



Desert Hills Fire District

3983 London Bridge Road
Lake Havasu City, AZ 86404
928 764-3333 (FAX) 928 764-2397

Desert Hills Fire District Board Meeting Minutes Regular Meeting, May 21, 2025

1. **Call to order**

Board Member Roger called to order the Desert Hills Fire District Board meeting at **9:00 a.m. on Wednesday, May 21, 2025**, at the Desert Hills Fire Station Si-Mock Room located at 3983 London Bridge Road, Lake Havasu City, AZ.

2. **Pledge of Allegiance**

Pledge of Allegiance commenced by Board Member Roger

3. **Roll Call**

The following Board Members were present:

Tom Roger
Curtis Schafer
Rich Fountain
Dana VanLeuven
Linda Hanks - Absent

Also, in attendance:

Battalion Chief Stanec
Battalion Chief Bunn
Administrative Specialist Harrison

4. **Call to the Public:** None

5. **Approval of Regular Meeting Minutes for April 18, 2025:** Board Member Schafer motioned to accept meeting minutes as presented, seconded by Board Member VanLeuven, all in favor.

6. **Reports:**

a) **Fire Administration Report:** Battalion Chief Stanec reports the following;

- Communications update: The project is still moving along; we had high hopes to be live and online last week but we have some interference issues on Goat due to the proximity of our equipment to a high-power antenna. A filter has been ordered to resolve that issue. Captain Reeder flew with the DPS Ranger to Ram Mountain on April 30th to power off our Primary Channel. We are currently operating on our Tactical Channel. Thank you, Captain Reeder and Captain Erickson, for all your help. It was a pretty stressful day. I would like to thank Mohave Valley Fire; Chief McShae and their communications guy Mark Lowry. Mark Lowry spent all last week down here

programming station alerting and mobile radios. I am anticipating the new system will be fully functional in the next week.

- Captain Testing was completed on April 23. I want to thank Bullhead, Fort Mojave, Mohave Valley and Kingman Fire for sending evaluators. I am pleased to report Jeremy Barragan will be filling the captain's vacancy starting this weekend. With Jeremys promotion, that opened an engineer vacancy and Kurt Fowler was on the eligibility list to promote. Congratulations to both of them. There badge pinning will be at our next board meeting.
- I would also like to congratulate Captain Reeder; he has informed us he just completed his last course for his associates degree at MCC.
- Cyber Security update: We have rolled out one portion of our Cyber Security Grant. Duo-Authenticator has been installed on all the district computers. Thanks to Lisa and Keith on that, they will be working on the next phase in the coming weeks.
- New Type 6 Engine has a completion date of July 22 and we have an appointment scheduled to pick it up.
- The SAFER Grant opened yesterday. I'm not sure if we qualify, but I will be reading through it to see if we qualify for new hire or retention.

b) **Fire Operation Report:** Battalion Chief Bunn reports the following;

- Call stats are currently at 314 calls for service, an increase of 81 calls since last meeting. We had a semi-trailer fire on Mother's Day morning behind Carl's JR at Gateway. C-Shift with E1521 & E1511 and I responded. We were there approximately 5 hours. Golden Valley also responded with mutual aid.
- The ARPA Grant for the two new command vehicles is closed and went into service on May 12th. We should be getting reimbursed for the final funds of \$37,200 next week. Thank you to Supervisor Gould and his office.
- The Conex container arrived last week. Thank you to the Auxiliary for the generous donation to purchase the container.
- I attended the annual Community Risk Reduction conference in Glendale last week. I was able to take six different classes over a two-day period and gained some very valuable education for the inspector's office. I also went to Pine Lake on May 17th to train their personnel on the use of the donated SCBA equipment.

