Beaver Dam/Littlefield Fire District
630 N. Highway 91, P.O. Box 579
Beaver Dam, AZ. 86432
Telephone (928) 347-5114
www.beaverdam-littlefieldfire.org

Minutes A.R.S. §38-403.01

MINUTES OF THURSDAY, JUNE 18, 2026

1. **CALL TO ORDER:**
   Board Chairman Adriance brought the meeting to order at 6:00 p.m. on Thursday, June 18, 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:
   Fire Chief Jeffrey Hunt, Finance Director Doris Christolear and 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.

4A. PUBLIC HEARING FOR THE FIRE DISTRICT'S FY 2026-2027 BUDGET
   Board Chairman Adriance made three calls to the public for comment on the FY 2026-2027 budget. There were no comments from the public.
   Board Member Smith made a motion to adjourn the public hearing regarding the FY 2026-2027 budget. Board Member Reber seconded the motion. Motion passed to adjourn the public hearing regarding the FY 2026-2027 budget.
   5-0-0

5. **CONSENT AGENDA**
   a. Approval of Minutes
      - **May 21, 2026 Meeting**

   Board Clerk Littlejohn made a motion to accept the minutes of the May 21, 2026 Board Meeting. Board Member Smith seconded the motion. Motion passed to accept the minutes of the May 21, 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.

Chief Hunt reported that there is nothing new to report regarding the progress toward fire station #4. He also reported that they are researching all possible grants that will benefit the fire district.

ii. Discussion and possible action re: Wildland Update

Discussion only.

Chief Hunt reported that one team member is deployed at this time. They continue to receive additional calls due to there being several active wildland fires occurring in multiple locations.

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

Discussion only.

For May 2026 there were 28 Fire calls and 114 EMS calls for a total of 142 fire and EMS calls for the month. Year-to-date the fire district has responded to 92 fire calls and 496 EMS calls for a total of 588 calls.

c. Board of Directors Report: Nothing to report. Board Chairman Adriance commended the crews on the timely responses that saved multiple structures in the past few weeks.

7. UNFINISHED BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Purchase Ambulance during FY 2027-2028. Review Quotes

Discussion only.

Chief Hunt provided to the Board an updated quote from the preferred ambulance manufacturer for the amount of $377,646.43.

b. Discussion and possible action re: Resolution 2026-07 Authorize Purchase Type I Ambulance

Board Clerk Littlejohn made a motion to adopt Resolution 2026-07 Authorize Purchase Type I Ambulance. Board Member Smith seconded the motion. Motion passed to adopt Resolution 2026-07 Authorize Purchase Type I Ambulance.

5-0-0

c. Discussion and possible action re: Insurance Brokers & Group Health Insurance Plans

Discussion only.

Finance Consultant Arnett provide the Board with 7 different fire district's and department's insurance policies for comparison. Board Member Tucker asked if they could receive information on Mesquite Fire's budget and call volume for comparison.

d. Discussion and possible action re: AFCA/AFDA Summer Conference update

Discussion only.

Administrative Assistant Sparks reported that all Board members attending the conference have been registered and rooms have been reserved.

e. Discussion and possible action re: Tattered Flag Disposal Event

Discussion only.

Board Chairman Adriance reported that due to the availability of staff from the American Legion the Tatter Flag Disposal event was postponed. Their availability is still unknown. When they provide some available dates, the Board will reschedule this event.

f. Discussion and possible action re: AZDPS contract update

Discussion only.

