



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

MINUTES OF THURSDAY, SEPTEMBER 17, 2026

1. CALL TO ORDER:

Board Chairman Adriance brought the meeting to order at 6:13 p.m. on Thursday, September 17, 2026.

2. ROLL CALL OF BOARD MEMBERS/AFFIRMATION OF QUORUM:

Board Chairman:	Doug Adriance	Present
Board Clerk:	Marcia Littlejohn	Present
Board Member:	Dan Reber	Absent
Board Member:	Kevin Smith	Present
Board Member:	Michael Tucker	Present (on phone)
Administrative Assistant:	Shan Sparks	Present

Also present were:

Assistant Chief Andre Ojeda and Finance Director Doris Christolear

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 Minutes
 - **August 20, 2026 Meeting**

Board Clerk Littlejohn made a motion to accept the minutes of the August 20, 2026 Board Meeting. Board Member Smith seconded the motion. Motion passed to accept the minutes of the August 20, 2026 Board 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.
Assistant Chief Ojeda reported that there is nothing new to report regarding the progress toward fire station #4.

ii. Discussion and possible action re: Wildland Update

Discussion only.

Assistant Chief Ojeda reported that only Chief Hunt is deployed at this time.

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

Discussion only.

For August 2026 there were 22 Fire calls and 84 EMS calls for a total of 107 fire and EMS calls for the month. Year-to-date the fire district has responded to 166 fire calls and 763 EMS calls for a total of 929 calls.

- c. Board of Directors Report: Nothing to report.

7. UNFINISHED BUSINESS: ACTION/DISCUSSION

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

Discussion only.

Board Chairman Adriance reminded the Board that the Tattered Flag Disposal Event will proceed as planned on Saturday, September 19, 2026 at 9:00 a.m. (Arizona time).

- b. Discussion and possible action re: AZDPS Contract (Inter-Governmental Agreement between AZDPS and BDLFD) update.

The Board was provided with copies of the Inter-Governmental Agreement between AZDPS and BDLFD and Assistant Chief Ojeda reported that the agreement will be finalized in line with previous discussions that will provide mutual communications benefits to both AZDPS and BDLFD with no cost to the fire district other than possible miscellaneous maintenance costs as listed on the fee schedule.

Board Chairman Adriance made a motion to accept the Inter-Governmental Agreement between AZDPS and BDLFD. Board Clerk Littlejohn seconded the motion. Motion passed to accept the Inter-Governmental Agreement between AZDPS and BDLFD.

4-0-1

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

Discussion only.

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

- d. Discussion and possible action re: Annual Fire Chief Performance Evaluation Postponed to October meeting.

Discussion only.

Administrative Assistant Sparks informed the Board that due to Chief Hunt being deployed, his annual performance evaluation would be postponed to the October Board meeting.

8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Copy of Letter from Constituent to State Representative Regarding Fire District Taxing Disparities

Discussion only.

Administrative Assistant Sparks reported to the Board that a constituent had provided to the Board a copy of a letter that was sent to a state representative regarding fire district taxing disparities. The Board members were very appreciative of being informed of the constituent's efforts to address this issue.

- b. Discussion and possible action re: Renewal of Grants Community Annual Contract

Finance Director Christolear provided to the Board a copy of the renewal for the Grants Community Annual Contract. This contract provides grant research and grant writing services to

the fire district.

Board Member Smith made a motion to renew the Grants Community Annual Contract. Board Clerk Littlejohn seconded the motion. Motion passed to accept the Grants Community Annual Contract.

3-1 (Board Member Tucker voted no)-1

Board Member Tucker would like to discuss this item at the October Board meeting.

c. Discussion and possible action re: Reimburse B. Bingham

Finance Director Christolear presented to the Board a request for reimbursement from B. Bingham in the amount of \$34.11 for transport meals.

Board Clerk Littlejohn made a motion to reimburse B. Bingham \$34.11 for transport meals.

Board Member Smith seconded the motion. Motion passed to reimburse B. Bingham \$34.11 for transport meals.

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: **August 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 still be some substantial first of fiscal year payments sent out in the coming month, but they are in line with the current budget.

Board Member Smith made a motion to accept the status of the budget and the accounting of the financial statements. Board Member Tucker 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. Grants Community Annual Contract

b. Fire Chief Annual Performance Evaluation

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting will be moved to **Thursday, October 15, 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 Clerk Littlejohn 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 6:40 p.m. on Thursday, September 17, 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: Did not record due to technical difficulties.