



Desert Hills Fire District

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

Desert Hills Fire District Board Meeting Minutes Regular Meeting, January 18, 2023

1. Call to order

Board Member Roger called to order the Desert Hills Fire District Board meeting at **9:00 a.m. on Wednesday, January 18, 2023**, 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 - Absent
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 December 21, 2022: Motioned to accept Meeting Minutes as written by Board Member Wilson, seconded by Board Member Fountain, all in favor.

6. Reports:

a.) **Fire Administration Report:** Battalion Chief Stanec reports;

- About every four or five the Insurance Services Organization comes out to see how our fire department rates. In previous years we were given up to eight months to provide the detail report for them. This year we were given two months and luckily, we had done it previously with Pat Dennen. Since then, we've improved on record keeping so it was easier for us to collect the information. BC Stanec provides the Board with the ISO graft report and explains how we rate.

1. We are classified as a 4/10. He continues that if anybody lives within five road miles of a fire department is a 4. Anything outside of the five road miles is considered a 10. Ten is the worst classification you can get; however, to my knowledge we don't have any homes outside of that limit.
2. The graph has four items, community risk reduction, water points, fire department points and dispatch points, out of 5.5 points we scored 4.45. When it came to community risk reduction we're ahead of the game, when it comes to water points, we are 24.37, which is above the averages of the nation, state and our peer group. Fire department points is a 4, we're well above the curve. Dispatch, we use AMR as our dispatch center since BC Bunn and I started here, 15

plus years. In 2017 when that evaluation was completed that evaluator made a lot of assumptions about our dispatch center and their capabilities. When the evaluator did more digging on AMR, she learned that they don't do a lot of things she thought they did. So, we took a hit on our dispatch center, which if our dispatch stayed the same, we would've been a 3 category.

3. BC Stanec directs the group to the breakdown page. In 2017 the overall rating was a 4/4y, which essentially is the same as 4/10. The first category is Emergency Communication as you can see in 2017, we were at 8.1 and we dropped to 3.9 in 2022. We are working on systems and grants. The grants that I have written will help us in the future to bring our rating up. For the Fire Department we overall we're doing good in 2022. The red decrease number in Deployment Analysis 2022 column is because in 2017 when we had our survey, we had a six-person SAFER Grant so we had four Fire Fighter here. In 2022 we have a SAFER Grant with three Fire Fighter. What that means is how many bodies are on a fire seen first due. The only way we can increase those numbers is add staffing. Next on Water supply, Havasu Heights Water District was a big help, EPCOR I applaud. Our Supply went up significantly going from 2017 at 18.88 to 2022 24.37. Community Risk Reduction, a big help on that is having our Fire Inspector and social media Lastly Divergence is the Fire Department and water supply, and how the rate to each other. Our overall points are 67.34. My goal for the next ISO rating is to be in the 70's.
- I was notified by ADEQ of a Foam Buy Back program. A Triple F foam is a cancer-causing foam. Fire Department are going away from that. The problem is fire departments have a lot of A Triple F foam they can't use and then there was an issue on to dispose of it. ADEQ is giving us 300 gallons of F500 Foam at 500 foam and they are going to take 300 gallons of foam that we have. The 300 gallons of F500 Foam equates to 60 buckets at \$149 a bucket
 - WACEMS is an organization that gives the us EMS grant. They received \$100,000 of state funding to put Fire Fighters through Paramedic programs through rural communities. We have one Fire Fighter that's interested in the program. We pre-enrolled him to save him a place in class.
 - Homeland Security Grant, Guy Lawrence and I went to Flagstaff last Tuesday for the Homeland Security Grant meeting. Guy has been assigned to writing this grant with our assistance. He is writing it for radios and possible station security, security camera and doors.
 - Guy Lawrence is on lite duty and has a follow-up appointment coming up, we're hopeful he will be able to return to duty.
 - Hal Reese, the former Auxiliary President passed away last month and his Celebration of life is schedule here at Fire Department on February 11th.

b.) Fire Operation Report: Battalion Chief Bunn reports;

- We are at 33 calls since January 1st.
- I applied for and received another 100 Club of Arizona Grant in the amount of \$11,386.95. We'll talk more when we get to new business. Should this be accepted we'll have purchased 7 new sets of turnout gear. That's never been done here since I started.
- We have a Call Break down, thanks to FF Lawrence as follows; in 2022 to responded to 914 calls, 73 canceled calls, 514 medical calls, 60 calls mutual aide, 37 fires, 39 motor vehicle accidents, 14 gas leaks or spills. Station 1 engine went out 658 calls with an average time of 42 minutes. Station 2 engine went out on 229 calls, call length 36 minutes. 833 of 941 calls were cleared under 90 minutes. 91% of our calls responded to under two minutes. 98% was under three minutes. March is our busiest month; Wednesday is our busiest day and busiest time of day is between two and four. The majority of our responses were to homes and the second was the highway. BC Bunn thanked FF Lawrence for gathering all the information
- BC Stanec and I are working on two AFG grants, BC Stanec is doing the water tender and I'm doing one for radios.

c) DHFD Auxiliary Report: Rich Fountain reported at last pancake breakfast served we 529. Yesterday the auxiliary discussed releasing some money to the Fire Department, after our next breakfast we'll probably release \$15,000.

