



# Desert Hills Fire District

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## Desert Hills Fire District Board Meeting Minutes Regular Meeting, April 21, 2021

### 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 21**, 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  
Consultant Dennen

### 4. Call to the Public: None

### 5. Approval of Regular Meeting Minutes for March 21, 2021: Board Member Wilson motioned to accept meeting minutes as written, seconded by Board Member Shelton, all in favor.

### 6. Swearing in new Firefighter/EMT – Joseph Palme was sworn in by Battalion Chief Stanec.

### 7. Reports:

#### a) **Fire Administration Report:** BC Stanec states;

- Employee performance evaluations are complete with all evals satisfactory.
- Engine 1521R sold through Fire Trucks Unlimited. The asking price was \$29,900.00, we paid 10% brokage fee in the amount of 2,990.00 and there were repairs needed, they did pump test, pump repairs and gage repairs for a total of \$9,804.95. The total amount received was \$17,105.05.
- Been busy working the budget, working on insurance and workers comp quotes.

#### b) **Fire Operation Report:** BC Bunn states;

- We are currently at 247 calls for the year with nothing significant to report.
- New hose you authorized us to get has been ordered been delivered and placed in to service.
- The Wildland refresher and Pac test was completed for all personnel.
- We had 2 personnel Guy Lawrence and David Nelson attended the S212 chainsaw class at the Golden Valley this week.

- Captain Erickson completed the Extrication refresher.
- Next week we'll do our annual drivers rodeo in the south parking lot of Dillard's.

c) **Correspondence:** None

**8. New Business:**

- a.) Discussion and possible action re: Approval of monthly Financial Report. Administrative Specialist Harrison states that the Grant Savings Account is \$64,872.91, Payroll Account \$30,043.28, Petty Cash \$100.00, Special Revenue Checking Account \$27,741.25, Special Revenue Savings Account \$28,594.76, Warrant Account \$607,191.26, with a total balance of \$758,543.46. Motioned by Board Member Shelton to approve the financial report as presented, seconded by Board Member Schafer, all in favor.
- b.) Discussion and possible action re: Bereavement Leave Policy. BC Stanec states;  
A copy of the Bereavement policy is in your board packet. Lexipol doesn't cover bereavement in their policy. I spoke with Theresa, our rep last week and she basically said that all corporations, police, and fire departments have their own bereavement policy. We took the old bereavement policy and would like to add it to the personnel section of Lexipol. The old policy states that if immediate family member passes away that employee is entitled to 48 hours of bereavement once a year. Board Member Wilson interjects that may not be enough time if multiple deaths occur in the family. Board Member Roger explains that there has to be some limitations and if there's multiple needs in a year is when the crew comes together to donate time. Board Member Shelton recommends to strike #6 of the policy which states 'limited to 48 hours per year'. Board Member Shelton motions accept as written with the exception of item #6, seconded by Board Member Beltran, all in favor.
- c.) Discussion and possible action re: Intergovernmental agreement for Self-Contained Breathing Apparatus Service. BC Stanec explains that when Lake Havasu City Fire donated their SCBA air packs, we had to find a trained service tech to do the annual fit and flow test. LHCF has trained certified technicians, so we've been working with the Chief to on a legal agreement. The Intergovernmental agreement was sent to their City Attorney and sent it to our Attorney to look over. It a service contract and if either party is unhappy, we can cancel at any time. BC Bunn states that this has been about a six-month process. On April 27<sup>th</sup> LHCF will have their Board Meeting to approve the agreement. The following week we can get the flow testing done, then start using the new air packs. Board Member Beltran motions to except the Intergovernmental agreement for Self-Contained Breathing Apparatus Service as written, seconded by Board Member Shelton, all in favor.
- d.) Discussion and possible action re: Pay Scale and Wage Projection. BC Stanec explains that the last Board Meeting we discussed the new Pay Scale. One of the concerns was the starting pay for the Paramedic versus the Engineers pay. We brought the Paramedic pay more comparable to the Engineer, with a 25-cent difference in pay. It had very little impact on the budget. The other concern was the employee that reaches step 10, they will get an annual lump sum payment that will remain the same for all years after 10 years. This new pay scale we won't have anyone at step 10. BC Stanec reported at the bottom of the pay scale there is the Step 10+ bonus, hourly pay for POC firefighters and Medic. Wildland 2 step increase for ff on a wildland fire, it was discussed to remove 2 steps and make it a 5% increase to pay, also added a Wildland Battalion Chief's being paid hourly (no overtime) after the 40 hours a week salary pay.  
Administrative Specialist Harrison explains the Wage Projections. There are two wage projections presented, one is with 23 firefighters which is a \$66,188 increase over the current year's budget. The other is with 20 firefighters and that is a \$107,029 decrease over the current year's budget. This FY we are budgeted at 23 ff but currently only have 20 ff employed. Board Member Shelton asked how long will this document live? BC Stanec responded the plan is to keep it in place for the next four to six years.  
Board Member Beltran motions to approve the Pay Scale and Wage Projection with the change to Wildland pay being 5% to begin July 1<sup>st</sup>, seconded by Board Member Wilson, all in favor.
- e.) Discussion and possible action RE: FY21/22 Budget Review. BC Stanec states that our hope is we adopt a budget with 23 Fire Fighters and hopefully we get that Safer Grant to fill those positions if not we'll see where the year takes us and if there is a need, we possibly fill the 23 positions. We are still waiting on a Workers Compensation quote from 7710. This budget has the Arizona Workers Comp Pool, it's higher and a concern because it's their second year in, they don't have the capital behind them and especially with the signing of the new Cancer bill. There're no significant changes to the budget. We did add \$200,000.00 from reserves into Apparatus replacement plan (replacement Reserve, to be used as replacement for any item). We started with \$50,000.00, that's the money we used to purchase two engines. We never had a savings to replace Fire Engines and eventually they will need to be replaced and we can't rely on Grant money.  
Admin Specialist Harrison explains the changes in the budget from the current year. We added in Grant Revenue, the tender, the exhausted system, and the SAFER Grant with the expenses associated with the grants, if awarded.

