



# Desert Hills Fire District

3983 London Bridge Road  
Lake Havasu City, AZ 86404  
(928) 764-3333 (FAX) 764-2397

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## Desert Hills Fire District Board Meeting Minutes Regular Meeting, January 16, 2019

### 1. Call to order

Board Member Hayes called to order the Desert Hills Fire District Board meeting at **9:00 a.m. on Wednesday, January 16, 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  
Char Beltran  
Tom Roger  
Vacancy

Also in attendance:

Chief Pat Dennen  
Administrative Specialist Lisa Harrison

### 4. Call to the Public:

5. Approval of Regular Meeting Minutes for December 19, 2018: Motioned by Board Member Roger to accept December 19, 2018 Regular Meeting Minutes, seconded by Board Member Schafer; all in favor.

### 6. Reports:

- a.) **Financial Report:** Administrative Specialist Harrison stated that cash in the Grant Savings Account is \$127,808.60, Payroll Account \$5,979.95, Petty Cash \$100.00, Special Revenue Checking Account \$29,319.27, Special Revenue Savings Account 7,515.29, Warrant Account \$533,788.58, with a total balance of \$704,511.69. Approval of Financial Report motioned by Board Member Hayes, seconded by Board Member Beltran; all in favor.

b.) **Chief's Report:**

- We finished 2018 with 727 service calls at a cost of \$3,713 per run, which is up for previous years. Board Member Beltran asks the question to Chief of how the calls compare to other Fire Districts. Chiefs states that fire districts our size is comparable. Board Member Beltran asks how our call volume compares to other Fire Districts our size. Chief states that fire districts our size is comparable.
- The month of December was dedicated to the fire chief's recruitment, including interview. Also, the holiday toy drives, the firefighter's charities, the production of our holiday video and Santa on the fire engine.
- Next week is the AFDA Laughlin Conference. This year Capt. Bunn and Stanec will be attending.
- Engine 1511R will be going to Mohave Valley Fire Department for preventive maintenance. If we proceed with using them for our mechanical work an agreement will be agenized for board approval. Board Member Roger asked when Mohave Valley started working on their own equipment. Chief stated they have been

working on their own equipment for years. The equipment maintenance department is combined with Fort Mohave Fire.

- Yucca Fire District was awarded a contract with the Kingman Prison this could impact DHFD with additional response, this will be considered a resource for hire not mutual aide.
- Kurt Fowler is still off on injury leave from the Las Vegas event and also has a hand injury. We still have one vacancy we're holding for him. Jeff Stencil is working as light duty.

c.) **DHFD Wildland Report:** Captain Stanec states we received a letter from the state that due to the shutdown they are not paying right now but when the government is up and running again we will be paid. Lisa states that we've been paid for the Watson, 30k and we have one more outstanding for about \$12k.

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

e.) **Correspondence:** None

## 7. New Business:

a.) Discussion and possible action to appoint board vacancy; Board Member Hayes stated DHFD received a letter of interest from Brad Shelton for the board vacancy. Board Member Hayes motions that we appoint Brad Shelton to the Board of Directors and for Brad to come to the station next week to take the oath of office, seconded by Board Member Roger; all in favor.

b.) Discussion of possible action to approve Class B Shirts. Chief asks that the board approve one Class B uniform shirt for every full-time employee, which is 21 fire resistant, collared, button down shirts. We have received two (2) bids and working on 3<sup>rd</sup> bid. The highest bid is \$1,134.00. Chief ask to approve the amount not to exceed \$1,500.00, that includes the shirts, tax, delivery and attaching the patches. Board Member Roger approved ordering Class B Shirts, second by Board Member Beltran, all in favor.

c.) Discussion and possible action for auditor selection. Admin Harrison states that our auditors are branching from Hinton Burdick and starting their own accounting firm and ask that we go with them. Our contract with Hinton Burdick expired last fiscal year. Admin Harrison asked if we should get bids. Chief recommends opening the bid process. Board Member Roger motions to open bidding for the Auditor selection, seconded by Board Member Schafer, all in favor.

d.) Discussion and possible actions for the Fire Chief's Selection. Chief spoke on the history of the fire chiefs' position, how he was hired as an intern chief and how the chief's selection committee was formed.

