



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

MINUTES OF THURSDAY, AUGUST 20, 2026

1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:03 p.m. on Thursday, August 20, 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	Absent
Board Member:	Michael Tucker	Present (on phone)
Administrative Assistant:	Shan Sparks	Present

Also present were:

Chief Jeffrey Hunt and Finance Director Doris Christolear

3. PLEDGE OF ALLEGIANCE:

The pledge was led by Finance Director Christolear.

4. CALL TO THE PUBLIC:

There were no comments from the public.

5. CONSENT AGENDA

a. Approval of Minutes

- **July 21, 2026 Meeting**
- **July 31, 2026 Special Meeting**

Board Member Reber made a motion to accept the minutes of the July 21, 2026 Board Meeting and the July 31, 2026 Special Meeting. Board Clerk Littlejohn seconded the motion. Motion passed to accept the minutes of the July 21, 2026 Board Meeting and the July 31, 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.

Chief Hunt reported that there is nothing new to report regarding the progress toward fire station #4. He also reported that the fire district has received an AFG grant for equipment and it appears that the district may be receiving additional grant awards.

ii. Discussion and possible action re: Wildland Update

Discussion only.

Chief Hunt reported that teams are still being deployed to various locations. It looks like the wildland fire season will continue to be very active going forward.

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

Discussion only.

For July 2026 there were 24 Fire calls and 100 EMS calls for a total of 124 fire and EMS calls for the month. Year-to-date the fire district has responded to 143 fire calls and 679 EMS calls for a total of 822 calls.

c. Board of Directors Report: Nothing to report.

7. UNFINISHED BUSINESS: ACTION/DISCUSSION

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

Discussion only.

Board Chairman Adriance reported that because of some extenuating issues the event on August 15, 2026 did not take place. Based on a preliminary discussion with a representative of the American Legion the event has been rescheduled for Saturday, September 19, 2026 at 10:00 a.m. (Arizona time).

b. Discussion and possible action re: AZDPS Contract update

Discussion only.

Chief Hunt reported that the AZDPS contract has been finalized and he will provide a copy to the Board for consideration.

c. Discussion and possible action re: Election Status update

Discussion only.

Administrative Assistant Sparks reported that the Mohave County Board of Supervisors has cancelled the election for our special district due to there only being 3 qualified candidates that applied to fill the 3 vacating seats. The candidates have been informed and will be sworn in during the November 2026 Board meeting.

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

Discussion only.

Finance Director Christolear reported to the Board that she is working to compile a list with quotes from a number of suitable insurance carriers for the Board's consideration at a future Board meeting.

8. NEW BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Address the public comment question on staffing fire station #3.

Discussion only.

Chief Hunt reported that they are continually looking at staffing logistics in regard to incidents that they respond to in the fire district. Currently the majority of calls they receive are best served from fire station #1. However, crews are keeping both stations #2 and #3 in ready status and crews have been spending more time at station #3.

b. Discussion and possible action re: Upcoming Annual Fire Chief Performance Evaluation

Discussion only.

Administrative Assistant Sparks provided the Board with a copy of the Annual Fire Chief

Performance Evaluation form for consideration to prepare for the actual performance evaluation at the September meeting.

c. Discussion and possible action re: Reimburse K. Martinez

Finance Director Christolear presented to the Board a request for reimbursement from K. Martinez in the amount of \$17.06 for transport meals.

Board Member Tucker made a motion to reimburse K. Martinez \$17.06 for transport meals.

Board Member Reber seconded the motion. Motion passed to reimburse K. Martinez \$17.06 for transport meals.

4-0-1

d. Discussion and possible action re: Reimburse B. Jennings

Finance Director Christolear presented to the Board a request for reimbursement from B. Jennings in the amount of \$61.02 for lunch at a training event.

Board Member Tucker made a motion to reimburse B. Jennings in the amount of \$61.02 for lunch at a training event. Board Member Reber seconded the motion. Motion passed to reimburse B. Jennings in the amount of \$61.02 for lunch at a training event.

4-0-1

e. Discussion and possible action re: Reimburse C. Thornton

Finance Director Christolear presented to the Board a request for reimbursement from C. Thornton in the amount of \$32.15 for transport meals.

Board Member Tucker made a motion to reimburse C. Thornton in the amount of \$32.15 for transport meals. Board Member Reber seconded the motion. Motion passed to reimburse C. Thornton in the amount of \$32.15 for transport meals.

4-0-1

f. Discussion and possible action re: VFIS Property and Casualty Insurance Renewal

Finance Director Christolear presented to the Board the annual VFIS Property and Casualty Insurance renewal quote. The quote came in at \$1,900 over the estimate on the budget.

Board Clerk Littlejohn made a motion to renew the VFIS Property and Casualty Insurance for the quoted amount. Board Member Reber seconded the motion. Motion passed to renew the VFIS Property and Casualty Insurance for the quoted amount.

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: **July 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 reminded the Board that there will be some substantial payments sent out in the coming month, but they are in line with the current budget. She reported that the fire district is doing very well on revenue sources. Wildland revenue is up significantly, \$2,200 was raised on a "boot drive" and our billing revenue on out of district recuperation produced \$4,400.

Board Clerk Littlejohn made a motion to accept the status of the budget and the accounting of the financial statements. Board Member Reber 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.

- a. Tattered Flag Disposal Event update
- b. Continued discussion on health and dental insurance policy.
- c. AZDPS contract update and possible resolution to accept the contract.

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting will be moved to **Thursday, September 17, 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 Clerk Littlejohn seconded the motion. Motion passed to adjourn.

4-0-1

Board Chairman Adriance adjourned the meeting at 6:48 p.m. on Thursday, August 20, 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: BDFDBR108