



# Desert Hills Fire District

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## Desert Hills Fire District Board Meeting Minutes Regular Meeting, February 20, 2024

### 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 20, 2024** 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 17, 2024: Board Member Schafer motioned to accept meeting minutes as presented, seconded by Board Member Fountain, all in favor.

### 6. Reports:

**Fire Administration Report:** Battalion Chief Stanec reports;

- a. We conducted promotional testing. I mentioned last Board meeting, Captain Jeff Spencer is going to the city. We had six eligible employees, out of the six, five applied for the captain's position. We brought in evaluators from Bullhead City, Fort Mohave Mesa, and Golden Valley. They were all captain and battalion chief level at their locations. They conducted an oral interview with 12 questions, a leadership conflict resolution, and a fire ground tactical simulation. We received great feedback from the evaluators on all five candidates, stating they were all very sharp and dialed in! Each candidate had their own attributes that made them stand out. Chris Glombowski scored the highest and was recommended for the captain's promotion. He'll move to A shift to fill that vacancy.

With that promotion we have an engineer vacancy. Some months ago, we conducted engineer testing when we had a vacancy. David Nelson was first on the eligibility list so he'll be promoted to engineer, assigned to Captain Reeder.

Colton Morris also gave us his notice that he's also going to the city. We have received three applicants and conducted interviews for firefighter. The two new firefighters are Jordan Broadbent and Kaleb Mann, New hire orientation will begin next week.

- b. JPA update, we had a meeting last week, the study is not completed, but they are putting the finishing touches on it. It's actually looking doable; we do not have any hard numbers yet. We will know more once the study is published.
- c. We haven't had a retention committee meeting but we feel we know what the agency wants. They basically want higher pay, less health insurance pay. I do feel the committee is good to hear their wants and needs. We are working on budget options in terms of personal cost to make it sustainable for years to come. BM Roger comments he thinks that is the right direction to go. We need to make a comparison to Lake Havasu, that has to be our target. We have to take that target and figure out where we need to be, somewhere close and make it work in our budget and not lose any more employees. We should be as aggressive as possible this year. I don't think our staff will expect that aggressiveness every year. BM Beltran states she feels we need to make comparisons to districts our size. BC Stanec states he feels we should mirror Bullhead City Fire on a smaller scale, they have six stations and we have two they have five chiefs, we have two chiefs, and BHCFD pay scale is pretty comparable to LHCFD.
- d. The digital sign board is up out front. Admin Harrison, BC Bunn and I, are still working on the programing. We have some generic statements up and are working on creating more content. We're going to promote the community safety aspect.
- e. Employee evaluations are coming up, Captains will be evaluating their crews and the BC's will evaluate the captains. Per policy, the Board is supposed to evaluate the Chiefs. We have an open forum to discuss how the Chairman and the Board would like to conduct evaluations of the chiefs. The board is not sure how to proceed. BC Stanec will reach out to other chiefs to see how they conduct chief evaluations.

**Fire Operation Report:** Battalion Chief Bunn reports:

- a. Call Stats are at 117 calls this year. Up 81 calls from last month. Station 2 has been very busy with a lot of calls to Pilot and mutual aid to Yucca.
- b. My trip to the National Fire academy was awesome. The class I attended was Proving your Community Risk Reduction Programs. I have now completed that series. Great leaning experience. Thank you everyone for allowing to take that time.
- c. Our new engine is here! Myself, Captain Young, so to be Captain Glombowski went to Phoenix last Friday to bring her home. There is still more equipment to install but she is in service. Thank you to the Board for approving the purchase. It's been almost a two-year process.
- d. We had a captain meeting on March 7<sup>th</sup>, nothing to report.
- e. ARPA Grant update, which is the Bendix King radios. I've been in touch with the Vice President of BK and our order is at the top of the list and should be shipped by the end of the month.
- f. I have been working on a new AFG Grant for SCBA units. The breathing units the guy's wear are sixteen years old and we've exceeded the FEMA life span. I have reached out to an outside source to help me with the narratives. This is a very important grant for us. The quote is for \$365,340 to replace everything and our cost share is five percent, about \$16,000. The Grant should be submitted by Friday.
- g. Captain Erickson has been working about a month and a half putting together multi-agency extrication training to coincide with our new equipment. He got Gary from LN Curtis and they brought instructors from AZ State Fire School. They will be here today and tomorrow. The morning is classroom training and the afternoon they'll go to Camel Towing yard cut cars. This is the first time DHFD has put on a training session of this caliber. Kudos to Captain Erickson.

