



## Beaver Dam/Littlefield Fire District

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[www.beaverdam-littlefieldfire.org](http://www.beaverdam-littlefieldfire.org)



Minutes A.R.S. §38-403.01

### MINUTES OF THURSDAY, JUNE 19, 2025

#### 1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:02 p.m. on Thursday, JUNE 19, 2025.

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

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

Also present were:

Assistant Fire Chief Andre Ojeda, 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.

#### 4A. PUBLIC HEARING FOR THE FIRE DISTRICT'S FY 2025-2026 BUDGET

Board Chairman Adriance made two calls to the public for comment on the FY 2025-2026 budget.

There were no comments from the public.

Board Member Littlejohn made a motion to adjourn the public hearing regarding the FY 2025-2026 budget. Board Member Smith seconded the motion. Motion passed to adjourn the public hearing regarding the FY 2025-2026 budget.

4-0-1

#### 5. CONSENT AGENDA

a. Approval of Minutes

- **May 15, 2025 Meeting**

Board Member Smith made a motion to accept the minutes of the May 15, 2025 Board Meeting. Board Member Tucker seconded the motion. Motion passed to accept the minutes of

the May 15, 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.  
Assistant Chief Ojeda reported that due to possible changes to federal grant programs through F.E.M.A. we will need to search for alternative grants to fund Fire Station #4.
  - ii. Discussion and possible action re: Wildland Update  
Discussion only.  
Assistant Chief Ojeda reported that teams have been deployed to assist with Arizona and Utah wildland fires.
- b. Fire and EMS Report for the month of: **May 2025**  
Discussion only.  
For May 2025 there were 14 Fire calls and 80 EMS calls for a total of 94 fire and EMS calls for the month. Year-to-date the fire district has responded to 82 fire calls and 430EMS calls for a total of 512 calls.
- c. Board of Directors Report: Nothing to report.

## 7. UNFINISHED BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: AFCA/AFDA Summer Conference updates  
Discussion only.  
Administrative Assistant Sparks reported that all Board members attending the conference have been registered and rooms have been reserved.
- b. Discussion and possible action re: Tattered Flag Disposal Event – Report  
Discussion only.  
Board Clerk Littlejohn reported that the Tattered Flag Disposal Event on June 14, 2025 was well attended and was very nicely done. She expressed her appreciation to the Foreign Legion personnel that attended and to Captain L. Lydon for his fine work in regard to this event.
- c. Discussion and possible action re: AZDPS contract update  
Discussion only.  
Nothing new to report.

## 8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Reimbursement Request from D. Christolear for Computer Upgrade.  
Finance Director Christolear provided the Board with reimbursement request for a needed computer upgrade in the amount of \$587.13.  
Board Member Smith made a motion to reimburse D. Christolear \$587.13 for a computer upgrade. Board Member Littlejohn seconded the motion. Motion passed to reimburse D. Christolear \$587.13 for a computer upgrade.  
4-0-1
- b. Discussion and possible action re: Reimbursement Request from E. Renteria for Wildland Meals.  
Board Member Smith made a motion to reimburse E. Renteria \$137.37 for wildland meals. Board Member Littlejohn seconded the motion. Motion passed to reimburse E. Renteria \$137.37 for wildland meals.

- 4-0-1
- c. Discussion and possible action re: Reimbursement Request from E. Renteria for Station #1 Groceries.  
Board Member Smith made a motion to reimburse E. Renteria \$104.50 for station #1 groceries. Board Member Littlejohn seconded the motion. Motion passed to reimburse E. Renteria \$104.50 for station #1 groceries.  
4-0-1
- d. Discussion and possible action re: Reimbursement Request from L Larkin for EMS Training Supplies.  
Board Member Smith made a motion to reimburse L. Larkin \$42.07 for EMS training supplies. Board Member Littlejohn seconded the motion. Motion passed to reimburse L. Larkin \$42.07 for EMS training supplies.  
4-0-1
- e. Discussion and possible action re: Reimbursement Request from K. Gubler for Fuel for Transport.  
Board Member Smith made a motion to reimburse K. Gubler \$30.00 for fuel for transport. Board Member Littlejohn seconded the motion. Motion passed to reimburse K. Gubler \$30.00 for fuel for transport.  
4-0-1
- f. Discussion and possible action re: Reimbursement Request from R. Buckner Station #1 Groceries.  
Board Member Smith made a motion to reimburse R. Buckner \$31.41 for station #1 groceries. Board Member Littlejohn seconded the motion. Motion passed to reimburse R. Buckner \$31.41 for station #1 groceries.  
4-0-1
- g. Discussion and possible action re: 7710 Workers Comp Insurance  
Finance Consultant Arnett presented to the Board a renewal notice for the 7710 Workers Comp Insurance. The coverage remains the same, however the premium has increased, but it is in line with the proposed budget.  
Board Member Smith made a motion to renew the 7710 Workers Comp Insurance as quoted. Board Member Tucker seconded the motion. Motion passed to renew the 7710 Workers Comp Insurance as quoted.  
4-0-1
- h. Discussion and possible action re: Increasing Tax Levy  
Discussion only.  
The Board had no further discussion on the proposed increase to the tax levy as proposed at the May 15, 2025 Board meeting.
- i. Discussion and possible action re: Approving the FY 2025-2026 Budget  
Finance Consultant Arnett presented the Board with a FY 2025-2026 proposed budget and related documentation that was agreed upon during the line-item discussion of the Board members and staff at the special meeting held on May 08, 2025.
- i. Discussion and possible action re: Resolution 2025-11 Adoption of Budget  
Board Clerk Littlejohn made a motion to adopt Resolution 2025-11 to adopt the FY 2025-2026 budget. Board Member Smith seconded the motion. Motion passed to adopt Resolution 2025-11 to adopt the FY 2025-2026 budget.  
4-0-1
- ii. Discussion and possible action re: Resolution 2025-12 Setting Tax Levy

