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

MINUTES OF THURSDAY, OCTOBER 22, 2026

1. CALL TO ORDER:
Board Chairman Adriance brought the meeting to order at 6:05 p.m. on Thursday, October 22, 2026.

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

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

Also present were:
Chief Jeffrey Hunt, Finance Consultant Michelle Arnett and Finance Director Doris Christolear
Note: Board Member Kevin Smith was designated as Acting Board Clerk for this meeting by the attending Board members.

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 Minutes
- **September 17, 2026 Meeting**

Board Member Smith made a motion to accept the minutes of the September 17, 2026 Board Meeting. Board Member Reber seconded the motion. Motion passed to accept the minutes of the September 17, 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.

Chief Hunt 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.

Chief Hunt reported that 1 team is currently deployed in California.

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

Discussion only.

For September 2026 there were 10 Fire calls and 75 EMS calls for a total of 85 fire and EMS calls for the month. Year-to-date the fire district has responded to 176 fire calls and 838 EMS calls for a total of 1,014 calls.

c. Board of Directors Report: Nothing to report.

7. UNFINISHED BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Crest Insurance Brokers/Health Insurance Plan Options

Discussion only.

Finance Consultant Arnett reported that they have repeatedly requested quotes from this company but have not heard anything back from them. The Board felt that we should no longer pursue anything with this company.

b. Discussion and possible action re: Group Health Insurance Comparison

Discussion only.

Finance Consultant Arnett provided to the Board a list of fire districts and city fire departments policies for comparison. The Board will consider this information in making a final determination on whether or not to change the fire district's policy on providing group health/dental insurance at a future meeting.

c. Discussion and possible action re: Group Health/Dental Insurance Policy

Discussion only.

The Board would like to consider this topic at a future meeting. Specifically, looking at the fire district's HSA and reimbursement policy in relation to group health/dental insurance coverage.

d. Discussion and possible action re: Blue Cross Health Insurance Renewal

Finance Director Christolear provided to the Board the annual Blue Cross Health Insurance renewal notice with the premium quote.

Board Member Tucker made a motion to renew the annual Blue Cross Health Insurance policy as quoted. Board Member Reber seconded the motion. Motion passed to renew the annual Blue Cross Health Insurance policy as quoted.

4-0-1

e. Discussion and possible action re: Renewal of Grants for Community Annual Contract

Finance Director Christolear provided to the Board a copy of the Grants for Community Annual Contract

Chief Hunt and the present Board members all felt that the money spent on this contract is well spent with great returns on the investment in obtaining grants.

Board Member Smith made a motion to renew the Grants for Community Annual Contract. Board Member Tucker seconded the motion. Motion passed to renew the Grants for Community Annual Contract.

4-0-1

f. Discussion and possible action re: New Website Update

Discussion only.

Administrative Assistant Sparks (A.A.) reported to the Board that the new website will be going live shortly and will be ADA compliant and very clean and user friendly.

g. Discussion and possible action re: Annual Fire Chief Performance Evaluation
A.A. Sparks advised the Board that on August 26, 2026 Chief Hunt was notified that personnel matters in regard to his employment would be discussed at our open meeting on this date. A.A. Sparks provided the Board with a copy of the Fire Chief Evaluation Form. Subsequently, each line item was read and the Board made a unanimous rating for each line item.
Board Member Smith made a motion to accept the results of the Fire Chief Evaluation. Board Member Tucker seconded the motion. Motion passed to accept the results of the Fire Chief Evaluation.

8. NEW BUSINESS: ACTION/DISCUSSION

a. Discussion and possible action re: Resolution 2026-11 Annexation Request Meadow 097
A.A. Sparks provided to the Board a request for annexation into the fire district as indicated above.
Board Member Tucker made a motion to adopt Resolution 2026-11 annexation request Meadow 097. Board Member Reber seconded the motion. Motion passed to adopt Resolution 2026-11 annexation request Meadow 097.
4-0-1

b. Discussion and possible action re: Resolution 2026-12 Annexation Request Meadow 098
A.A. Sparks provided to the Board a request for annexation into the fire district as indicated above.
Board Member Tucker made a motion to adopt Resolution 2026-12 annexation request Meadow 098. Board Member Reber seconded the motion. Motion passed to adopt Resolution 2026-12 annexation request Meadow 098.
4-0-1

c. Discussion and possible action re: Resolution 2026-13 Accepting EMW-2025-FG-07822 Grant Award for the purchase of an Automatic Chest Compression Device (CPR) and a Monitor/Defibrillator
Finance Director Christolear presented to the Board the above to accept a grant awarded to the fire district.
Board Member Smith made a motion to adopt Resolution 2026-13 accepting EMW-2025-FG-07822 Grant Award for the purchase of an Automatic Chest Compression Device (CPR) and a Monitor/Defibrillator. Board Member Tucker seconded the motion. Motion passed to adopt Resolution 2026-13 accepting EMW-2025-FG-07822 Grant Award for the purchase of an Automatic Chest Compression Device (CPR) and a Monitor/Defibrillator.
4-0-1

d. Discussion and possible action re: Resolution 2026-14 Accepting 25-RFC-101 Grant Award for purchase of Wildland equipment: 8 Spitfire Packs and 1 Mini Striker Pump
Finance Director Christolear presented to the Board the above to accept a grant awarded to the fire district.
Board Member Smith made a motion to adopt Resolution 2026-14 accepting 25-RFC-101 Grant Award for purchase of Wildland equipment: 8 Spitfire Packs and 1 Mini Striker Pump. Board Member Reber seconded the motion. Motion passed to adopt Resolution 2026-14 accepting 25-RFC-101 Grant Award for purchase of Wildland equipment: 8 Spitfire Packs and 1 Mini Striker Pump.
4-0-1

e. Discussion and possible action re: Contract for December 4th Holiday Party
Finance Director Christolear provided to the Board a copy of the contract for the holiday party at The Wolf Creek Golf Club.

Board Member Reber made a motion to accept the contract for the December 4th holiday party. Board Member Smith seconded the motion. Motion passed to accept the contract for the December 4th holiday party.
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: **September 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 we are 25 percent into the fiscal year and everything is tracking very well.
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.
4-0-1

10. FUTURE AGENDA ITEMS:

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

a. Group health/dental insurance policy. Specifically, looking and the fire district's HSA and reimbursement policy in relation to group health/dental insurance coverage.
b. Appointed Board Member oaths of office.
c. AFDA winter conference update

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled board meeting will be moved to **Thursday, November 19, 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:

Constituent Mark Cobb asked why Board Members don't have performance evaluations like the Fire Chief. He also suggested that the Board Members spend more time with fire district personnel on shifts, ride alongs, etc.

14. ADJOURNMENT:

Board Member Reber 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 7:21 p.m. on Thursday, October 22, 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: BDFDBR109