



# Desert Hills Fire District

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## Desert Hills Fire District Board Meeting Minutes Regular Meeting, February 15, 2023

### 1. Call to order

Board Member Roger called to order the Desert Hills Fire District Board meeting at **9:00 a.m. on Wednesday, February 15, 2023** 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  
Curtis Schafer  
Char Beltran  
Jimmy Wilson  
Rich Fountain

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 January 18, 2023: Motioned to accept Meeting Minutes as written by Board Member Fountain, seconded by Board Member Schafer, all in favor.

### 6. Reports:

#### a.) **Fire Administration Report:** Battalion Chief Stanec reports;

- At our last month's meeting we discussed the Office of Administration Hearings. During the conference, I identified from the statutory training there is an appeal process. If an employee were to be terminated, demoted or suspended with three days without pay, they have a right to appeal. In the past our Fire Board, was our appeal process was, per statutory training that is not the way we should do the appeals process. I reached out to the Office of Administration Hearings; we did a quick 30-minute zoom meeting Basically we don't do anything with them until we need too. If we needed to use their services, we would sign an IGA stating that they will be the independent review source. They are not for profit and the cost is based on the previous year's rates which is about \$2,000. For the long-term liability of the Fire Board making that final appeal, this would be much cleaner. BM Beltran asked, "how would you feel if they disagreed with your decision. Also, would it be helpful to the Chiefs?" BC Stanec answers; "we would sit in front

of an independent hearing judge, we would say our side, our facts, and our history. We can't terminate, demote or suspend anyone without having the facts. It would not affect the Chiefs; it protects the Fire Board from having to make these decisions. We hope not to use them but if we have to, we know who to contact.

- Former Auxiliary President Hal Reis, we did his celebration of life last Saturday here at the fire station. The Auxiliary supplied the decoration, a lot of food and desserts. About 80 to 100 people attended. The family was very appreciative.
- I've been part of a committee with the Arizona State Procurement Dept. Back in October we applied for Incident Management Software Grant. We asked for \$55,936 to fund our project. The state is going to allocate \$6,000,000. The head of the procurement department reached to various departments asking for people to sit on the subcommittee to develop procurement rules and stipulations on what those vendors need to meet to qualify. The process took about 2 weeks of zoom meetings. We hammered out the rules that the fire departments wanted to see and that fit the state procurement requirements. It's out for PFR now on the state site, once they secure a vendor or numerous vendors that meet the qualifications, they will begin awarding the grants.
- We are working on the Si-Mock room, giving it a face lift by making it more classroom and boardroom friendly.

b.) **Fire Operation Report:** Battalion Chief Bunn reports;

- Just a commit on what BC Stanec talked about on the appeals process. If we get to the point of termination, we're going to have all the paperwork in order from the beginning of the discipline.
- We are at 96 calls, up 63 from last month.
- The Turnout Gear for 100 Club Grant has been ordered.
- We completed pump testing on five engines and they all passed.
- ARPA funding update: BC Stanec and I went to the Mohave County Board of Supervisors on February 6<sup>th</sup>. We received a preliminary yes vote from all five supervisors. The next step is to get funding paperwork from the county after the lawyer writes their stuff up. I will review it, approve it and it goes back to the county for another vote. It's \$100,000 ARPA Grant (American Rescue Plan Act) and the money will be used to update our communication equipment, approximately 15 radios.
- We've been testing extrication equipment for the new engine. We have been training with the equipment. On February 21 there will be another full day of training and Captain Erickson wanted to let you know you are all invited to watch, it's at 1:00pm.
- We have submitted two AFG Grants. BC Stanec did one for a Tender in the amount of \$356,000, our cost share is \$17,380.99. I did one for Extrication Equipment in the amount of \$104,575.20, our cost share is \$4,979.77.
- We did submit a mutual grant with Mohave Valley, Golden Shores, Yucca and Golden Valley for more communication equipment, just under \$900,000. Mohave Valley did all the grant work.
- I applied and got accepted to the National Fire Academy in April for another Leadership Strategies for Community Risk. This one is on me; they only allow a one-time stipend per year to attending. I appreciate the District and the Board support.

c) **DHFD Auxiliary Report:** Rich Fountain reported at last pancake breakfast served we 591 people. We will be releasing \$15,000 to the chiefs at our meeting next week. We've had a very good season and I anticipate another \$10,000 to \$15,000 as well. Shirley Reis, Hal's widow, also donated \$1,000. She also donated a \$1000 to the fire department.