1. 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 \$27,103.39, Payroll Account \$28,086.65, Petty Cash \$100.00, Special Revenue Checking Account \$10,270.40, Special Revenue Savings Account \$137,616.59, Warrant Account \$1,249,654.31, with a total balance of \$1,452,831.34. A question was asked by Board Member Tom Roger, where does the Warrant money sit? Administrator Harrison explains that the Warrant account is our property tax received and is under control of Mohave County and I withdraw our funds. You can borrow against the warrant

account if you have no funds available in your account, they charged a very high interest rate. We've never had to borrow funds. BM Wilson asked when do we get our next property tax check? Administrator Harrison responds that it's deposited into our Warrant account when the County receives it. We receive a statement by email monthly with the amount in our account. Motioned by Board Member Schafer to approve the financial report as presented, seconded by Board Member Wilson, all in favor.

- b.) **Discussion and possible action re:** Acceptance of the 100 Club of Arizona Grant. BC Bunn states that he applied for grant and we got it, not to exceed \$11,386.95 which allowed me to buy 3 sets of turn out gear without us spending a dime. What I need is approval for us to buy the gear, then they will reimburse us. Motioned by Board Member Wilson to approve the 100 Club grant, seconded by Board Member Fountain, all in favor.
- c.) **Discussion and possible action re:** Approval of New Policies; Policy #615 Live Fire Training, Policy #334 Unmanned Aerial System. BC Stanec begins that these two policies are new in Lexipol. The Live Fire Training policy is for a live fire and is basically a check list of system to have in place, safety officers, burn officer. This is to keep us in check and is best practice policy. The Unmanned Aerial System policy is about drones. We do not have a drone but if we have a policy in place, it will help with grant requests for FEMA or Home Land Security. Motioned by Board Member Schafer to approve Policy #615 Live Fire Training and Policy #334 Unmanned Aerial System, seconded by Board Member Fountain, all in favor.
- d.) Discussion of 2023 AFDA Conference. Administrator Harrison asks and answers Board Member Beltran questions:
- Under Finance Smart and Safe AZ Prop 206. Do we receive 'weed' tax? Yes, we do. We receive it quarterly.
 - When we develop our budget will we do it for two years to provide county projections? By statute AZ law requires 2 fiscal years budgeted or forecast. The new budget format that came out last year budgeted out for three years.
 - The page labeled Contingent Account. Are we filing the GAAP recommendations which is General Accepted Accounting Principles. Yes, the auditors do this.
 - How do we budget for inflation? It's calculated automatically in the new budget format.
 - Do we do a cash flow analysis similar to the chart shown. No. The recommendation is a five-year forecast.
 - Board Member Fountain asks the question, I received a bunch of work to sign when I became a board member, I read through it, but I don't remember everything I read. Did I review the open meeting laws? Admin Harrison responded yes. I can give you a copy if you did not keep one.
 - BM Roger stated he did not need to attend the conference but he learns something every time he does.
 - BC Stanec states he had two take aways from the conference, one was our Fire Board procedures and bylaws. Our bylaws were adopted in 2015 and our procedures were last updated in 2014. These should be reviewed and updated every two to three years. In a future board meeting we will address this. The next was the Human Resources seminar, our appeal process for individuals that were to be terminated or lose compensation, the employee has the right to appeal. Currently our Fire Board is our appeal board, which is a liability to our board members. I am reaching out the Arizona Office Administrative Hearings to get associated with them to deal with any appeals. BM Roger asked if the PSPRS Board would be the board that handles appeals. Admin Harrison replies no, the PSPRS board handle employee approval to hire, medical/disability claims and retirement. BC Stanec will do more research on an appeals company
 - BC Bunn states he took the bullying and hazing class and how to handle the new generation of kids. It was very good information.

8. **Board Member Comments:**

- a) **New Business to be considered on future agendas:** None
- b) **Comments:** Board Member Wilson comments on the great job Santa Claus was. I took my grandkids, I also heard positive things from neighbors who have kids. Thank you.

9. **Adjourn:** Motion to adjourn at 10:00 by Board Member Roger, seconded by Board Member Schafer, all in favor