



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

MINUTES OF THURSDAY, AUGUST 21, 2025

1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:03 p.m. on Thursday, AUGUST 21, 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 (arrived at 6:20 p.m.)
Board Member:	Kevin Smith	Present
Board Member:	Michael Tucker	Present (on phone)
Administrative Assistant:	Shan Sparks	Present

Also present were:

Fire Chief Jeffrey Hunt and Finance Director Doris Christolear

3. PLEDGE OF ALLEGIANCE:

The pledge was led by Finance Director Christolear.

4. CALL TO THE PUBLIC:

There were no comments from the public.

5. CONSENT AGENDA

- a. Approval of Minutes
 - July 24, 2025 Meeting

Board Member Smith made a motion to accept the minutes of the July 24, 2025 Board Meeting. Board Clerk Littlejohn seconded the motion. Motion passed to accept the minutes of the July 24, 2025 Board Meeting.

4-0-1

6. REPORTS AND CORRESPONDENCE:

- a. Fire Chief's Report:
 - i. Discussion and possible action re: Fire Station #4 update
Discussion only.
Chief Hunt reported that we have a new grant writing consultant. She is working to identify all possible grant resources.

ii. Discussion and possible action re: Wildland update

Discussion only.

Chief Hunt reported that the wildland fire season continues to be very active. Multiple teams have been deployed to assist at various locations in Arizona, California, and Utah.

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

Discussion only.

Chief Hunt will present the July 2025 report next month.

c. Board of Directors Report: Nothing to report.

7. UNFINISHED BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Further discussion on the cost of transport meals

Discussion only.

Chief Hunt reported that this matter has been addressed with all personnel. He reported that the few employees that caused this matter to be raised have responded positively and that these types of expenses will continue to be monitored to determine if this matter may need to be addressed again in the future.

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: Holiday Party Planning

Finance Director Christolear provided the Board with some quotes and available dates from caterers to hold the annual holiday party. The Board was asked to take some time to look over the quotes and the dates and make a final decision at the next Board meeting.

b. Discussion and possible action re: Possible Lock Box Fundraiser

Discussion only.

Board Chairman Adriance and Board Member Smith reminded the Board and Chief Hunt of this type of fundraiser that was presented at the AFCA/AFDA summer conference in Glendale, AZ. Chief Hunt reported to the Board that fire district personnel only access property if the occupants provide access or after law enforcement have responded first. However, Chief Hunt likes the idea if constituents would be willing to participate.

c. Discussion and possible action re: "Fill the Boot" Fundraiser

Discussion only.

Chief Hunt reported that Pilot donated \$2,200 to the fire district from the "Fill the Boot" event. It was noted that the event was not related to Muscular Dystrophy. Thus, that line item was corrected on the agenda posted on the website.

d. Discussion and possible action re: Upcoming Annual Fire Chief Performance Evaluation

Discussion only.

Administrative Assistant Sparks provided the Board with a Fire Chief Performance Evaluation form to be utilized for the evaluation at the September 18, 2025 Board meeting. He reminded the Board of the standard operating procedures on this process.

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: **July 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 noted that expenses will look a little high as we start the new fiscal year. That is because of some major allocated expenses that have been paid to date. Board Member Reber made a motion to accept the status of the budget and the accounting of the financial statements. Board Member Smith 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.
Finalize holiday party plan

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting will be moved to **Thursday, September 18, 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:

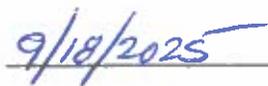
There were no comments from the public.

14. ADJOURNMENT:

Board Member Littlejohn 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 6:39 p.m. on Thursday, August 21, 2025.



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board



Date

Ref:
SD Card #5
File: BDFDBR094