



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

MINUTES OF THURSDAY, FEBRUARY 19, 2026

1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:00 p.m. on Thursday, FEBRUARY 19, 2026.

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, Finance Director Doris Christolear, Finance Consultant Michelle Arnett

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 January 22, 2026 Meeting

Board Clerk Littlejohn made a motion to accept the minutes of the January 22, 2026 Board Meeting. Board Member Smith seconded the motion. Motion passed to accept the minutes of the January 22, 2026 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.

Nothing new to report.

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. He reported that a wildland refresher class will be held the last Friday in

March. Wildland fire activity is currently happening in Texas and Oklahoma.

- b. Fire and EMS Report for the month of: **January 2026**

Discussion only.

Chief Hunt read the run report for the previous month.

For January 2026 there were 21 Fire calls and 116 EMS calls for a total of 137 fire and EMS calls for the month of January. Year-to-date the fire district has responded to 21 fire calls and 137 EMS calls for a total of 137 calls.

- c. Board of Directors Report: Board Chairman Adriance had nothing to report. Board Clerk Littlejohn gave commendation to the Chief and the crew that participated at a community outreach event at the Beaver Dam Retirement Community. She related that many of the residents were very impressed with the fire district's interest in the community event and the way the crew performed to make the event outstanding.

7. UNFINISHED BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Audited Financial Statement presentation from Squire – Hinton Burdick for FY ending June 30, 2025

Discussion only.

Finance Consultant Arnett reported that the audit firm would like to postpone the report until Thursday, February 26, 2026 at 6:00 p.m. (Arizona Time). The Board agreed to hold a special meeting on that date and time to receive the audit report.

- b. Discussion and possible action re: Resolution 2026-01 Accepting Audit Report

Discussion only.

Postponed to February 26, 2026.

- c. Discussion and possible action re: Corrective action plan from audit report

Discussion only.

Postponed to February 26, 2026.

- d. Discussion and possible action re: Needed expenditures for the new Type 6 fire engine update
- Discussion only.

Chief Hunt reported that they received a bid for \$700 to paint the Type 6 fire engine to integrate it into the fleet.

- e. Discussion and possible action re: Insurance options and possible revenue sources discussed at the AFDA winter conference update

Discussion only.

Board Member Tucker, Chief Hunt, and Finance Director Christolear, have been researching insurance options to possibly find more affordable options. Chief Hunt has been working diligently to identify grants that will benefit the fire district.

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

Discussion only.

Chief Hunt reported that the cement has been poured at the Scrub Peak site.

8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Paramedic Training Officer Discussion

Finance Consultant Arnett presented to the Board a request from Assistant Chief Ojeda to create a policy to have a qualified Paramedic take on some delegated tasks which would also include training tasks. It was suggested that the person performing these duties would receive \$1.00 per hour compensation to perform the collateral duties in addition to their regular pay.

Board Chairman Adriance made a motion to adopt the suggested policy for the duties of a Paramedic Training Officer as indicated above. Board Clerk Littlejohn seconded the motion.

Motion passed to adopt the suggested policy for the duties of a Paramedic Training Officer as indicated above.

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- b. Discussion and possible action re: Reimburse D. Adriance – AFDA expenses

Finance Director Christolear presented to the Board a request for reimbursement from D. Adriance for AFDA expenses in the amount of \$274.00.

Board Member Tucker made a motion to reimburse D. Adriance for AFDA expenses in the amount of \$274.00. Board Member Reber seconded the motion. Motion passed to reimburse D. Adriance for AFDA expenses in the amount of \$274.00.

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- c. Discussion and possible action re: Reimburse I. Frieling – Transport Meals

Finance Director Christolear presented to the Board a request for reimbursement from I. Frieling for transport meals in the amount of \$77.10. The Board discussed the HR policy to use the wildland per diem handbook as the basis for determining how much can be reimbursed for transport meals.

Board Member Tucker made a motion to reimburse I. Frieling for transport meals in the amount of \$77.10. Board Member Reber seconded the motion. Motion passed to reimburse I. Frieling for transport meals in the amount of \$77.10.

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- d. Discussion and possible action re: Reimburse I. Frieling – Transport Meals

Finance Director Christolear presented to the Board a request for reimbursement from K. Johnson for transport meals in the amount of \$42.89.

Board Member Tucker made a motion to reimburse K. Johnson for transport meals in the amount of \$42.89. Board Member Reber seconded the motion. Motion passed to reimburse K. Johnson for transport meals in the amount of \$42.89.

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- e. Discussion and possible action re: Street Signs Funded by Fuel Tax

Discussion only.

Board Member Tucker reported to the Board that on a recent run the crew had difficulty finding an address due to a lack of street signs in the Scenic area. He reported that he was told by someone at Mohave County that there aren't sufficient fuel taxes in our area to fund adequate street signs.

The Board would like to raise this issue with the Mohave County Supervisor that will be visiting the area on March 4, 2026. The Board would also like Chief Hunt to send a letter to Mohave County to advise them of the need for adequate street signage to ensure a timely response.

- f. Discussion and possible action re: Boundary Change Impact Statement from constituent

Discussion only.

Administrative Assistant Sparks reported to the Board that in consulting with the fire district's legal counsel and the Mohave County Assessor's office regarding a Boundary Change Impact Statement received from a constituent at the January 22, 2026 Board meeting, the Board was not obligated to conduct the tentative hearing that was scheduled on February 19, 2026 for the following reasons. The impact statement did not contain an accurate "legal description" of the proposed boundary change area and the governing body "shall not approve a proposed annexation if the area proposed to be annexed surrounds any unincorporated territory and that unincorporated territory is not also included in the district." A.R.S. § 48-262(A)(7).

Over the years the Board has made significant efforts to address the process that property owners must follow to be annexed into the fire district. The process described in A.R.S. § 48-262 requires significant financial investment on the part of the constituents and the fire district to

move through the requirements of the statute and is subject to a number of other factors that may prevent the boundary changes and annexations to occur. A number of other Arizona fire districts have experienced these challenges with no success. The matter needs to be addressed at the State Legislature level. Conversely, if a fire district does not receive needed revenue, the fire district would be required to reduce staff and resources which would adversely impact the fire and EMS response in our area.

- g. Discussion and possible action re: ADA Compliance with Accessibility of Web Content
Discussion only.

Administrative Assistant Sparks reported to the Board that recent federal legislation will require that the fire district's website be ADA compliant by April 26, 2027.

The expense for upgrading the fire district's website to be ADA compliant will need to be factored into the FY 2026-2027 budget. The Board asked that we contact other Arizona fire districts to see what they are doing to meet this mandate. The Board also asked for some bids from reputable website developers.

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: **January 2026** (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 in line with revenue.

Board Member Smith 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.

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10. FUTURE AGENDA ITEMS:

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

Issues related to the fire district from the County Supervisor's townhall meeting on March 4, 2026.

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting will be **Thursday, March 19, 2026 at 6:00 p.m. (Arizona Time).**

A special meeting is scheduled on February 26, 2026 at 6:00 p.m. (Arizona Time) as indicated above.

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.

Mohave County Supervisor Travis Lingenfelter will be holding a town hall meeting at Fire Station #1 on March 04, 2026

13. CALL TO THE PUBLIC:

There were no comments from the public.

14. ADJOURNMENT:

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

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Board Chairman Adriance adjourned the meeting at 7:27 p.m. on Thursday, February 19, 2026.

THIS IS A WORKING DRAFT ONLY AND IS NOT APPROVED UNTIL SIGNED

Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

Date

Ref:
SD Card #5
File: BDFDBR100