



**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, MAY 15, 2025**

**1. CALL TO ORDER:**

Board Chairman Adriance brought the meeting to order at 6:01 p.m. on Thursday, MAY 15, 2025.

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

Board Chairman:	Doug Adriance	Present
Board Clerk:	Marcia Littlejohn	Present (on phone)
Board Member:	Dan Reber	Present
Board Member:	Kevin Smith	<b>Absent</b>
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 Tucker.

**4. CALL TO THE PUBLIC:**

There were no comments from the public.

**5. CONSENT AGENDA**

a. Approval of Minutes

- **April 17, 2025 Regular Meeting**
- **May 08, 2025 Special Meeting**

Board Member Tucker made a motion to accept the minutes of the April 17, 2025 Board Meeting and the May 08, 2025 Special Meeting. Board Member Reber seconded the motion. Motion passed to accept the minutes of the April 17, 2025 Board Meeting and the May 08, 2025 Special 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 had nothing new to report on this item.
- ii. Discussion and possible action re: Wildland Update  
Discussion only.  
Chief Hunt reported that Engine 23 has been deployed with a team to assist in Phoenix, AZ.
- b. Fire and EMS Report for the month of: **April 2025**  
Discussion only.  
For April 2025 there were 13 Fire calls and 72 EMS calls for a total of 85 fire and EMS calls for the month. Year-to-date the fire district has responded to 68 fire calls and 350 EMS calls for a total of 318 calls.
- c. Board of Directors Report: Nothing to report.

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

- a. Discussion and possible action re: AZDPS contract update  
Discussion only.  
Nothing to report

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

- a. Discussion and possible action re: Reimbursement Request from R. Buckner Meal  
Finance Director Christolear provided the Board with reimbursement request from R. Buckner for station groceries for meals in the amount of \$36.65.  
Board Member Reber made a motion to reimburse R. Buckner \$36.65 for station groceries.  
Board Member Tucker seconded the motion. Motion passed to reimburse R. Buckner \$36.65 for station groceries.  
4-0-1
- b. Discussion and possible action re: Increasing Tax Levy  
At the FY 2025-2026 budget planning work session held on May 08, 2025 at the special meeting, the Board identified a concern with expenses rising significantly in relation to revenue. To address this concern the Board felt that an increase to the tax levy should be proposed for FY 2025-2026 budget from 3.25% to 3.40% to generate a gradual increase in revenue to hopefully offset increasing expenses.  
Board Member Reber made a motion to propose an increase to the tax levy from 3.25% to 3.40% for FY 2025-2026 proposed budget. Board Member Tucker seconded the motion. Motion passed to propose an increase to the tax levy from 3.25% to 3.40% for the FY 2025-2026 proposed budget.  
4-0-1
- c. Discussion and possible action re: FY 2025-2026 Proposed Budget  
Finance Consultant Arnett presented the Board with a FY 2025-2026 proposed budget that was agreed upon during the line-item discussion of the Board members and staff at the special meeting held on May 08, 2025. The only recommended change to the proposed budget was to increase the proposed tax levy from 3.25% to 3.40%.  
Board Chairman Adriance made a motion to accept the FY 2025-2026 proposed budget with the proposed change to the tax levy. Board Member Reber seconded the motion. Motion passed to accept the FY 2025-2026 proposed budget with the proposed change to the tax levy.  
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: **April 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 the fire district has a few expenses that are tracking over budget. However, overall we should end the fiscal year in line with the budget.

Board Member Reber made a motion to accept the status of the budget and the accounting of the financial statements. Board Member Tucker 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

**11. NEXT REGULAR BOARD MEETING:**

The next regular scheduled board meeting is **Thursday, June 19, 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 Littlejohn seconded the motion. Motion passed to adjourn.

4-0-1

Board Chairman Adriance adjourned the meeting at 6:48 p.m. on Thursday, May 15, 2025.



Beaver Dam/Littlefield  
Fire District – Chairman  
Governing Board

Ref:  
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Date