



# Desert Hills Fire District

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## Desert Hills Fire District Board Meeting Minutes Regular Meeting, April 17, 2019

### 1. Call to order

Board Member Hayes called to order the Desert Hills Fire District Board meeting at **9:00 a.m. on Wednesday, April 17, 2019, 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 Hayes

### 3. Roll Call

The following Board Members were present:

John Hayes  
Curtis Schafer  
Tom Roger  
Brad Shelton  
Char Beltran - absent

Also in attendance:

Chief Pat Dennen  
Battalion Chief Stanec  
Battalion Chief Bunn  
Administrative Specialist Harrison

### 4. Call to the Public: None

### 5. Approval of Regular Meeting Minutes for March 20, 2019: Motioned by Board Member Shelton to accept March 20, 2019 Regular Meeting Minutes, seconded by Board Member Roger; all in favor.

### 6. Reports:

#### a) Fire Administration Report:

- Battalion Chief Stanec – We hosted the Mohave Fire Association Meeting at Blondzee with a great turnout.
- It was Dispatch Appreciation week BC Bunn and BC Stanec met them, took them ice teas and had a nice talk.
- I've started Lexipol again reviewing the policies and did a video conference with one of the reps. By July 1<sup>st</sup>, I hope to be partially on line. Chief Dennen refreshes the group that Lexipol is the company we hired to about a year and half ago to manage our operational and administrative polices.
- Monday, we held a company officers meeting with no major changes.
- We submitted the bill to the state in the amount \$2902.26 of for the Body Beach Fire and were waiting for approval on that payment.
- Administrator Harrison, BC Bunn and BC Stanec have collectively started working on next year's budget.

- Joey Spencer who was off for an off-duty injury was released Monday to return to duty. He has an appointment with our doctor today and we hope he'll be released back on duty. Jeff Stancil is still on leave and we'll speak on that in New Business.

b.) **Fire Operation Report:**

- Battalion Chief Bunn –We still have an engine in Mohave Valley Fire being repaired, they found a couple issues that needed to be fixed to maintain longevity of the engine.
- We were able to purchase four new nozzles and a hydrant valve from the auxiliary \$10,000 donation. We spent around \$4500.00. Captain Sayre and Engineer Spencer met with the sales rep and flowed water all day and designed the nozzles. The should be delivered in (4) four to (6) six weeks.
- Captain Sayre attended a RT130 refresher class (Wildland refresher) to assisted Mohave Valley Fire in teaching the class.
- Next week our wildland refresher and hazmat refresher will be conducted. Wildland refresher will be held the first day of shift. Lead by Captain Rodriguez. The second day of shift will be the hazmat refresher, taught by FEMA thru Lake Havasu City Fire.

c.) **Wildland Report:**

- Battalion Chief Stanec- We're just gearing up for the season. Engine Boss Rodriguez has been tasked to go through rigs extensively and see if we are lacking in any equipment.

d.) **DHFD Auxiliary Report:** None

e.) **Correspondence:** None

7. **New Business:**

- a.) Discussion and possible action re: Approval of monthly Financial Report. Administrative Specialist Harrison stated that the Grant Savings Account is \$37,818.52, Payroll Account \$34,068.05, Petty Cash \$100.00, Special Revenue Checking Account \$10,425.45, Special Revenue Savings Account 22,755.77, Warrant Account \$299,257.98, with a total balance of \$404,425.77. Approval of Financial Report motioned by Board Member Shelton, seconded by Board Member Roger, all in favor.
- b.) Discussion and possible action re: Approval for Fire Prevention Specialist with salary structure. BC Stanec explained the job description along with the salary scale attached to the board packet for review. He also explained that Jeff Stancil has currently been working as our fire prevention specialist in a light duty compacity. He was on the engine and at this time he is unable to come back in a firefighter role. We're asking you to review the Fire Prevention Specialist job description and the added pay scale for Fire Prevention. This position will be 40 hours per week.

Dennen summarizes that Stancil has been outstanding employee to our district for a number of years and we have a significant investment in his fire prevention training and experience. Due to some health limitations, his ability to come back as an engineer is not feasible at this time. In keeping with our employee friendly philosophy with the board we would like you to consider this position for him to move into. We do not plan on filling the vacancy left by his moving to this position. The staffing will remain the same and there won't be a fiscal impact to the budget or district. I think it is a significant benefit not only for Stancil, but for the district as well, to have a fire prevention specialist full time. The fire inspector will be doing fire inspections, plan checks, and site visits. As our construction increases it's nice to have someone in that position full time. Administrative Specialist Harrison interjects that this position has generated income this past year. BC Stanec explains that we did our research, reviewed a few job descriptions around the county and state found one that fit our organization best.