7. **New Business:**

a.) **Discussion and possible action re: Approval of monthly Financial Report.** Administrative Specialist Harrison states that the Grant Savings Account is \$2,922.33, Payroll Account \$(5,159.91), Special Revenue Checking Account \$13,875.38, Special Revenue Savings Account \$281,781.41, Warrant Account \$2,283,857.72, Petty Cash \$100.00, with a total balance of \$2,577,376.93. Motioned by Board Member Schafer to approve the financial report as presented, seconded by Board Member VanLeuven, all in favor.

b.) **Discussion and possible action re: Approval of Lexipol Policies; 214-Americans with Disabilities Act and 315-Wildland Firefighting.** BC Stanec states;

- 214 Americans with Disabilities: Federal (28 CFR 35.200) District website must meet ADA compliance by 2027, Lexipol recommends adopting the changes now and begin working on the website to meet the requirements. Lisa will be working with Keith and GoDaddy to ensure we are soon compliant.
- 315 Wildland Firefighting:
 - i. Cleaned up procedure language as internal systems have changed
 - ii. Added a Personal Equipment Request Program: recommended by wildland coordinator Guy Lawrence to assist members purchasing needed equipment

- iii. Updated the Rest and Recuperation section to clearly outline the districts expectations when returning from an extended deployment.

Board Member Roger motioned to approve the Lexipol Policies 214- Americans with Disabilities Act and 315-Wildland Firefighting, seconded by Board Member VanLeuven, all in favor.

- c.) **Discussion and possible action re: Approval for Vector Solution Scheduling Software.** BC Stanec reports; Our scheduling is done in an archaic fashion. We use google calendar and time cards. It was our hopes that the Incident Command Software Grant and Adashi Rollcall would solve our scheduling, timecard, and overtime management issues. 100's of hours went into trying to get Rollcall to work how we needed it, but it cannot meet our needs. Captain Erickson researched companies and inquired with neighboring departments on what they use. All roads lead to Vector Solution Scheduling. Admin Harrison and Captain Erickson spoke with Buckskin's Admin and she highly recommended the software. Captain Erickson and I sat in on a webinar with Vector Scheduling and they were able to convince us they can meet our needs. The cost for year 1 will be \$1,879 and the additional year will be \$100 per user. Board Member VanLeuven motioned to approved Vector Solution Scheduling, seconded by Board Member Roger, all in favor.
- d.) **Discussion and possible action re: Approval of Proposed Budget.** BC Stanec reports the changes from last months presentation that Admin Harrison updated the year ending with a more accurate ending balance. FDAT figures came in and was updated. We increased communication expensive by \$20,000 as a safety net. Personnel cost changed slightly with the current promotions. This budget keeps our levy limit at 3.5% and gives staff an 8% pay increase. Admin Harrison states the ending carry forward changed to \$1,893,786 and the carry forward changed to \$1,547,887 up over last fiscal years of \$1,212,896. BM VanLeuven asked about the vehicle maintenance went up. BC Bunn states yes, this year we are over budget, so we bumped it up \$10,000. EVR Service went up \$10 an hour. The anticipation is with the purchase of the new engine and putting one of the old engines out of service we should reduce costs. This was just safe guard. BM VanLeuven states hopefully next fiscal year we can lower vehicle maintenance. BM Roger asked about health insurance costs. Admin Harrison state health insurance went up 25%. Workers Comp went up about \$6,000. Board Member Schafer motions to approve the Proposed FY 2025-2026 Budget, seconded by Board Member Fountain, all in favor.
- e.) **Discussion and possible action re: Chief's Evaluation. The Board of Directors may by motion, recess into EXECUTIVE SESSION for board discussion, pursuant to A.R.S. 38-431.03 (A).** Board Member Roger motions to go into executive session at 9:38 am, seconded by Board Member VanLeuven, all in favor. Board Member Roger motion to reconvene at 11:45 am. He states Battalion Chief's evaluations are complete and may be put in employee files.

8. Board Member Comments:

- a) New Business to be considered on future agendas: Badge pinning for new Captain Barragan and new Engineer Fowler. Move June 18, 2025's board meeting to June 11, 2025, due to not having a quorum on June 18th.
- b) Comments: None

- 9. **Adjourn:** Motion to adjourn at 11:45 by Board Member Schafer, seconded by Board Member Fountain, all in favor.