The FDAT was increased to \$39,129, property tax went up \$122,342. Vehicle expenses were increased for fuel and repairs. We went over the personnel cost increase. Workers Comp is budgeted with an estimate.

BM Shelton asked about the beginning reserve fund and the difference between the adopted and estimated. Also grant expenditures higher than income. Admin Spec Harrison stated the estimated is from the auditor's report as actual beginning fund. When we get a grant, we have to pay for the items than are reimbursed. So, expenses need to be recorded also.

Admin Specialist will look at grant income and expense, worker comp expense and bring back the proposed budget to be approved next board meeting. Next month proposed will be approved and posted for 30 days to be adopted in the month of June.

- f.) Discussion and approval re: Surplus Apparatus Acquisition Request letter; BC Bunn reports that he, BC Stanec, Consultant Dennen and Captain Spencer went to the City of San Bernardino to look at their surplus apparatuses. In California they are getting rid of some engines they can't use anymore because of the new EPA laws. We met and spent the day with Chief Marshall looking at apparatuses. City of San Bernardino is helping out neighbors by donating their engines to us, Mohave Valley and Buckskin.

BC Bunn shows pictures and describes the water tender;

- a. it's a 1991 International 1500-gallon tank,
- b. it has a hydraulic driven pump,
- c. two people fit in it
- d. and it has front and side spray capabilities.

The intent for this is to have it at Station 2 or we're going to dedicate to wildland, it is an extra 1500-gallon tender. The mechanic that runs the shop in San Bernardino looked at me and said I can't believe we're giving this engine to you. It's that good to them but don't and can't use it anymore because of the EPA laws. It'll need a little elbow grease to shine them up, we're going to make them look the best we can.

There is also a type 2/3;

- a. 1998 KME International 4800,
- b. 500-gallon tank,
- c. has a rear mounted pump handle
- d. can seat up to 4 people
- e. 4-wheel drive if needed
- f. it came from Lake Arrow Head

It was fixed up and taken to Lake Arrow head where it was never used. They had their mechanics go through them and assured us that they are mechanically sound. This engine will be parked at Station 1.

We sent San Bernardino a letter which will go to their Board, it should take about 2 to 4 months till we hear back that they are ready to pick up. They are parked and are dedicated to us as long as everything is approved. Board Member Wilson motions to approve the letter to San Bernardino Co, seconded by Board Member Shelton, all in favor.

## **9. Board Member Comments:**

- a) New Business to be considered on future agendas: Proposed Budget
- b) Comments:

- 10. Adjourn:** Motion to adjourn at 9:59 by Board Member Beltran, seconded by Board Member Wilson, all in favor.