Board Member Smith made a motion to adopt Resolution 2025-12 to increase the tax levy to 3.40%. Board Member Tucker seconded the motion. Motion passed to adopt Resolution 2025-12 to increase the tax levy to 3.40%.

4-0-1

iii. Discussion and possible action re: Certificate of Compliance

Discussion only.

Finance Consultant Arnett provide the Certificate of Compliance to the Board Chairman and the Board Clerk for signatures.

j. Discussion and possible action re: Fees for Services

i. Discussion and possible action re: Resolution 2025-13 Fee Schedule

Board Member Smith made a motion to adopt Resolution 2025-13 to accept the current fee schedule. Board Member Tucker seconded the motion. Motion passed to adopt Resolution 2025-13 to accept the current fee schedule.

4-0-1

k. Discussion and possible action re: Resolution 2025-14 Annexation Request KMRR Development LLC 402-26-003

Administrative Assistant Sparks presented to the Board 4 resolutions requesting annexation into the fire district.

Board Member Smith made a motion to adopt Resolution 2025-14 Annexation Request KMRR Development LLC 402-26-003. Board Member Tucker seconded the motion. Motion passed to adopt Resolution 2025-14 Annexation Request KMRR Development LLC 402-26-003.

4-0-1

l. Discussion and possible action re: Resolution 2025-15 Annexation Request KMRR Development LLC 402-26-005

Board Member Smith made a motion to adopt Resolution 2025-15 Annexation Request KMRR Development LLC 402-26-005. Board Member Tucker seconded the motion. Motion passed to adopt Resolution 2025-15 Annexation Request KMRR Development LLC 402-26-005.

4-0-1

m. Discussion and possible action re: Resolution 2025-16 Annexation Request KMRR Development LLC 402-26-006

Board Member Smith made a motion to adopt Resolution 2025-16 Annexation Request KMRR Development LLC 402-26-006. Board Member Tucker seconded the motion. Motion passed to adopt Resolution 2025-16 Annexation Request KMRR Development LLC 402-26-006.

4-0-1

n. Discussion and possible action re: Resolution 2025-17 Annexation Request KMRR Development LLC 402-26-010

Board Member Smith made a motion to adopt Resolution 2025-17 Annexation Request KMRR Development LLC 402-26-007. Board Member Tucker seconded the motion. Motion passed to adopt Resolution 2025-17 Annexation Request KMRR Development LLC 402-26-007.

4-0-1

o. Discussion and possible action re: Check Fraud discovery and procedures update

Discussion only.

Finance Director Christolear reported to the Board that an employee's pay warrant had been stolen and subsequently been used fraudulently. The matter has been reported to the Mohave County Sheriff's Department. All other parties involved in the fire district's payroll systems have been notified and are working to minimize the damage created by this incident. Finance Consultant Arnett presented to the Board some safe guard measures that will be put in place to help identify this type of fraudulent activity in the future.

**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: **May 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. Board Member Smith 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.*  
Question regarding the cost and quality of the current landscaping services.

**11. NEXT REGULAR BOARD MEETING:**

The next regular scheduled board meeting will be moved to **Thursday, July 24, 2025 at 6:00 p.m. (Arizona Time)** due to Board members attending the AFCA/AFDA Summer Conference. 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:**

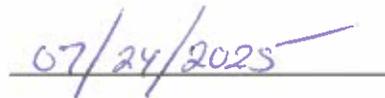
Board Member Smith made a motion to adjourn. Board Member Tucker seconded the motion. Motion passed to adjourn.

4-0-1

Board Chairman Adriance adjourned the meeting at 7:15 p.m. on Thursday, June 19, 2025.



Beaver Dam/Littlefield  
Fire District – Chairman  
Governing Board



Date

Ref:  
SD Card #5  
File: BDFDBR092