



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

MINUTES OF THURSDAY, SEPTEMBER 18, 2025

1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:00 p.m. on Thursday, SEPTEMBER 18, 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	Absent
Board Member:	Michael Tucker	Absent
Administrative Assistant:	Shan Sparks	Present

Also present were:

Assistant Fire Chief Andre Ojeda 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
 - **August 21, 2025 Meeting**

Board Member Reber made a motion to accept the minutes of the August 21, 2025 Board Meeting. Board Clerk Littlejohn seconded the motion. Motion passed to accept the minutes of the August 21, 2025 Board Meeting.

3-0-2

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 new to report.
 - ii. Discussion and possible action re: Wildland update

Discussion only.

Assistant Chief Ojeda reported that some staff are deployed in California and Nevada.

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

Discussion only.

Assistant Chief Ojeda read both of the July and August run reports.

For July 2025 there were 27 Fire calls and 83 EMS calls for a total of 110 fire and EMS calls for the month of July. For August 2025 there were 20 Fire calls and 71 EMS calls for a total of 90 fire and EMS calls for the month of August. Year-to-date the fire district has responded to 148 fire calls and 659 EMS calls for a total of 807 calls.

- c. Board of Directors Report: Nothing to report.

7. UNFINISHED BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Holiday Party Planning

Finance Consultant Arnett provided the Board with the final quote for the holiday party from Wolf Creek Golf Club with the menu and reservation date of December 5, 2025.

Board Clerk Littlejohn made a motion to accept the quote from Wolf Creek Golf Club. Board Member Reber seconded the motion. Motion passed to accept the quote from Wolf Creek Golf Club.

3-0-2

- b. Discussion and possible action re: Sale by Bid of 2010 Ford F150 V8 Gas 200,000+ miles – Vin ending with B83488

Discussion only.

Assistant Chief Ojeda reported to the Board that this asset has reached its useful life. Thus, a request as been made to offer this asset for sale by means of a sealed bid process.

- c. Discussion and possible action re: Resolution 2025-19 Sell 2010 Ford F150 V8 Gas – Vin ending with B83488

Board Member Reber made a motion to accept Resolution 2025-19 regarding the sale by bid of a 2010 Ford F150 V8 Gas – Vin ending with B83488. Board Clerk Littlejohn seconded the motion. Motion passed to accept Resolution 2025-19 regarding the sale by bid of a 2010 Ford F150 V8 Gas – Vin ending with B83488.

3-0-2

- d. Discussion and possible action re: AZDPS contract update

Discussion only.

Nothing to report

- e. Discussion and possible action re: Annual Fire Chief Performance Evaluation

Administrative Assistant (A.A.) Sparks advised the Board that on August 21, 2025 Chief Hunt was notified that personnel matters in regard to his employment would be discussed at our open meeting on this date. A.A. Sparks provided the Board with a copy of the Fire Chief Evaluation Form. Subsequently, each line item was read and the Board made a unanimous rating for each line item.

Board Chairman Adriance made a motion to accept the results of the Fire Chief Evaluation.

Board Member Reber seconded the motion. Motion passed to accept the results of the Fire Chief Evaluation.

3-0-2

8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Reimburse D. Adriance AFCA/AFDA Mileage

Finance Consultant Arnett presented to the Board a request for reimbursement from D. Adriance for travel to the AFCA/AFDA conference in Glendale AZ in July for the amount of \$261.80. Board Member Reber made a motion to reimburse D. Adriance \$261.80 for mileage to attend the AFCA/AFDA conference in Glendale AZ in July. Board Clerk Littlejohn seconded the motion. Motion passed to reimburse D. Adriance \$261.80 for mileage to attend the AFCA/AFDA conference in Glendale AZ in July.

3-0-2

- b. Discussion and possible action re: K. Gubler Transport Meal

Finance Consultant Arnett presented to the Board a request for reimbursement from K. Gubler for a transport meal.

Board Member Reber made a motion to reimburse K. Gubler \$65.03 for a transport meal for 2.

Board Clerk Littlejohn seconded the motion. Motion passed to reimburse K. Gubler \$65.03 for a transport meal for 2.

3-0-2

- c. Discussion and possible action re: Contract Grants for Community

Discussion only.

Finance Consultant Arnett presented to the Board a contract from Grants for Community for consideration.

The Board members requested additional information on this company and some other possible options.

- d. Discussion and possible action re: Resolution 2025-18 Contract Grants for Community

Discussion only.

This resolution will be held for future consideration.

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: **August 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 Consultant Arnett presented to the Board the financial statements for review.

Board Member Reber made a motion to accept the status of the budget and the accounting of the financial statements. Board Clerk Littlejohn seconded the motion. Motion was passed to accept the status of the budget and the accounting of the financial statements.

3-0-2

10. FUTURE AGENDA ITEMS:

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

Lock box fundraiser

Grant writing contract

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting will be moved to **Thursday, October 16, 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:

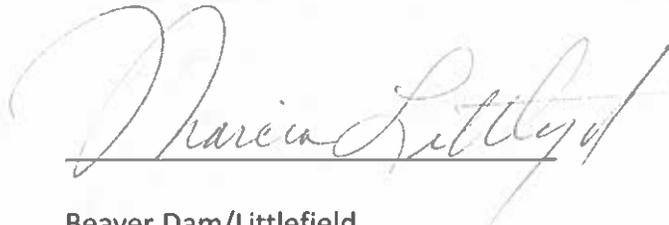
There were no comments from the public.

14. ADJOURNMENT:

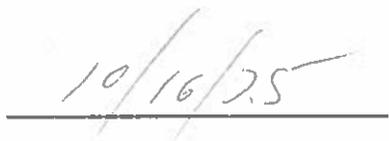
Board Member Reber made a motion to adjourn. Board Clerk Littlejohn seconded the motion. Motion passed to adjourn.

3-0-2

Board Chairman Adriance adjourned the meeting at 6:49 p.m. on Thursday, September 18, 2025.



Beaver Dam/Littlefield
Fire District – Chairman (Acting)
Governing Board



Date

Ref:
SD Card #5
File: BDFDBR095