



# Desert Hills Fire District

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## Desert Hills Fire District Board Meeting Minutes Regular Meeting, February 19, 2020

### 1. Call to order

Board Member Hayes called to order the Desert Hills Fire District Board meeting at **9:00 a.m. on Wednesday, February 19, 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 Hayes

### 3. Roll Call

The following Board Members were present:

John Hayes  
Curtis Schafer  
Brad Shelton  
Char Beltran  
Tom Rogers

Also, in attendance:

Battalion Chief Stanec  
Battalion Chief Bunn  
Administrative Specialist Harrison  
Consultant Pat Dennen

### 4. Call to the Public: None

### 5. Approval of Regular Meeting Minutes for January 15, 2020: Motioned by Board Member Roger to accept January 15, 2020 Regular Meeting Minutes, seconded by Board Member Shelton; all in favor.

### 6. Reports:

#### a) Fire Administration Report:

- BC Bunn, Pat Dennen and BC Stanec attended the AFDA Conference in Laughlin. BC Bunn sat in on grant writing and received very good information on how to and what not to do for writing grants. BC Stanec and Dennen sat in on a merger/consolidation seminar, it was very informative.
- BC Stanec attended National Fire Academy in Emmitsburg, MD. Received great training and looking forward to attending next year. Classes taken were:
  - Application of the Culture of Leadership and Safety
  - Applications of Community Risk Reduction
- We have received our Levy Limits from the Assessor's Office. Administrative Specialist Harrison is working on budget options.
- Wildland Cooperative Rate Agreement for 2020 was submitted.
- Currently AFG Grant is open and BC Bunn and BC Stanec are working on it.

b) **Fire Operation Report:**

- BC Bunn states that the Engineer Academy is finished. Every firefighter is certified to be an Engineer.
- We held a Company Officer Meeting.

c) **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 \$15,011.62, Payroll Account \$23,129.57, Petty Cash \$100.00, Special Revenue Checking Account 45,178.37, Special Revenue Savings Account \$17,481.36, Warrant Account \$660,221.63, with a total balance of \$761,122.55.

Administration Specialist Harrison informed the Board of two (2) firefighters that had Social Security taxes deducted from their checks in the total amount of \$6,956.64. They have been refunded and the 941X amendments have been prepared. The amount to that should be refunded to us is \$13,913.28. Approval of Financial Report motioned by Board Member Shelton, seconded by Board Member Schafer, all in favor.

- b.) Discussion and possible action re: Approval of Lexipol Policy Updates for policies 701, 1039, 1040, 1044 and new policy 916. BC Stanec reported that Lexipol made some changes, mostly state and federal statute and one (1) new policy. The following changes:

- 701.9 Personal Communication Device Policy - Lexipol added the State statute ARS 28-194, use while driving.
- 1039.12 Family and Medical Leave – Lexipol added a Federal law 29 CFR 825.300, which states the Administrator will ensure the FMLA notice is displayed.
- 1040.3.2 Military Leave - Lexipol defined what a work day means in regards to firefighters, (24 hours day) per State Statute 26-168 and 38-610.
- 1044.7 Anti Retaliation – Lexipol replaced the word members to employees, per State Statute 23-1501 and 38-532
- New Policy 916 Personal Firearms – Per State Statute 12-781 states that you cannot have a personal fire arms inside department vehicles or the building. They are allowed in personal vehicles as long as the vehicle is secured, locked and not visible.
- 1023 Workplace Violence – Due to Policy 916 Lexipol deleted the firearms portion of this policy.

Board Member Roger motioned to approve the Policy updates, seconded by Board Member Shelton, all in favor.

- c.) Discussion and possible actions re: Approval to purchase of Carry-on Utility Trailer 6'x 14', VIN #6X14GW2BRK to transport the SXS, in the approximate amount of \$2,200.00. BC Bunn stated we received five (5) bids and Tractor Supply gave us the best deal with a \$500 discount. It is a tandem axel and with trailer brakes. Motioned by Board Member Beltran, seconded by Board member Roger, all in favor.

8. **Board Member Comments:**

- a) New Business to be considered on future agendas: Board Member Shelton stated we are coming up on our one (1) year mark with our leadership structure. We would like to know how it was working and that we evaluated it. Administrative Specialist Harrison and I sent out a survey to all employees, minus the chiefs, to get a feel for how the personnel felt the Chiefs were doing, also the general moral of the personnel, where they felt the department going, and where they see the department and their selves in the future. The survey was completely anonymous. All Board Members should have received an email with the link to review the results. We would like to put the discuss of results on the agenda next month.

- b) Comments: None

9. **Adjourn:** Motion to adjourn at 9:21 a.m. by Board Member Hayes, seconded by Board Member Beltran, all in favor.