Board Member Roger clarified that this job description is basically what Stancil as been doing and that he can't fill his previous duties as firefighter engineer and we're just assigning him another position. BC Stanec responds that Stancil was originally on the engine working two on and four off days but he was also doing engineer duties, then due to an injury he went on workers compensation, then to light duty as our fire inspector. Board Member Roger states that it sounds like a practical position, then asks if he will receive any additional training? BC Stanec responds 'yes' there are special requirements, they are hoping to send him to the National Fire Academy to complete his Fire Investigation 1 through 4. He already has his State Fire Inspector 1 and 2 certification. Chief Dennen clarifies that the National Fire Academy is paid by FEMA for transportation, housing and tuition. The only

investment we will have is his time and his meals. Administrative Specialist Harrison states the salary structure hourly rate has stay the same, just the hours changed from 56 to 40 hours per week. Annually it is a reduction to payroll as he will have no overtime.

Board Member Shelton asks what are we staffing levels are now? BC Stanec responded we are currently (3) three and (3) three at each station, this does not include Stancil. Chief Dennen states the staffing in this FY budget is (4) four at station 1 and (3) three at station 2.

Approval for Fire Prevention Specialist job description with the salary structure submitted motioned by Board Member Roger, seconded by Board Member Schafer; all in favor.

- c.) Discussion and possible action re: Resolution #2019-01, A resolution for adopting a Public Safety Personnel Retirement System Pension Funding Policy. Administrative Specialist Harrison explains that PSPRS has is a new house bill #2097 requiring each district to create a policy by July 1, 2019 and annually adopt the pension funding policy. The policy needs state what our contribution are and what are requirements are to meet our unfunded liability. The policy attached explains the terminology in the policy, it goes into our requirements, what are unfunded liability is, which our is at 83.6%, that's pretty good compared to other districts. Our required annual contribution is \$253,084.00, which we are able to fund out of our operating budget, it goes on to say how we are going to meet our unfunded liability. This states that if funds allow, to budget for additional funds to be applied to the unfunded liability and each year evaluate prior year budget compared to actual expenditure and make an excessive payment as funds are available. The goal is to have our pension plan 100% funded. Administrative Specialist Harrison stated that we have increased our funds, which means we have reduced our unfunded liability. Chief Dennen states that this policy identifies the output of the liability and the percentage of what we're unfunded. That in a fiscal year if there is funds available we could contribute more and reduce our unfunded liability. Included is the copy of the House Bill, the resolution with the policy. Motion to approve Resolution #2019-01, A resolution for adopting a Public Safety Personnel Retirement System Pension Funding Policy as written motioned by Board Member Shelton, seconded by Board Member Roger; all in favor.

## **8. Board Member Comments:**

- a) New Business to be considered on future agendas: The budget workshop next Board meeting.
- b) Comments: Board Member Shelton state that Buckskin Fire department would like to form a relationship to assist a mutual aid to work together, shared staffing and management agreements, however he doesn't want to push right now, but would like to form that relationship in the future.

Chief Dennen share that this is his last Board Meeting as Fire Chief and goes on to explain that in 2015 he agreed to stay on for 90 days, 42 months later this is my last board meeting. It's been an honor and pleasure to work with you. I stated up front that as long as all of you as elected officials were honest, ethical and above board I would continue to stay and together we'll make a good partnership. We've done that and I appreciate that. BC Stanec mentioned earlier they've been working on the budget, I've working on the budget quietly behind the scene with Administrative Specialist Harrison. You'll be pleased with the budget this year. At the audit meeting the auditor identified the savings in prior year budget of \$300,000 and in this current fiscal year we're going to have a savings again, the number you look at, the carried over balance will be up quite a bit. This also means this is the third year there will be a step increase for these guys that we didn't have a few years ago. So together as a department and a Board we created a very good place to work and I want thank you for that. Board Member Hayes and Board Member Shelton thanked Chief Dennen for the changes he brought to the district. Chief Dennen stated it was the highlight of his career. Clapping.

9. **Adjourn:** Motion to adjourn at 9:34 a.m. by Board Member Hayes, seconded by Board Member Roger, all in favor.