



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

MINUTES OF THURSDAY, OCTOBER 16, 2025

1. CALL TO ORDER:

Acting Board Chairman Marcia Littlejohn brought the meeting to order at 6:16 p.m. on Thursday, OCTOBER 16, 2025. The Board appointed Dan Reber as acting Board Clerk for this meeting.

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

Board Chairman:	Doug Adriance	Absent
Board Clerk:	Marcia Littlejohn	Present (Acting Chairman)
Board Member:	Dan Reber	Present (Acting Clerk)
Board Member:	Kevin Smith	Absent
Board Member:	Michael Tucker	Present
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 Chief Hunt

4. CALL TO THE PUBLIC:

There were no comments from the public.

5. CONSENT AGENDA

a. Approval of Minutes

- **September 18, 2025 Meeting**

Board Member Reber made a motion to accept the minutes of the September 18, 2025 Board Meeting. Board Member Tucker seconded the motion. Motion passed to accept the minutes of the September 18, 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.

Chief Hunt reported that upon signing a new contract with a new Grant Writer (see unfinished business) we will pursue as many available grants as possible. He also reported that since the beginning of the year many grant opportunities have been suspended.

ii. Discussion and possible action re: Wildland update

Discussion only.

Chief Hunt reported that all personnel are currently back. However, they stand ready to be deployed if needed. Wildland fire activity is still anticipated into December.

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

Discussion only.

Chief Hunt read the run report for the previous month.

For September 2025 there were 14 Fire calls and 65 EMS calls for a total of 79 fire and EMS calls for the month of September. Year-to-date the fire district has responded to 162 fire calls and 724 EMS calls for a total of 886 calls.

c. Board of Directors Report: Nothing to report.

7. UNFINISHED BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Contract Grants for Community

Discussion only.

Chief Hunt presented to the Board a proposed contract with Grants for Community for grant writing services. The Board would like to see the final contract state a cap on the grant writing fees to not exceed the district's anticipated Budget for that line item.

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

Board Member Reber made a motion to adopt Resolution 2025-18 Contract Grants for Community. Board Member Tucker seconded the motion. Motion passed to adopt Resolution 2025-18 Contract Grants for Community.

3-0-2

c. Discussion and possible action re: AZDPS contract update

Discussion only.

Nothing to report

d. Discussion and possible action re: Lock Box Fundraiser

Discussion only.

The Board would like to hold off on discussing this item until a future meeting.

8. NEW BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Reimburse D. Christolear – Ambulance Registration

Finance Director Christolear presented to the Board a request for reimbursement for personal funds that she used to pay for ambulance registration for the amount of \$39.00.

Board Member Tucker made a motion to reimburse D. Christolear \$39.00 for ambulance registration. Board Member Reber seconded the motion. Motion passed to reimburse D. Christolear \$39.00 for ambulance registration.

3-0-2

b. Discussion and possible action re: AFDA Winter Conference – Laughlin, NV – January 14-16, 2026

Discussion only.

Administrative Assistant Sparks advised the Board that the AFDA Winter Conference will be held in Laughlin, NV, January 14-16, 2026.

3-0-2

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: **September 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 stated that wildland revenue is tracking well and that expenses are tracking down somewhat. 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.

3-0-2

10. FUTURE AGENDA ITEMS:

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

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting will be moved to **Thursday, November 20, 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 Tucker seconded the motion. Motion passed to adjourn.

3-0-2

Acting Board Chairman Littlejohn adjourned the meeting at 6:40 p.m. on Thursday, October 16, 2025.



Beaver Dam/Littlefield
 Fire District – Chairman
 Governing Board

11/20/25

Date

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