



Desert Hills Fire District

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Desert Hills Fire District Board Meeting Minutes Regular Meeting, February 17, 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, February 17**, 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 – absent
Consultant Dennen

4. Call to the Public: None

5. Approval of Regular Meeting Minutes for January 20, 2021: Board Member Beltran motioned to accept meeting minutes, seconded by Board Member Shelton.

6. Reports:

a) Fire Administration Report:

- Battalion Chief Stanec states the old engine 1521R in Vegas looks like the sale is moving forward with Arizona Western College in Yuma. They pump tested it; they found a couple bad gauges the packing needed to be repacked which holds water in the pump. He is hopeful that this week or next week the sale will go thru. They are paying the full asking price less the repairs.
- We applied for AFG-Covid-19 Supplemental Micro Grant in the amount of \$2,897.50. We were awarded that money thru FEMA. Captain Young does our medical supply ordering, he has been working on lining up vendors. Our match is \$137.98.
- BC Stanec, BC Bunn and Administrative Specialist Harrison have been reviewing our pay scale that was brought to the board's attention during the summer. We pulled pay scales from around the state similar to ours. We have been tweaking numbers to fit within our budget. We just received the financials from the county assessor with preliminary numbers. Board Member Roger asked "do you find any position are hard to fill because of your pay scale?" BC Stanec responds, "yes, we're having a hard time filling our Fire Fighter/Paramedic position because every Fire Department in the county/state need Fire Fighter/Paramedics. It's been challenging to find someone because we are at the lower end of the pay scale for that position." Board Member Roger asked, "now that you've done research is there a substantial pay difference?" BC Stanec responds, "that we are \$1.50 to \$2.00 less." Board Member Beltran asks, "what are the basic qualification for that, do they have qualifications coming in?" BC Stanec answers

“yes, they need their Fire 1, 2 which is the basic fire academy, includes hazmat and operations level. They also need ICS courses, 100, 200, 300 but that’s acquired through the fire academy. Also, they need to be an EMT prior than become a Paramedic.” Board Member Beltran asks, “Is there a fire academy in our area?” BC Stanec stated “MCC College has a class.” Board Member Wilson asked “if you’re a Fire Fighter and want to be a paramedic who pays for it.” BC Stanec responds “Desert Hills used to support fire fighters through that paramedic program, then 2008 hit and we were just trying to keep the doors open, so we went away from that. We have a tuition reimbursement policy; we’ve talked about implementing that back. Consultant Dennen adds “that the department has supported the Fire Fighter that is attending medic school by paying wages when attending class on duty shift. BC Stanec stated we are looking at a number of pay structures.

- Desert Hills is 50 years old; unfortunately, we were unable to host an open house as was planned.
- The Auxiliary decided collectively to hold off till October for any events.
- We have one employee out with COVID.

b) **Fire Operation Report:**

- BC Bunn states, we are currently at 107 calls for the year, nothing significant.
- Our annual hose testing was completed and certified by Waterway Inc of New Mexico on January 25, 2021 and due to this process, we were forced to place a significant amount of older hoses out of service. We are working on purchasing 500’ of 1.75” hose which will compliment one engine just in case we have an issue, there will be enough backup and enough supply line to outfit another engine.
- The REMS team is in Kingman. Today is their last day class.
- Lastly for me college is done. Thank you for all your support.
- We’re waiting on the water tank repair, the company who built the tank will repair it at no cost to us.

c) **Correspondence:** None

7. **New Business:**

- a.) Discussion and possible action re: Approval of monthly Financial Report. Battalion Chief Stanec states that the Grant Savings Account is \$21,454.68, Payroll Account \$21,245.21, Petty Cash \$100.00, Special Revenue Checking Account \$17,153.39, Special Revenue Savings Account \$21,768.68, Warrant Account \$820,101.06, with a total balance of \$901,823.02. 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: Annual Employee Evaluation, Consultant Dennen explains performance evaluations especially for exempt employees which is considered a personnel issue, it’s a personal and personnel issue. As the evaluation is prepared and presented to the employee, I’m only speaking of the exempt side, it their option if they want it heard before this board in open session or they want it heard in executive session. If they want it in executive session, the process is BM Shelton becomes the secretary, he keeps the minutes separate from the regular meeting and everybody else exits the room. Then there is a debate, when you reconvene, you report the outcome to the regular meeting. So, a decision was made, we except the employee evaluation or you didn’t. The other option is to have it in regular agenda in open session where generally don’t have a lot of public present, so you simply review their performance evaluation and agree with it or not. You as Board Members also have the option to take to executive session if you think it’s necessary, doesn’t matter if the employee want to or not or they can request it that way. Another important thing about the evaluation is it outlines their performance of the prior twelve months and it should be used for future expectations. BC Stanec presents his idea as he would evaluate BC Bunn and BC Bunn would evaluate him (BC Stanec) and we would each complete a self-evaluation. Present it to the Board Chairman so he could make suggestion to it and present it to the Board as the evaluation. Board Member Shelton stated he likes self-evaluation and likes the idea of a peer evaluations, but more for input to the board to complete the final evaluation. Decision is made that the self and peer evaluations of the Battalion Chiefs be sent to board member by the next Board meeting to give members time to review them. Motion by Board Member Shelton that we proceed with the exempt employee evaluations, the Board will review and approve the evaluations based on self-evaluation and peer evaluation of the two exempt employees and to receive the evaluations by March’s Board Meeting, seconded by Board Member Beltran, all in favor.

8. **Board Member Comments:**

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

9. **Adjourn:** Motion to adjourn at 9:42 by Board Member Schafer, seconded by Board Member Beltran, all in favor.