Nothing new to report.

g. Discussion and possible action re: Selection of Website Designer
   Discussion only.
   Administrative Assistant Sparks provided to the Board the website designer proposal and current quote from a website designer that was discussed at the budget planning meeting on April 30, 2026. The cost for this website designer's services were factored into the proposed FY 2026-2027 budget.
h. Discussion and possible action re: Resolution 2026-08 Web Page Design Services
   Board Member Reber made a motion to adopt Resolution 2026-08 Web Page Design Services. Board Member Smith seconded the motion. Motion passed to adopt Resolution 2026-08 Web Page Design Services.
   5-0-0

8. NEW BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: NCCI Assigned Risk Workers Comp Insurance
   Finance Consultant Arnett reported that our current worker's comp insurance company will not be renewing with the fire district. Thus, the only available option at this time, other than being self-insured, is to move to the worker's comp insurance listed above.
   Board Clerk Littlejohn made a motion to accept the NCCI Assigned Risk Workers Comp Insurance. Board Member Reber seconded the motion. Motion passed to accept the NCCI Assigned Risk Workers Comp Insurance.
   5-0-0
b. Discussion and possible action re: Setting the Tax Levy
   Discussion only.
   The Board had no further discussion on the tax levy as proposed at the April 30, 2026 budget planning meeting. The tax levy will remain the same as last year at 3.40%
c. Discussion and possible action re: Resolution 2026-06 Setting Tax Levy
   Board Member Reber made a motion to adopt Resolution 2026-06. Board Member Smith seconded the motion. Motion passed to adopt Resolution 2026-06.
   5-0-0
d. Discussion and possible action re: Approving the FY 2026-2027 Proposed Budget
   Discussion only.
   Finance Consultant Arnett presented the Board with a FY 2026-2027 proposed budget and related documentation that was agreed upon during the line-item discussion of the Board members and staff at the special budget planning meeting held on April 30, 2026.
e. Discussion and possible action re: Resolution 2026-04 Adoption of Budget
   Board Member Smith made a motion to adopt Resolution 2026-04 to adopt the FY 2026-2027 budget. Board Member Reber seconded the motion. Motion passed to adopt Resolution 2026-04 to adopt the FY 2026-2027 budget.
   5-0-0
f. Discussion and possible action re: Certificate of Compliance
   Finance Consultant Arnett provide the Certificate of Compliance to the Board Chairman and the Board Clerk for signatures.
   Board Clerk Littlejohn made a motion to accept the Certificate of Insurance. Board Member Reber seconded the motion. Motion passed to accept the Certificate of Insurance.
   5-0-0

g. Discussion and possible action re: Fees for Services
   Discussion only.
   Finance Consultant Arnett provided to the Board an updated fees for services document as discussed at the April 30, 2026 budget planning meeting.
h. Discussion and possible action re: Resolution 2026-05 Fee Schedule
   Board Member Smith made a motion to adopt Resolution 2026-05 to accept the proposed fee schedule. Board Clerk Littlejohn seconded the motion. Motion passed to adopt Resolution 2026-05 to accept the proposed fee schedule.
   5-0-0
i. Discussion and possible action re: Reimburse K. Martinez Station #1 Groceries
   Finance Director Christolear provided the Board with two reimbursement requests for station #1 groceries.
   Board Member Reber made a motion to reimburse K. Martinez $35.49 for station #1 groceries. Board Member Smith seconded the motion. Motion passed to reimburse K. Martinez $35.49 for station #1 groceries.
   5-0-0
j. Discussion and possible action re: Reimburse Z. Rista Station #1 Groceries
   Board Member Reber made a motion to reimburse Z. Rista $53.45 for station #1 groceries. Board Member Smith seconded the motion. Motion passed to reimburse Z. Rista $53.45 for station #1 groceries.
   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: **May 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. Finance Consultant Arnett reported that the fire district will be ending the fiscal year in good standing and on track.
   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.

a. Tattered Flag Disposal Event - new date
b. RFG grant status
c. AFCA/AFDA summer conference lessons learned

d. Continued discussion on health and dental insurance policy.
e. Possible change to day and time of the monthly regular Board meetings.

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting will be moved to **Tuesday July 21, 2026 at 6:00 p.m. (Arizona Time)** due to Board members attending the AFCA/AFDA Summer Conference.
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 7:15 p.m. on Thursday, June 18, 2026.

7/21/2026

Beaver Dam/Littlefield
Fire District – Chairman
Governing Board

Date

Ref:
SD Card #5
File: BDFDBR106