



# Desert Hills Fire District

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## Desert Hills Fire District Board Meeting Minutes Regular Meeting, February 20, 2019

### 1. Call to order

Board Member Hayes called to order the Desert Hills Fire District Board meeting at **9:01 a.m. on Wednesday, February 20, 2019**, 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  
Tom Roger  
Brad Shelton

Also in attendance:

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

4. Appoint Board Member Brad Shelton as Clerk of the Board. Board Member Hayes motions to appoint Board Member Shelton as Clerk of the Board, seconded by Board Member Roger, all in favor.
5. Swearing in and badge pinning for the two new Battalion Chiefs. Chief Dennen gave Bryant Stanec and Stephen Bunn the oath of office for the duty of Battalion Chief. Tara Stanec pinned BC Stanec, and Jacquelyn Bunn pinned BC Bunn.
6. Call to the Public: None
7. Approval of Regular Meeting Minutes for January 16, 2019: Motioned by Board Member Roger to accept January 16, 2019 Regular Meeting Minutes, seconded by Board Member Schafer; all in favor.

### 8. Reports:

#### a) Fire Administration Report:

- Battalion Chief Stanec stated he and Battalion Chief Bunn attended the mandatory statutory training in Laughlin.
- BC Stanec & BC Bunn met with all the crews, A shift, B shift and C shift for an informal meet and greet to talk about what they like and what the crew would like to changed.
- We also went to Bullhead City for the Mohave County Fire Chief Association meeting. We meet with a lot of fire chiefs in the county and received a lot of good feed-back.
- We held a company officers meeting with our captains. We invited Yucca Fire and Mohave Valley Fire had a representative here.
- We interviewed (7) seven candidates for our open PC positions, it looks like we will pick up 4 of them. The new hire orientation is scheduled at the end of the month on the 26<sup>th</sup> and 27<sup>th</sup>.

- We met with Sandy from Sandy Communications. We have another meeting with him and Creative Communication to work out some bugs we found with our radio.
- We met with the Lake Havasu City Fire Chiefs, Chief Davis, Chief Herron, and Chief Stello in an inform meet and greet. We discussed communication and intergrading better with them.
- BC Bunn and I met with the Auxiliary at their monthly meeting.
- We have scheduled a meeting with the hospital and plan on scheduling a meeting with AMR. Our goal just gets our name out there and lets everyone know what we're doing. If they have any question we can answer or address them.
- We have one employee Joey Spencer who broke his wrist off duty and is using his vacation time. Jeff Stencil is back on workers comp.

b.) **Fire Operation Report:**

- Battalion Chief Bunn - At the beginning of the month we had (2) two of firefighters attend a chain saw refresher class in Golden Valley to keep up their certs.
- Our Backup Engine 1511R is currently at Mohave Valley Fire being repaired, we had a couple issues with it, it will be finished next week. When 1511R returns we will rotating the other two front line engines one at time to Mohave Valley to have routine maintenance done.
- We did some Rapid Intervention Training, all crew members participated.
- We are also doing breathe down training this month, which means we get fully geared up with air packs, work as hard as we can to see how long we last on a bottle of air.
- Joey Spencer attended VFIS drivers training in Phoenix, he will be taking over drivers training for Chief Stanec.
- This week the driver door window on our main engine broke during training, the replacement will be coming from a company out of Wisconsin.

c.) **Wildland Report:** Captain Rodriguez states we will be starting the refresher course this coming April. Currently we have a grant out and no have details on that. Chief Dennen adds that we have (5) five different types of engines that can be requested to go out on a wildland fire assignment but we only have one engine boss so only one engine can go at a time.

d.) **DHFD Auxiliary Report:** None

e.) **Correspondence:** None

9. **New Business:**

- a.) Discussion and possible action re: Approval of monthly Financial Report. Administrative Specialist Harrison stated that the Grant Savings Account is \$87,813.75, Payroll Account \$20,080.98, Petty Cash \$100.00, Special Revenue Checking Account \$29,053.84, Special Revenue Savings Account 9,450.09, Warrant Account \$476,360.25, with a total balance of \$622,858.91. Approval of Financial Report motioned by Board Member Shelton, seconded by Board Member Hayes; all in favor.
- b.) Discussion and possible action re: Battalion Chief duties, responsibilities and cost. Chief Dennen reminds everyone that at the last board meeting it was agreed on to create the Battalion Chiefs positions. We have moved forward with that and promoted Bryant Stanec and Stephen Bunn into those positions. Included in your packet is the job descriptions for the Battalion Chiefs, also the responsibilities for myself so you can see what the expectations are. The job descriptions are not just for the boards benefit, it's for everyone in the department so if they have an issue they know which Chief Officer has that area of responsibility. Attached to your board packet is a cost analysis. Chief states the cost saving for this fiscal year is about \$8,000.00, however the amount is higher for next fiscal year at about \$78,000.00. If the board chooses this proposal it can be for (1) one-year trial and at any time the board can alter the way we're doing it. Also, I have an agreement with theses employees that if this proposal doesn't work out they have a right to return to their Captains position on the same shift they're currently on. There was the question of the legal mandate to have a designated Fire Chief. The person who sits as the Finance and Administration position would be the designated Fire Chief, so by state statute you are appointing a Fire Chief. If you're not comfortable with that I can be retained as Fire Chief of record. Board Member Shelton stated he feels the department need a Fire Chief of record, not acting as a fire chief as needed. He also asked to change the job descriptions by removing the names and just having the job titles. Also adding a bullet point to the Finance and Administration position stating they shall act as the fire chief when required. Board Member Shelton motions to except the Battalion Chiefs duties, responsibilities and cost as presented with (2) two changes, removing the name from the job descriptions and adding a bullet point to the Finance and Administration position that states "shall when required act as Fire Chief", seconded by Board Member Roger, all in favor.

- c.) Discussion and possible action re: Revised pay scale. Chief Dennen explains that we need to start the process to build next year's budget and the pay scale needs to be addressed. Administrative Specialist Harrison updated the pay scale to include the Battalion Chiefs pay category and cleaned up the 2 ½% between ranks. Board Member Roger motions to approve the changes to the pay scale, seconded by Board Member Shelton, all in favor.
- d.) Discussion and possible actions re: Employee's to donate paid time off to a district employee. Chief stated last year the board approved a onetime action to allow employees to donate paid time off to another employee that had has an off-duty injury. We have another employee that has an off-duty injury and would like to have approval for this employee to receive donated paid time off with the same guidelines as before. Battalion Chief Bunn explained our PTO policy. Board Member Shelton motions to approve the donations of paid time off by follow the same guidelines and criteria as before, with a (60) sixty-day window to donate their PTO, seconded by Board Member Roger, all in favor.

**10. Board Member Comments:**

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

- a. Comments: Board Member Roger asked to meet the families. BC Stanec introduced his family and BC Bunn introduced his family. The Board Members congratulates the new Battalion Chiefs.

**11. Call to the Public:**

**12. Adjourn:** Motion to adjourn at 9:44 a.m. by Board Member Shelton, seconded by Board Member Roger, all in favor.