



# Desert Hills Fire District

3983 London Bridge Road  
Lake Havasu City, AZ 86404  
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## Desert Hills Fire District Board Meeting Minutes Regular Meeting, December 19, 2018

### 1. Call to order

Board Member Hayes called to order the Desert Hills Fire District Board meeting at **9:01 a.m. on Wednesday, December 19, 2018, 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  
Char Beltran  
Tom Roger  
Vacancy

Also in attendance:

Chief Pat Dennen  
Administrative Specialist Lisa Harrison

### 4. Call to the Public:

5. Approval of Regular Meeting Minutes for November 21, 2018: Motioned by Board Member Beltran to accept November 21, 2018 Regular Meeting Minutes, seconded by Board Member Roger; all in favor.

### 6. Reports:

a.) **Financial Report:** Administrative Specialist Harrison stated that cash in the Grant Savings Account is \$97,738.91, Payroll Account \$83,949.36, Petty Cash \$100.00, Special Revenue Checking Account \$57,551.45, Special Revenue Savings Account 5,500.13, Warrant Account \$389,283.28, with a total balance of \$634,123.13. Approval of Financial Report motioned by Board Member Beltran, seconded by Board Member Schafer; all in favor

#### b.) **Chief's Report:**

- Jeff Stencil is still on workers compensation, working as light duty.
- Four our personnel have been approved for a grant from DFFM, Department of Forestry and Fire Management, to attend the Wildland Academy this year. We submitted another grant to pay for their per diem and lodging.
- We held our annual Christmas Party and Guy Lawrence was Fire Fighter of the Year. Captain Erickson received the Chiefs Award and Lisa Harrison received a special award for being the Fire Chief as she handles all the critical jobs of the District.
- Chief is still involved in the Statewide Mutual Aide Committee. It was planned to rollout in January statewide, but now looks like the rollout will be in February.

- We had a VFIS Insurance survey of our records, documentation and safety inspection. The insurance company has no recommendation and was very pleased with our documentation, training and the overall comradery of our fire department.
  - We participation in a several fire fighters charities this month for the needy children in the area. We participated at Walmart, PetSmart, Mudsharks and Fire Fighters Charities in Bullhead City and Lake Havasu City.
  - Our guys participated with Lake Havasu Fire in an Confined Space Entry training in a joint combined training program.
  - We received a \$2,000.00 grant worth of equipment from Western AZ Council Emergency Medical Services (WACMS).
- c.) **DHFD Wildland Report:** Captain Bryant Stanec stated we have been paid for the Ferguson Fire and Cat Fire. Administrative Specialist Lisa Harrison stated the amount was \$97,032.14. Captain Stanec also stated four firefighters will be attending the Wildland Academy on a grant.
- d.) **DHFD Auxiliary Report:** None
- e.) **Correspondence:** We received a letter from VFIS thank us for our business and appreciation of our time and effort for the risk assessment survey.

#### 7. **New Business:**

- a.) Discussion and possible action of board vacancy; Board Member Hayes stated we had received one letter of interest. The notice has been posted for the board vacancy, on December 31<sup>st</sup> will be 30 days, in which time we can accept the letters of interest and nominate them at our next board meeting in January.
- b.) Discussion of possible action to purchase uniform badges. Chief states he'd like to upgrade the uniform badge to be more modern and stylish. The badge will be the equipment of the department and if someone is terminated the badge stays with the district. The badge is for professional use to be worn in the at the public. We received 3 bids one as high as \$2,624.00 and low \$2,020.00. We have the money in the uniform line item in the current budget but want to bring it back to the board because it's not specific that we are going to buy badges. It will take 8 to 12 weeks to take delivery of them. Also, I would like to purchase one uniform shirt for each employee for another \$1,200.00. So, Chief Dennen request to purchase the badges from Curtis Tools for \$2,020.68. Board Member Roger motions for the expenditure to purchase badges, seconded by Board Member Beltran, all in favor.
- c.) Discussion and possible action of the Fire Chief Selection. The Board of Directors may motion recess into EXECUTIVE SESSION for discussion, pursuant to A.R.S. 38-431.03 (A). John Hayes states it not necessary for Executive Session. Chief state the reason it's there is because Captain Stanec is a candidate for the Chief position. Chief also states the position was closed on December 15<sup>th</sup> and we had five applicants, three were from outside the department and two were internal. All candidates completed the supplemental questionnaires and those are currently being evaluated to see who will be invited to the next step. The next step will be in held January. There will be two interview panels that the candidates will have to sit before with structured questions. We will narrow the list down to two candidates to come before the board for an oral presentation. The board can than make a decision on which candidate to hire or choose neither one.

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

- a. New business to be considered on future agendas: Next month we'll put on the agenda that our auditors are branching off from HintonBurdick, opening their own company and are taking their clients with them so they need our approval to move with them. Lisa to review contract with HintonBurdick and get back to the board with information about contract obligations. Chief Dennen stated we need to look into opening up the auditors to open bid.
- b. Comments: Dolores Moscou stated DHFD is doing a good job. Mathew Espinoza wanted to say Merry Christmas.

#### 9. **Call to the Public:** None

10. **Adjourn:** Motion to adjourn at 9:24 a.m. by Board Member Hayes, seconded by Board Member Beltran, all in favor.