



**Beaver Dam/Littlefield Fire District**  
**630 N. Highway 91, P.O. Box 579**  
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Minutes A.R.S. §38-403.01

**MINUTES OF THURSDAY, MARCH 19, 2026**

**1. CALL TO ORDER:**

Board Chairman Adriance brought the meeting to order at 6:05 p.m. on Thursday, MARCH 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	<b>Absent</b>
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 Chief Hunt

**4. CALL TO THE PUBLIC:**

There were no comments from the public.

**5. CONSENT AGENDA**

a. Approval of **February 19, 2026 Meeting**

b. Approval of **February 26, 2026 Special Meeting**

Board Member Tucker made a motion to accept the minutes of the February 19, 2026 Board Meeting and the minutes of the February 26, 2026 Special Meeting. Board Member Smith seconded the motion. Motion passed to accept the minutes of the February 19, 2026 Board Meeting and the minutes of the February 26, 2026 Special Meeting.

4-0-1

**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 there is currently wildland fire activity in a few surrounding states and we could get a call for deployment at any time.

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

Discussion only.

Chief Hunt read the run report for the previous month.

For February 2026 there were 16 Fire calls and 87 EMS calls for a total of 103 fire and EMS calls for the month of February. Year-to-date the fire district has responded to 37 fire calls and 203 EMS calls for a total of 240 calls.

Chief Hunt reported to the Board that the Arizona Department of Environmental Quality (ADEQ) will now back the Beaver Dam/Littlefield Fire District to address compliance with burn and no burn orders in effect.

Chief Hunt presented to the Board a quote for a Medix Ambulance that will be needed in the next 2 years. The Board will consider this needed asset at a future Board meeting in consideration with the budget.

Chief Hunt reported to the Board that he had written a letter to Mohave County to address the need for accurate street signs to be in place and maintained to ensure timely fire and EMS response.

c. Board of Directors Report: Board Chairman Adriance had nothing to report other than his desire to plan a community outreach event in April.

## 7. UNFINISHED BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: ADA Compliance with Accessibility of Web Content

Discussion only.

Administrative Assistant Sparks reported to the Board that he has received a few bids from web developers to ensure the fire district's compliance with the April 26, 2027 ADA compliance deadline. He will compile the bids and present them to the Board for consideration to be factored into the FY 2026-2027 budget.

b. Discussion and possible action re: AZDPS contract update

Discussion only.

Chief Hunt reported that a solar panel had fallen at the Scrub Peak site which had some impact on radio communications. He also indicated that there continues to be construction activity at the site.

## 8. NEW BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Reimburse I. Frieling – propane purchase

Finance Director Christolear presented to the Board a request for reimbursement from I. Frieling for a propane purchase in the amount of \$39.55.

Board Chairman Adriance made a motion to reimburse I. Frieling for a propane purchase in the amount of \$39.55. Board Member Tucker seconded the motion. Motion passed to reimburse I. Frieling for a propane purchase in the amount of \$39.55.

4-0-1

b. Discussion and possible action re: Arizona PSPRS Actuarial as of June 30, 2025

Discussion only.

Finance Consultant Arnett presented to the Board a copy of the Arizona PSPRS Actuarial as of June 30, 2025.

She indicated that the PSPRS Board has made some recommendations in funding the pension fund that will ensure that the fund is fully funded by the established funding timeline.

c. Discussion and possible action re: Beaver Dam/Littlefield Fire District PSPRS Funding Policy

Finance Consultant Arnett presented to the Board a copy of the Beaver Dam/Littlefield Fire District PSPRS Funding Policy approved by the PSPRS Board.

Board Chairman Adriance made a motion accept the PSPRS Board approved Beaver Dam/Littlefield Fire District PSPRS Funding Policy. Board Member Smith seconded the motion. Motion passed to accept the PSPRS Board approved Beaver Dam/Littlefield Fire District PSPRS Funding Policy.

4-0-1

- d. Discussion and possible action re: Resolution 2026-02 Accept Valuation Report and Adopt Funding Policy

Finance Consultant Arnett presented to the Board Resolution 2026-02 Accept Valuation Report and Adopt Funding Policy

Board Member Tucker made a motion to adopt Resolution 2026-02 Accept Valuation Report and Adopt Funding Policy. Board Member Smith seconded the motion. Motion passed to adopt Resolution 2026-02 Accept Valuation Report and Adopt Funding Policy.

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: **February 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. The Board had a few questions about some line items that are tracking high. Finance Director Christolear and Chief Hunt will research these line items to ensure that they reflect needed expenses.

Finance Consultant Arnett and Chief Hunt reported to the Board that the fire district's phone system will need to be replaced due to being very outdated. A VOIP phone system will replace the current system. The estimated cost will be approximately \$1,500.00.

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.

4-0-1

## 10. FUTURE AGENDA ITEMS:

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

Need for a new Ambulance in the next 2 years.

ADA compliant website design quotes.

Possible change to the policy on meal compensation rates.

Community outreach event in April.

Constituent request for comment on insurance difficulties in the Scenic area.

**11. NEXT REGULAR BOARD MEETING:**

The next regular scheduled board meeting will be **Thursday, April 16, 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.

Community outreach event Saturday, April 11, 2026 time TBD

**13. CALL TO THE PUBLIC:**

There were no comments from the public.

**14. ADJOURNMENT:**

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

4-0-1

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

Beaver Dam/Littlefield  
Fire District – Chairman  
Governing Board

Date

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