



Desert Hills Fire District

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

Desert Hills Fire District Board Meeting Minutes Regular Meeting, December 16, 2020

1. Call to order

Board Member Shelton called to order the Desert Hills Fire District Board meeting at **9:00 a.m. on Wednesday, December 16, 2020**, 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 Shelton

3. Roll Call

The following Board Members were present:

Brad Shelton
Tom Roger
Curtis Schafer
Char Beltran - absent
Jimmy Wilson

Also, in attendance:

Battalion Chief Stanec
Battalion Chief Bunn
Administrative Specialist Harrison

4. Call to the Public: - None

5. **DHFD Fire Board Election of Chairman:** Board Member Tom Roger was nominated for Chairman of the Board. Board Member Shelton motions to except Tom Roger as Chairman of the Board, seconded by Board Member Schafer, all in favor.

6. **Approval of Regular Meeting Minutes for November 18, 2020:** Board Member Schafer motions to accept the meeting minutes, seconded by Board Member Roger, Board Member Shelton & Wilson abstained.

7. Reports:

a) **Fire Administration Report: BC Stanec reported:**

- Were actively working on our Fire Fighter Toy Drive with bins set up at CRA, Havasu RV, Bunker Bar, North Pointe. Bunker has been phenomenal. They hosted a toy drive collected a large amount of toys. They also donated \$500 to purchase more toys. We received an anonymous donation of \$1,000.00 to purchase toys. Families can Sign-up here at the station or with Salvation Army to receive toys. There is also an online portal that links to the Salvation Army.
- We had our Awards Banquet on Sunday, December 13th. Awards winners are: Captain of the Year – Jeff Spencer, Engineer of the Year – Jeff Stancil, Fire Fighter of the Year – Kane Wijngaarden and Chiefs Appreciation Award – David Nelson.
- We've been working with Flash Over Graphics in Kingman as our new uniform store. We should be able to start ordering the beginning of the year.

- The Auxiliary met yesterday for the first time since March 2020. They decided not do any fund raising, they will have another meeting in February to discuss it again.
- We have three (3) employees currently out with COVID sick time. BM Roger asked if we been given a date when the vaccine would be available, BC Stanec replied ‘they have not, emergency management reached out to us a few times asking the number of employees who would volunteer to take the vaccine. Board Member Shelton spoke that it would be available to group 1A, the Moderna vaccine around the 20th and the Pfizer vaccine will be in around the 27th. Mohave Count will get about 7,500 doses. Both vaccines require 2 shot.

b) **Fire Operation Report: BC Bunn reported:**

- We are currently at 701 calls for the year with nothing significant to report.
- We completed confined space training with Lake Havasu Fire Dept. We have rope (REMS) training coming up in February. We hired an outside representative from the Hualapai Nation, he’s qualified to teach thru the state.
- Board Member Schafer asked about the status of the engine at Canyon Country. BC Bunn stated he was there about a week ago and spoke with Bud. The very last thing to be repaired is the tank and Bud feels it will be finished by the middle of January. It’s been hard with COVID to get parts.

c) **Correspondence:** None

8. **Old Business:**

- Discussion and possible action re: Approval Lexipol Uniform Policy Update. BC Stanec explains that he reached out to Lexipol, for a definition of a weapon and was told that their definition of a weapon can be anything, however they break down a fire arm or explosive as a deadly weapon. Lexipol recommended we have a knife policy to incorporate into our uniform policy. BC Bunn did some research on knife policies and learned from other departments that the knife is in their uniform policy and is considered a tool. What I came up with is a pocket knife maybe carried as a part of the daily uniform, pocket knives are considered a tool to be used necessary to work duties, pocket knives must be fold-able, not fixed blade, pocket knives are lockable when open and pocket knives are less than 4 inches in length and is not considered as a deadly weapon under ARS. 13-3102 - Any citizen of any age may lawfully carry a pocket knife on his or her person within his or her immediate control or means of transportation. ARS. 13-3120 – Regulates knives in the State of Arizona expressly prohibits local governments regulating among other things their possession transport or use. Knife means a cutting instrument included sharpen or pointed blade. Motioned by Board Member Shelton to approve adding the Knife to Lexipol Uniform Policy 1028, seconded by Board Member Wilson, all in favor.