d) **Correspondence:** None

## 7. New Business:

- a.) **Discussion and possible action re:** Approval of monthly Financial Report. Administrative Specialist Harrison states that the Grant Savings Account is \$27,103.62, Payroll Account \$13,248.10, Petty Cash \$100.00, Special Revenue Checking Account \$32,595.85, Special Revenue Savings Account \$142,120,.34, Warrant Account \$1,171,997.79, with a total balance of \$1,387,165.70. 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:** To retain Linda Kristoffersen on Strategic Plan. Linda Kristoffersen begins by introducing herself, stating she's been in Lake Havasu about six years, she is from Oregon and learned strategic planning while she was in the Rotary for 20 plus years. I did the strategic planned for 32 clubs in District 51 and they all prospered. Since I've been Havasu, I've done four strategic plans. I am now going to do the Legion and possibly you.

I've given you an outline of what we would cover for the Strategic Planning:

1. Mission Statement, we can work on it or leave it.
2. Vision Statement
3. Values, the values of this unit here, what are the values of this department, that could be two or more.
4. Goals, we do a SWAT analysis, that is strength, weakness, opportunities, and threats. We put them all out there, then from that we build our smart goals.

I've given you a print out of my fees, I believe Lisa can do the monitoring job and I'll explain. When this plan is all done, we will have smart goals and we will have people to make those happen.

Chief Stanec asks "how long is this process, how many times do we meet?" Linda responds and says the strategic plan is six hours process. Linda asks for any questions for her. BM Roger asks how many fire departments have you done?" She replies she's never done a fire department or a post.

Board Member Roger states we are a not-for-profit, we are fire department, we have a limited budget we can't grow without the growth of the community. There are things we can't do, as a small business or a charitable organization can. We're under a strict budget that's presented to us and guidelines we have and goals are also pre-established for almost every fire department. These gentlemen are well trained and well educated. Another issue you'd have to work us and them. These gentlemen we've hired have done a brilliant job with planning ahead. We're talking about land acquisitions, buildings, equipment, so on. I don't know why we would draw you in to assist. I'm not sure the additional time it will take for us to be presented in a different way will benefit us in any way. We have four other board members here which will certainly have a different opinion or similar opinion. BM Roger invites other for their opinions. BM Roger states he feels she is a brilliant woman, but he does think she is a good fit for us.

Board Member Beltran stated that fire departments are so govern by the State and Locally. I don't know the time and money we'd invest would produce the results you are normally accustomed to seeing.

BC Stanec recommends 'no action' on this item so if in future we want to bring it back we can. BC Bunn states that him and BC Stanec have a lot of tools, we have a lot avenues, people we can reach out to, both through county and national fire academy. I'm not saying Linda isn't a good resource to use. Board Member Beltran states strategic planning works very well for 501C 3 & 6's, but she doesn't feel it would benefit the fire district.

Motioned by Board Member Roger motioned to take No Action, seconded by Board Member Wilson, all in favor.

- c.) **Discussion and possible action re:** to create Retention Committee; BC Stanec begins we are starting to working on our budget. We just got our projections from the county. I thought it would be a good time for us to discuss with Board Members, Chiefs, some fire staff and look at the Firefighter Retention and how to improve the Fire Department. There are two avenues we can go. We can do a Board appointed Sub Committee, or a Chief appointed Sub Committee. Board appointed Sub Committee has open meetings laws, agendas posted, and minutes recorded. The Chief appointed Committee is ran through our office and not the board, however we could have no more than two board members sit in on the sub-committee and we can invite staff to sit on the committee. BM Roger comments that "I have the confidence in you gentleman to have a Chiefs Board." The Board directs the Chief's to form the Chiefs Sub Committee.

8. **Board Member Comments:**

a) **New Business to be considered on future agendas:** None

b) **Comments:**

- Board Member Roger stated “what an amazing job on getting the \$100,000 ARPA Grant (American Rescue Plan Act).”
  
- Board Member Wilson asks if we could help BC Bunn when he attends the National Fire Academy. BC Bunn explains that he stays on campus for free, classes are free, and he has per diem to help pay for my food. It’s considered training so no pto is used. Administrator Harrison comments that the Boards feels BC Bunn’s training should be paid for by the department.

9. **Adjourn:** Motion to adjourn at 9:55 by Board Member Schafer, seconded by Board Member Wilson, all in favor.