



Beaver Dam/Littlefield Fire District
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Minutes A.R.S. §38-403.01

MINUTES OF THURSDAY, JULY 24, 2025

1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:00 p.m. on Thursday, JULY 24, 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 (on phone) |
| Board Member: | Kevin Smith | Present |
| Board Member: | Michael Tucker | Present |
| Administrative Assistant: | Shan Sparks | Present |

Also present were:

Assistant Fire Chief Andre Ojeda and Finance Director Doris Christolear

3. PLEDGE OF ALLEGIANCE:

The pledge was led by Board Member Smith.

4. CALL TO THE PUBLIC:

There were no comments from the public.

5. CONSENT AGENDA

- a. Approval of Minutes
 - **June 19, 2025 Meeting**

Board Clerk Littlejohn made a motion to accept the minutes of the June 19, 2025 Board Meeting. Board Member Smith seconded the motion. Motion passed to accept the minutes of the June 19, 2025 Board Meeting.

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6. REPORTS AND CORRESPONDENCE:

- a. Fire Chief's Report:
 - i. Discussion and possible action re: Fire Station #4 update
Discussion only.
Assistant Chief Ojeda had nothing to report.
 - ii. Discussion and possible action re: Wildland update

Discussion only.

Assistant Chief Ojeda reported that teams have been deployed to assist with Utah wildland fires.

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

Discussion only.

For June 2025 there were 19 Fire calls and 75 EMS calls for a total of 94 fire and EMS calls for the month. Year-to-date the fire district has responded to 101 fire calls and 505 EMS calls for a total of 606 calls.

c. Board of Directors Report: Nothing to report.

7. UNFINISHED BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: AFCA/AFDA Summer Conference Report from Attendees

Discussion only.

Board Chairman Adriance found multiple procurement contacts that he will pass on to staff for equipment.

Board Member Smith related information regarding a DHS lock box program that would give personnel access to properties when unoccupied in cases of emergency. He also reported that there are some possible grants available to pay for Paramedic certifications. Assistant Chief Ojeda said he would look into that.

Assistant Chief Ojeda related information on a program to supply Norcan at homes where overdose issues may occur. He also identified some training options for the Patient Care System. And, he related that he found a vendor to procure turnouts at a good price.

b. Discussion and possible action re: Update on the cost and quality of the current landscaping company.

Discussion only.

Assistant Chief Ojeda reported that the current landscaping company will reduce their rates by half for 2 locations. He also reported that they are satisfied with the work being done.

c. Discussion and possible action re: AZDPS contract update

Discussion only.

Assistant Chief Ojeda reported that they have broken ground at the Scrub Peak location, but nothing new to report on the contract.

8. NEW BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Reimbursement Request from S. Lamb for Meal Reimbursement.

Finance Director Christolear provided the Board with a reimbursement request from S. Lamb for transport meals in the amount of \$36.40.

Board Member Smith made a motion to reimburse S. Lamb \$36.40 for transport meals. Board Clerk Littlejohn seconded the motion. Motion passed to reimburse S. Lamb \$36.40 for transport meals.

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b. Finance Director Christolear provided the Board with a reimbursement request from I. Frieling for transport meals in the amount of \$78.62.

Board Member Smith made a motion to reimburse I. Frieling \$78.62 for transport meals. Board Clerk Littlejohn seconded the motion. Motion passed to reimburse I. Frieling \$78.62 for transport meals.

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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: **June 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. The Board expressed concerns about the rising cost of supplies and station groceries. Assistant Chief Ojeda reported to the Board that they are seeing a lot of price increases in everything from ambulance supplies to station groceries and supplies that they have no control over. 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.

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10. FUTURE AGENDA ITEMS:

The Board can recommend matters for inclusion on an upcoming agenda.

- Update on “Fill the Boot” Fundraiser
- Discussion on pursuing a DHS lock box program
- Update on transport meal expenses

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting will be moved to **Thursday, August 21, 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:

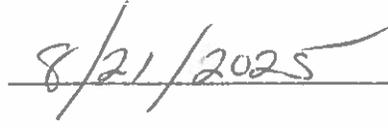
Board Member Tucker made a motion to adjourn. Board Member Smith seconded the motion. Motion passed to adjourn.

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Board Chairman Adriance adjourned the meeting at 6:49 p.m. on Thursday, July 24, 2025.



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board



Date

Ref:
SD Card #5
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