9. **New Business:**

- a.) Discussion and possible action re: Approval of monthly Financial Report. Administrative Specialist Harrison states that the Grant Savings Account is \$21,453.98 Payroll Account \$2,969.37, Petty Cash \$100.00, Special Revenue Checking Account \$10,533.48, Special Revenue Savings Account \$14,363.61, Warrant Account \$922,705.48, with a total balance of \$972,125.92. Motioned by Board Member Shelton to approve the financial report as presented, seconded by Board Member Wilson, all in favor.
- b.) Discussion and possible action re: Review of financial records, Policy 1014.3.1. BC Stanec states that this is our outside employment policy through Lexipol. As per the policy employees were asked to review the policy and provide a letter outlining their other jobs. We had a few employees question policy 1014.3.1 which is a review of employees’ financial records. BC Stanec reached out to Lexipol and they replied with “Lexipol does consider the content to be best practice. Please note, however, that the circumstance under which the agency may request a member’s personal financial records is limited to one factor, that being the agency has reason to believe a conflict of interest exists between the member’s employment at the agency and their anticipated or current outside employment. In other words, the content does not provide for an agency to go on a fishing expedition for a member’s financial information. There should be an articulable reason why the agency believes a conflict that could lead to bribes or other improper inducements may exist. Capt. Reeder coming from the labor side it was a concern that it would be used as a tool to see who was richer or poorer in case of a layoff. But with the explanation presented we are fully behind this policy. Motioned by Board Member Shelton to leave policy as written, seconded by Board Member Schafer, all in favor.
- c.) Discussion and possible action re: Approval of annual fire hose testing. BC Bunn stated we have always done our own in-house fire hose testing. There was an incident at another department where employees were injured during their testing of their hose. BC Bunn feels it is time to hire an outside source to test our hoses. If an outside company test our hose, every hose will be certified for that year, if is doesn’t pass it is taken out of service. I found two (2) companies that service our area. One company is Water Way of New Mexico, that Bullhead Fire uses and the other

company is DCS, which Lake Havasu City Fire uses. Pricing is comparable \$2700 & \$2692. BC Bunn's recommendation is with Water Way of New Mexico. They will do every stick of hose we have in one day. Motioned to approve Water Way of New Mexico to do our fire hose testing by Board Member Wilson, seconded by Board Member Schafer, all in favor.

- d.) Discussion and possible action re: Approval to submit the AFG Grant for a new engine (tender) and exhaust systems for the bay and cost share of 5% match, if awarded. BC Stanec stated we hired an outside grant writer to help us to write for a new engine and an exhaust system. The grant window should open mid-January. BC Bunn reports the cost share breakdown. DHFD is liable for 5%. The Tender cost is \$279,720.40, our 5% share would be \$13,986.02. The Exhaust removal system's cost is \$132,348.50, our 5% share would be \$6,617.43. for a total cost share of \$20,663.90 if we are awarded the grant. We are requesting the approval to submit the grant with these cost shares when the grant opens. We have 50,000 in the budget for grants. Motioned by Board Member Schafer to move forward with submitting the AFG Grant for a new engine (Tender) and exhaust system with the cost share, seconded by Board Member Wilson, all in favor.

10. Board Member Comments:

- a) New Business to be considered on future agendas: None
- b) Comments: Administrative Specialist needs to schedule an appointment with Chase to remove John Hayes and add Jimmy Wilson and Tom Roger as Chairman. Also, the Chase credit card need to have John Hayes be remove and a new account signed up.

- 11. Adjourn:** Motion to adjourn at 9:43 by Board Member Curtis, seconded by Board Member Wilson, all in favor.