**Auxiliary Report:** Rich Fountain reports the February pancake breakfast served 638 breakfasts and 392 spaghetti dinners. Both events went well. Captain Erickson contacted Rich and asked if the Auxiliary would be able to supply lunch during training. So, we are suppling lunch today and tomorrow. I have been on the auxiliary for about 7 years now and watching the growth of this station and how they have increased their presence with LHCFD, I am really proud of this. And our volunteers are amazing, It looks like the auxiliary will be able to donate approximately \$30,000 this year.

**7. New Business:**

- a.) **Discussion and possible action re: Approval of monthly Financial Report.** Administrative Specialist Harrison states that the Grant Savings Account is \$36,764.99, Payroll Account \$21,135.97, Special Revenue Checking Account \$15,859.62, Special Revenue Savings Account \$275,784.73, Warrant Account \$1,557,339.52 Petty Cash \$100.00, with a total balance of \$1,906,984.83. Motioned by Board Member Shafer to approve the financial report as presented, seconded by Board Member Beltran, all in favor.
- b.) **Discussion and possible action re:** Adopt new Policies, 1048 Disciplinary Policy, 1048 Disciplinary Matrix And 1049 Sanctions for Driving Under the Influence or other Class A driving Violations. BC Stanec reports that they attended the AFDA conference and we sat in on a Discipline Grievance Training by Brenda who is the HR consultant for most Fire Districts in the state. I sat through her seminar and I learned that our policy doesn't cover a lot of this. After the class I read the material again, reached out to Scott Neil, one of the Assistant Chiefs at Bullhead City Fire and our Lexipol policy manual. The discipline policy outlines when it becomes necessary to demote, suspend or terminate them, it's outlines the playbook on how as an organization we do that. We send a letter of intent, if there is no response from the employee, then we can formerly proceed with the discipline, suspend, termination. They then have a chance to appeal through OAH. It not only protects the Chiefs, it protects the Board, and the employees. Board Member Roger motions to adopt new policies 1048 Disciplinary Policy, 1048 Disciplinary Matrix, 1049 Sanctions for Driving Under the Influence or other Class A driving Violations as presented, seconded by Board Member Beltran, all in favor.
- c.) Discussion and possible actions re: Adopt Lexipol Policies: 214 ADA Compliance. 215 Limited English Proficiency Services, 701 Personal Communication Devices, and 1024 Lactation Breaks. BC Stanec explains that Lexipol rolls out updates. Two policies are new, 214 The ADA Compliance policy and 215 Limited English Proficiency Services are new policies in the manual. These are federal requirement, if we don't have them in our policies then we're in violation. Myself and BC Bunn are going to make the most accommodations we can for anyone with a disability or any language barrier. Per the policy a person with a disability needs to reach out to us and let us know if they are going to attend and they have a disability so we can accommodate them. With language barriers, our Captains have tablets with Google translate and we come up with common questions in different languages where they can point yes/no. Policy 701 Personnel Communication Devices, the language was just cleaned up. On the policy of Lactation Breaks, per the federal law for a breast-feeding mother we have to set time where that employee can go to a designated spot to pump breast milk and we can't interrupt them even if a call comes in and have a designated refrigerated area for the breast milk. They also changed she to they. BM Schafer motions to adopt new policies 214 ADA Compliance, 215 Limited English Proficiency Services, and adopt recommended changes to policies 701 Personal Communication Devices and 1024 Lactation Breaks as presented, seconded by BM Wilson, all in favor.

**d.) Board Member Comments:**

- a) New Business to be considered on future agendas: None
- b) Comments: BM Roger comments on the boards position on the budget, raises and the JPA. I know I talk too much and I really would like to hear more on the thoughts and input from the rest of the board. We have to respect budgets and employees. If you don't agree with me, I will not be offended and we can have a strong educated discussion on the subject. I'm on the fence on everything and I need the boards input. BM Fountain stated we don't have any facts to make any decisions at this time. BM Beltran wants to know options to abstain from a vote. BC Bunn states its our obligation to do what's best for our district.

**8. Adjourn:** Motion to adjourn at 10:12 by Board Member Beltran, seconded by Board Member Wilson, all in favor.