



Beaver Dam/Littlefield Fire District
630 N. Highway 91, P.O. Box 579
Beaver Dam, AZ. 86432
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Minutes A.R.S. §38-403.01

MINUTES OF THURSDAY, MAY 21, 2026

1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:00 p.m. on Thursday, MAY 21, 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 (on phone)
Administrative Assistant:	Shan Sparks	Present

Also present were:

Assistant Fire Chief Andre Ojeda, Finance Consultant Michelle Arnett and Finance Director Doris Christolear

3. PLEDGE OF ALLEGIANCE:

The pledge was led by Board Member Reber

4. CALL TO THE PUBLIC:

There were no comments from the public.

5. CONSENT AGENDA

a. Approval of **April 21, 2026 Meeting**

b. Approval of the **April 30, 2026 Special Meeting**

Board Clerk Littlejohn a motion to accept the minutes of the April 21, 2026 Board meeting and the April 30, 2026 Special meeting. Board Member Smith seconded the motion. Motion passed to accept the minutes of the April 21, 2026 Board meeting and the April 30, 2026 Special 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.

Assistant Chief Ojeda reported that we have 2 teams currently on a deployment.

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

Discussion only.

Assistant Chief Ojeda read the run report for the previous month. For April 2026 there were 9 Fire calls and 68 EMS calls for a total of 73 fire and EMS calls for the month of April. Year-to-date the fire district has responded to 64 fire calls and 382 EMS calls for a total of 446 calls.

Assistant Chief Ojeda reported to the Board that the state of Nevada certification issue has been resolved. Thus, the fire district can now resume doing interfacility transports from Nevada.

- c. Board of Directors Report: Board Chairman Adriance had nothing to report other than commendation on assisting Mesquite Fire with a brush fire in Mesquite off of Hafen Lane.

7. UNFINISHED BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Fees for Goods & Services

Finance Consultant Arnett presented to the Board a revised fees for goods & services policy document based on the Board's discussion at the special meeting that was held on April 30, 2026.

Board Chairman Adriance made a motion to accept the revised fees for goods & services policy document effective July 1, 2026. Board Member Reber seconded the motion. Motion passed to accept the revised fees for goods & services policy document effective July 1, 2026.

5-0-0

- b. Discussion and possible action re: Travel and Per Diem Meal Reimbursement Policy

Finance Consultant Arnett presented to the Board a revision to the Travel and Per Diem Meal Reimbursement policy based on the Board's discussion at the special meeting that was held on April 30, 2026.

Board Member Reber made a motion to accept the revised Travel and Per Diem Meal Reimbursement policy. Board Member Smith seconded the motion. Motion passed to accept the revised Travel and Per Diem Meal Reimbursement policy.

5-0-0

- c. Discussion and possible action re: FY 2026-2027 Proposed Budget

Discussion only.

Finance Consultant Arnett presented to the Board the proposed FY 2026-2027 budget discussed at the special meeting that was held on April 30, 2026. The Board reviewed each line item and made a few minor adjustments to the proposed budget. The budget will be posted as required by statute and will be considered again at the June 18, 2026 Regular Board meeting.

- d. Discussion and possible action re: Annual - Tattered Flag Disposal Event – June 13, 2026 at 10:00 a.m.

Discussion only.

Administrative Assistant Sparks reported that the Annual - Tattered Flag Disposal Event has been confirmed for the date and time indicated. Flyers have been posted on the website and at the regular posting locations.

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

Discussion only.

Nothing new to report.

- f. Discussion and possible action re: AFCA/AFDA Summer Conference – July 14-16, 2026

Discussion only.

Administrative Assistant Sparks reported that registration is now open for the conference and provided the Board with the agenda.

8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Holiday Party at Wolf Creek \$500 Deposit
Discussion only.
Finance Director Christolear reported to the Board that a \$500 deposit was going to be made to the Wolf Creek golf club for the holiday party to be scheduled on Friday December 5, 2026.
- b. Discussion and possible action re: Reimburse E. Renteria – Smith’s Groceries
Finance Director Christolear presented to the Board a request for reimbursement from E. Renteria for station groceries in the amount of \$172.64.
Board Clerk Littlejohn made a motion to reimburse E. Renteria for station groceries in the amount of \$172.64. Board Member Smith seconded the motion. Motion passed to reimburse E. Renteria for station groceries in the amount of \$172.64.
5-0-0
- c. Discussion and possible action re: Reimburse G. Runolfson – Smith’s Groceries
Finance Director Christolear presented to the Board a request for reimbursement from G. Runolfson for station groceries in the amount of \$23.91.
Board Clerk Littlejohn made a motion to reimburse G. Runolfson for station groceries in the amount of \$23.91. Board Member Smith seconded the motion. Motion passed to reimburse G. Runolfson for station groceries in the amount of \$23.91.
5-0-0
- d. Discussion and possible action re: Insurance Brokers & Group Health Insurance Plans
Discussion only.
Finance Consultant Arnett reported to the Board that she has been researching other insurance options with other brokers. She will provide the Board with some options that other fire districts are utilizing for comparison when it comes time to renew later in the year.
- e. Discussion and possible action re: Group Health/Dental Insurance Policy
Discussion only.
Finance Consultant Arnett provided the Board with a copy of the Group Health/Dental insurance HR policy for consideration when making possible changes if or when a different group health/dental insurance policy is selected.

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: **April 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.
Board Member Reber 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.
Decision on moving forward on the procurement on a new ambulance.

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting will be **Thursday, June 18, 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 Smith made a motion to adjourn. Board Member Reber seconded the motion.
Motion passed to adjourn.
5-0-0
Board Chairman Adriance adjourned the meeting at 7:36 p.m. on Thursday, May 21, 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: BDFDBR105