At a prior board meeting it was suggested that the Selection Committee meet with the Captains to get their thoughts on internal recruitment versus benefits of outside recruitment. At the time the Captains agreed to do an outside recruitment. We created two difference interview panels, three (3) Fire Chiefs and three (3) a member of labor. There were fifteen (15) questions for each panel. There was also a supplemental questionnaire that was used to qualified applicants. There was fire (5) qualified applicants. We invited all five (5), one from out of state called and said he couldn't make it, one was a no show from Chandler, AZ, so we ended up with three (3) applicants, two (2) from the internal and one (1) from the outside.

The tests were scored two (2) different ways. There was a statistical scoring possibility of 1170 points. We also used a forced rating sheet which allows the interviews who sit on the panels to evaluate candidates to see if they were the right fit. Both rating systems rated the three (3) candidates in the exact same order to validate the process. Unfortunately, our bench mark of the percentage score was not met by the candidates so all the candidates were rejected. Not because they didn't do well enough to be a Fire Chief, they didn't score high enough in the process. Chief commends the applicants, they did well in the process and it was a good learning experience.

Chief stated one of Fire Chiefs on the panel also works close with the AZ Fires Districts Association, he commented that a consultant for AFDA stated that there is literally no one in the pool for Fire Chief candidates in AZ. So, our best bet is to go back to the Fire Chief Committee and see how we can take our internal candidates and capitalize on the employees we already have and bring them up to the level of being a good Fire Chief.

Chief proposes to take the two (2) captains that stepped up to the plate and applied for the chiefs' position and appoint them as Battalion Chiefs. Captain Bunn would be appointed as Battalion Chief of Operations and Captain Stanec appointed as Battalion Chief of Administration and Finance. They would work together, share the workload, stay on shift and continue to their work as a Captain, but they would be Battalion Chief. In the future the board could promote one (1) more Battalion Chief and have a Battalion Chief for each shift. In a year the board can decide to make one chief or leave things as it is if it's working.

Chief states that he would like to stay on as a consultant and help them thru the process. They'll have someone to call and who can work with them on the budget, come to board meetings if need be. As far as compensation he would ask that the board pick up the employer contribution to his health insurance and he would continue to pay his employee portion of my health insurance. Chief would like to leave this in effect until we appoint a permanent Chief. It would be cost efficient for the department, with a savings of approximately \$63,000.

Board Member Schafer asked if the BC's could switch roles after six (6) months so they each get the experience of both Operations and Administration. Chief recommends that the Battalion Chiefs stay in their positions for one year before switching. In addition, the Administration and Finance Battalion Chief will be acting Chief if need be. If one of the BC's are not available, the other BC will be acting Chief. This is not designed to be punitive, they must have a way to fall back to their captains' status if it does not work out. If they do something illegal, immoral, or a violation of policy they are subject to disciplinary action. This is designed to make them successful.

Chief stated it will be another 30 to 60 days to put it all together. He will bring a job description and report the description of the chiefs' selection committee with a departure date of April 2019

Captain Stanec stated it was a great opportunity for both him and Captain Bunn, they are both excited for the opportunity and they both thank the board.

Board Member Hayes motions for a one-year period to appoint Captain Bunn to Battalion Chief of Operations and appoint Captain Stanec to Battalion Chief of Administration and Finance with a pay increase, and a switch of duties after one (1) year and continue to pay Chief Dennen's employer portion of his health insurance as a consultant. seconded by Board Member Beltran, all in favor.

**8. Board Member Comments:**

- a. Comments: Board Member Hayes states that his neighbor on Hyde Park had a severe fall and Desert Hills Fire Department was there very quickly. Job well done.
- b. Dee states that in her 34 years with this District it's the best the department has run.
- c. Captain Bunn thanked the Board for the opportunity. Let's keep this department going in the right direction.
- d. Captain Rodriguez thanks Chief Dennen for setting us up for success and congratulations to BC Stanec and BC Bunn.

**9. Call to the Public:**

- 10. Adjourn:** Motion to adjourn at 10:10 a.m. by Board Member Roger, seconded by Board Member Beltran, all in favor.