



Desert Hills Fire District

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Desert Hills Fire District Board Meeting Minutes Regular Meeting, April 20, 2022

1) Call to order

Board Member Roger called to order the Desert Hills Fire District Board meeting at **9:00 a.m. on Wednesday, April 20, 2022**, 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
Brad Shelton
Curtis Schafer
Char Beltran
Jimmy Wilson

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 March 16, 2022: Board Member Shelton motioned to accept the meeting minutes as written; seconded by Board Member Beltran all in favor.

6) Reports:

Fire Administration Report and Operation Report: Battalion Chief Stanec is reporting;

Jeff Stancil started in Fire Prevention position this week. It's good having him in the office.

We had a Wildland Engine in Texas for fourteen days. Their responsibility was initial attack. They came home the end of last week. It's good to have them back.

Kyle Young was out on workers comp was released to full duty last week. Good to have him back, but unfortunately Guy Lawrence on the wildfire tore his ACL and is in surgery today. There are no projections from the surgeon on how long he will be out. He's been lined up with Rebound as the mediator between us and Workers Comp to make sure the process goes smooth. He also sprained his MCL.

Currently we've posted a position for Firefighter, we're hoping for this coming budget year we'll have the position filled due to Stancil moving to Fire Prevention. We opened up Engineer testing, right now we have two candidates set to test next week.

Lastly the Auxiliary donated an additional \$8,500 from this season's fund raising.

Operation Report: Battalion Chief Bunn is reporting;

BC Bunn states we are currently at 304 calls for the service which is 90 calls since last board meeting with nothing significant to report. They did have a mutual aid tractor trailer with Golden Valley

We have begun a preliminary search for a new Fire Engine. Myself, Captain Sayre, Captain Spencer and Captain Reeder have begun reaching out to different companies. Getting prices and seeing what they can do for us. My hope and plan is to have new engine specs to present to the Board by the beginning of the new budget year.

The exhaust system update for the AFG Grant, late May to early June for installation and should take about one week. We just completed a review by FEMA and are happy to report we have no issues and are in compliance.

Correspondence: None

7) New Business:

a.) **Discussion and possible action re: Approval of monthly Financial Report.** The Grant Savings Account has \$29,226.63, Payroll Account \$5,915.04, Special Revenue Checking Account \$19,951.94, Special Revenue Savings Account \$205,018.49, Warrant Account \$800,736.63, Petty Cash \$100.00, with a total balance of \$1,060,948.63. Our cash reserves last year at this time was \$758,743.46 so we have an increase of \$302,205.27. Motioned by Board Member Beltran to approve the financial report as presented, seconded by Board Member Schafer, all in favor.

b.) **Discussion and possible action re: for enrollment in Blue Cards.** BC Stanec states that about a month ago BC Bunn and myself met with LHC Fire Chiefs on mutual aid and how we can work better for the common good. One of the talking points was blue card, it's an incident command training systems that they use. We use the ICS system. Blue card is similar but its more catered to fire ground tactics, strategies and running fire scenes. This is more for those type 4 or 5 incidents. It's for large scale incidents, it caters to what we do here every day. This will standardize our Battalion Chiefs and Captains at a certified level of incident command training. We are the only professional fire department in the county that does not follow or been formally trained on this Blue Card system. The price is \$346.50 per user, for a total cost of \$2,772. This is for the two Battalion Chiefs and six Captains. It's a one-year program to complete the training. The first 40 -50 hours is online training, online classes. In mid-August Lake Havasu Fire will have a 3-day live scenario, iPad training. The goal is to have our Engineers trained next year. BM Roger asks how the training works? BC Stanec responds that we work at their own pace and it can take up to 6 months to complete. BM Schafer asks if we need to purchase any equipment. BC Stanec answers that LHFD is more than willing to share what they have with us when we train. Motioned by Board Member Wilson to approve the cost of \$2,772 for Blue Card system training for 2 BC's and 6 Captains, seconded by Board Member Shelton, all in favor.

c.) **Discussion and possible action re: FY22/23 Budget Review.** Admin Harrison begins with:

Health Insurance coverage is health, dental, life & HSA. The projected coverage for individuals is \$568.65, family is \$726.65, children or spouse is \$646.65. For a total increase to the department of \$38,780. This is an increase for family and children/spouse as the board instructed at the last board meeting.

Our current pay scale had exempt salary employees at an hourly rate. I have adjusted the exempt salary steps. Battalion Chiefs and Chiefs have a \$2,500 increase annual. Admin has a \$1,500 increase annually. The board suggested the budget start the Battalion Chiefs at \$80,000 which puts them at step 7 in the new exempt pay scale. BM Shelton recommends that Admin Harrison to receive an increase in salary to step 6. All board members agreed. The wage projection includes the SAFER employees to get actual payroll expense for comparison. Attached is a breakdown of the SAFER wages. Total wage and benefits increase over last FY is \$110,575.

There're 2 budget worksheets with tax rates of 3.25% and 3.375%. The increase to the budget between the tax rates is \$76,990. The increase in the tax rate is going into the reserve fund. If the tax rate increase is approved it should be put into the restricted funds to be used for the future. Both worksheets have the same income and expenses. There's an increase in fees for service for Fire Inspections and Wildland income. BM Shelton asks the question, does the beginning adopted reserve of \$852,000 include the replacement fund of \$200,000 Admin Harrison replies yes. BM Shelton asked if it would be better to move that \$200,000 to a separate restricted account? Admin Harrison said it would be easier, right now I make sure we do not use any of the \$200,000. BM Beltran asks when will the leased engines be paid off. The response was four years. Our carry forward increased by \$943,349.

Training expense we increased by \$10,000. BC Stanec would like implement covering medic school expenses for a new medic. Administrative expenses were increased by \$10,000. Wildland expenses increased in line with the income. Workers Comp went down \$25,000 and we added Rebound.

BC Stanec states the fleet budget was at \$40,000, we increased it \$70,000. Fuel cost we add \$6,000. Turnout gear was at \$8,000 we increased it to \$10,000. We increased Uniforms from \$350 an employee to \$400. Building repairs went up \$4500. There are small incremental changes but these are the noteworthy changes.

The board approves to move forward with the proposed budget as discussed; the 3.375% tax rate, with the increase of \$76,990 being put into a restricted account. The exempt pay scale changes, with the Administrative pay at step 6, Battalion Chiefs at step 7.

8) **Board Member Comments:**

- a) New Business to be considered on future agendas: None
- b) Comments: None

9) **Adjourn:** Motion to adjourn at 10:13 am by Board Member Schafer, seconded by Board Member Beltran, all in favor.