



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

MINUTES OF THURSDAY, DECEMBER 18, 2025

1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:06 p.m. on Thursday, DECEMBER 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	Present
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

• November 20, 2025 Meeting

Board Clerk Littlejohn made a motion to accept the minutes of the November 20, 2025 Board Meeting. Board Member Reber seconded the motion. Motion passed to accept the minutes of the November 20, 2025 Board Meeting.

5-0-0

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 continues to make some progress in identifying grants that would help to fund the construction of fire station #4 and other possible grants.

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 in a few areas.

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

Discussion only.

Chief Hunt read the run report for the previous month.

For November 2025 there were 16 Fire calls and 97 EMS calls for a total of 113 fire and EMS calls for the month of November. Year-to-date the fire district has responded to 195 fire calls and 932 EMS calls for a total of 1,127 calls.

c. Board of Directors Report: Board Clerk Littlejohn gave commendation to all involved in putting together the holiday party. She said that the event was very nice.

7. UNFINISHED BUSINESS: ACTION/DISCUSSION

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

Discussion only.

Administrative Assistant Sparks provided the Board members that will be attending the conference with their conference schedules and reminded the Board members to be mindful of following all applicable open meeting guidance when they may be together in various breakout sessions.

b. Discussion and possible action re: AZDPS contract update

Discussion only.

Chief Hunt showed the Board pictures of a new pad that has been poured for a radio tower on the Scrub Peak site. No additional information has been provided by AZDPS.

8. NEW BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Reimburse A. Ojeda – Final Pmt. Holiday Party

Finance Director Christolear presented to the Board a request for reimbursement from A. Ojeda for final payment on the holiday party in the amount of \$1,750.00.

Board Member Smith made a motion to reimburse A. Ojeda for final payment on the holiday party in the amount of \$1,750.00. Board Member Tucker seconded the motion. Motion passed to reimburse A. Ojeda for final payment on the holiday party in the amount of \$1,750.00.

5-0-0

b. Discussion and possible action re: Reimburse D. Christolear – Holiday Party Gratuity

Finance Director Christolear presented to the Board a request for reimbursement from D. Christolear for the holiday party gratuity in amount of \$250.00.

Board Member Smith made a motion to reimburse D. Christolear for the holiday party gratuity in amount of \$250.00. Board Member Tucker seconded the motion. Motion passed to reimburse D. Christolear for the holiday party gratuity in amount of \$250.00.

5-0-0

c. Discussion and possible action re: Direct Transfer of 2016 Type 6 Engine from BLM

Discussion only.

Chief Hunt reported to the Board that the BLM has awarded to the fire district a direct transfer of a Type 6 fire engine.

d. Discussion and possible action re: Resolution 2025-21 Accept BLM Direct Transfer of a Type 6 Engine

Board Member Tucker made a motion to adopt Resolution 2025-21 Accept BLM Direct Transfer of a Type 6 Engine. Board Member Reber seconded the motion. Motion passed to adopt Resolution 2025-21 Accept BLM Direct Transfer of a Type 6 Engine.
5-0-0

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: **November 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 expenses are tracking well. The Board had a few questions about two line items that are tracking over budget. Finance Director Christolear will do some additional research and report back to the Board.

Board Clerk Littlejohn 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.
Needed expenditures for the new Type 6 fire engine.*

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting will be moved to **Thursday, January 22, 2026 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 Smith seconded the motion. Motion passed to adjourn.

5-0-0

Board Chairman Adriance adjourned the meeting at 7:40 p.m. on Thursday, December 18, 2025.



Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

1/22/26

Date

Ref:
SD Card #5
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