire and EMS calls for the month. Year-to-date the fire district has responded to 55 fire calls and 277 EMS calls for a total of 271 calls.

c. Board of Directors Report: Nothing to report. Board Chairman Adriance welcomed new Board Member Michael Tucker to his first meeting serving on the Board.

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

a. Discussion and possible action re: AZDPS contract update

Discussion only.

Nothing to report

b. 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 will be officiating along with our staff a tattered flag disposal ceremony on Flag Day, June 14, 2025 at 11:00 a.m. (Arizona time) at fire station #1. Administrative Assistant Sparks and Board Member Littlejohn have prepared a flyer for the event that has been posted on the website, Facebook and at the physical posting locations in the fire district.

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

a. Discussion and possible action re: PSPRS Model Rules of Local Board Procedures

Finance Consultant Arnett provided the Board with a copy of the PSPRS Model Rules of Local Board Procedures approved by the PSPRS Board members.

Board Member Reber made a motion to adopt the PSPRS Model Rules of Local Board Procedures. Board Member Smith seconded the motion. Motion passed to adopt the PSPRS Model Rules of Local Board Procedures.

5-0-0

b. Discussion and possible action re: Resolution 2025-10 Annexation request Burkholder & Berberich Trust Dated 02-27-2025.

Administrative Assistant Sparks presented to the Board, Resolution 2025-10 Annexation request Burkholder & Berberich Trust Dated 02-27-2025.

Board Member Tucker made a motion to adopt Resolution 2025-10 Annexation request Burkholder & Berberich Trust Dated 02-27-2025. Board Member Reber seconded the motion.

Motion passed to adopt Resolution 2025-10 Annexation request Burkholder & Berberich Trust  
Dated 02-27-2025.  
5-0-0

**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: **March 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 Christolear presented to the Board the financial statements for review. She reported that overall, the fire district is tracking very well in line with the budget. Revenue continues to be up and expenses are tracking under budget as this point. 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.*  
Community outreach project to ceremonially dispose of tattered flags update  
Budget work group meeting on May 8, 2025 at 6:00 p.m. (Arizona time).

**11. NEXT REGULAR BOARD MEETING:**

The next regular scheduled board meeting is **Thursday, May 15, 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 6:40 p.m. on Thursday, April 17, 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: BDFDBR090