



## Beaver Dam/Littlefield Fire District

630 N. Highway 91, P.O. Box 579

Beaver Dam, AZ. 86432

Telephone (928) 347-5114

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Minutes A.R.S. §38-403.01

### MINUTES OF THURSDAY, NOVEMBER 20, 2025

#### 1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:02 p.m. on Thursday, NOVEMBER 20, 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	<b>Absent</b>
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 Board Clerk Littlejohn

#### 4. CALL TO THE PUBLIC:

There were no comments from the public.

#### 5. CONSENT AGENDA

##### a. Approval of Minutes

##### • October 16, 2025 Meeting

Board Member Reber made a motion to accept the minutes of the October 16, 2025 Board Meeting. Board Clerk Littlejohn seconded the motion. Motion passed to accept the minutes of the October 16, 2025 Board Meeting.

3-0-2 (Board Chairman Adriance abstained due to not being present at the October 16, 2025 meeting.)

#### 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 the district's grant writer is making some progress in identifying grants that would help to fund the construction of fire station #4. He also reported that many grant

opportunities that were available last year are still not available.

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: **October 2025**

Discussion only.

Chief Hunt read the run report for the previous month.

For October 2025 there were 17 Fire calls and 111 EMS calls for a total of 128 fire and EMS calls for the month of October. Year-to-date the fire district has responded to 179 fire calls and 835 EMS calls for a total of 1,014 calls.

c. Board of Directors Report: Nothing to report.

## 7. UNFINISHED BUSINESS: ACTION/DISCUSSION

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

Board Chairman Adriance opened 2 closed bids. The highest bid was \$2,350. Chief Hunt recommended that the Board consider the high bid since the surplus property value has depreciated to that level.

Board Member Tucker made a motion to accept the highest bid of \$2,350 for the 2010 Ford F150 V8 Gas 200,000+ miles – Vin ending with B83488. Board Member Reber seconded the motion. Motion passed to accept the highest bid of \$2,350 for the 2010 Ford F150 V8 Gas 200,000+ miles – Vin ending with B83488.

4-0-1

b. Discussion and possible action re: Resolution 2025-20 Accepting Bid for 2010 Ford F150 V8 Gas 200,000+ miles – Vin ending with B83488

Board Member Tucker made a motion to adopt Resolution 2025-20 Accepting Bid for 2010 Ford F150 V8 Gas 200,000+ miles – Vin ending with B83488. Board Member Reber seconded the motion. Motion passed to adopt Resolution 2025-20 Accepting Bid for 2010 Ford F150 V8 Gas 200,000+ miles – Vin ending with B83488.

4-0-1

Board Chairman Adriance suggested that the Board move to the new business item “a” in the interest of accommodating our visiting constituents.

c. Discussion and possible action re: Holiday party planning RSVP’s

Discussion only.

Finance Director Christolear reminded the Board of the date and time of the holiday party and got their RSVP’s.

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

Administrative Assistant Sparks reported that registrations and reservations have been made for the applicable Board members to attend the conference. He also reminded the Board to refrain from discussing anything while together at the holiday party or at the conference that would not be in line with open meeting law.

e. Discussion and possible action re: Change of date of the January 2026 Board meeting due to attending AFDA

Discussion only.

The Board agreed to hold the regular Board meeting in January 2026 on Thursday January 22, 2026.

- f. Discussion and possible action re: AZDPS contract update  
Discussion only.  
Nothing to report

## 8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: “taxing disparity in Scenic”  
Discussion only.  
Constituent G. Shuttleworth asked to present to the Board some information regarding some taxing disparities that exist between constituents that are annexed into the fire district boundaries as opposed to constituents that are not or cannot be annexed into the fire district boundaries. She asked the Board to look further into ways to get all property owners annexed into the fire district boundaries which would be consistent with other entities that are subject to county tax levies.
- b. Discussion and possible action re: Reimburse E. Renteria – F.S. #1 Groceries  
Finance Director Christolear presented to the Board a request for reimbursement from E. Renteria for fire station #1 groceries in the amount of \$256.89.  
Board Clerk Littlejohn made a motion to reimburse E. Renteria for fire station #1 groceries in the amount of \$256.89. Board Member Tucker seconded the motion. Motion passed to reimburse E. Renteria for fire station #1 groceries in the amount of \$256.89  
4-0-1
- c. Discussion and possible action re: Cost of Living Increases  
Finance Director Christolear presented to the Board the state of Arizona’s decision for a 3.06% increase to the minimum wage for 2026. She provided the Board with a memorandum proposing an increase to staff wages in the fire district in line with the increase of the minimum wage. The Board anticipated a 3.0% increase to staff wages in the FY2025-2026 budget. Board Clerk Littlejohn made a motion to increase staff wages for 2026 at 3.0% as budgeted. Board Member Reber seconded the motion. Motion passed to increase staff wages for 2026 at 3.0% as budgeted.  
4-0-1
- d. Discussion and possible action re: Blue Cross Blue Shield Health Insurance renewal  
Finance Director Christolear presented to the Board the BCBS Health Insurance premium renewal notification which indicated an increase of over \$2,000 to the premium compared to the previous year. She indicated that this amount of increase is significantly over the estimated budget but could possibly be covered from other line item expenses.  
Board Chairman Adriance made a motion to renew the health insurance coverage with BCBS. Board Member Reber seconded the motion. Motion passed to renew the health insurance coverage with BCBS.  
4-0-1

## 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: **October 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 very well and that expenses are tracking in line with the budget with a few exceptions as noted above.

Board Clerk Littlejohn 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.*

Lock box fundraiser

**11. NEXT REGULAR BOARD MEETING:**

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

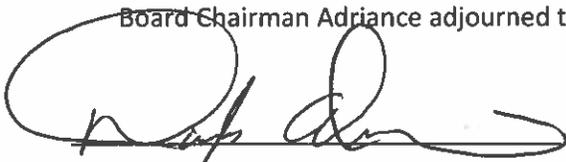
There were no comments from the public.

**14. ADJOURNMENT:**

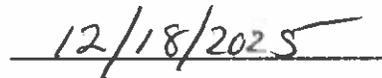
Board Member Reber made a motion to adjourn. Board Member Tucker seconded the motion. Motion passed to adjourn.

4-0-1

Board Chairman Adriance adjourned the meeting at 7:25 p.m. on Thursday, November 20, 2025.



Beaver Dam/Littlefield  
Fire District – Chairman  
Governing Board



Date

Ref:  
SD Card #5  
File: BDFDBR097