



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, July 15, 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, July 15, 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 - Absent

Also, in attendance:

Battalion Chief Stanec
Battalion Chief Bunn
Administrative Specialist Harrison

4. Call to the Public: None

5. Swearing in and badge pinning for two Captains and one Engineer. Battalion Chief Bryant Stanec swear in and read the Oath of Office for duty for Captain to Kyle Young and Steve Reeder. Swear in and read the Oath of Office for duty of Engineer for Jorge Barragan. Cathleen Young pinned Kyle Young, Ashlee Reeder pinned Steve Reeder and Marcela Quiles pinned Jorge Barragan

6. Approval of Regular Meeting Minutes for June 17, 2020: Motioned by Board Member Schafer to accept June 2020 Regular Meeting Minutes, seconded by Board Member Shelton; all in favor.

7. Reports:

a) **Fire Administration Report:**

BC Stanec apologies for not attending the last board meeting. DHFD received a request for a water tender at a wildfire on the north rim of the Grand Canyon. We didn't have anyone with wildland experience available.

Captain testing was done July 7th and 8th. We had six (6) eligible candidates. We invited Lake Havasu City Fire Departments Battalion Chief Jasen Stello, Kingman Fire Departments Assistant Chief Jack Yeager and retired San Bernardino's Captain Dean Dickover for the external interview panel. The second day of was scenario-based testing in incident management skills.

The wildland billing for both the medical and tender assignment has been submitted.

BC Bunn and BC Stanec has decided for the first time in DHFD's history to conduct shift bids. It will be based off rank, years of service and years in current position. This will give the firefighters a voice in what shift and what captain they want to work with. The new shifts will begin August 8, 2020.

b) **Fire Operation Report:**

BC Bunn reports all wildland crews returned safe and sound, a few bumps and bruises on the vehicles but nothing we couldn't take of.

We held Engineer testing on July 9th. We had a practical exam with their JPR's in the afternoon we did an oral board with the help of Mohave Valley Fire Districts Battalion Chief Rick McShea and DHFD Captain Jeff Spencer and myself.

1511R is just about complete as soon as we get it back, I will let you know and what the cost is.

Our current call stats is about 390 calls for the year. We had a significant Haz-Mat call at the Pilot last week. A 10,000-gallon propane tank leak. Both stations and both Battalion Chiefs responded. It was an approximately two (2) hour call time. The truck driver was able to mitigate the leak himself, so hazmat was not called in. The Pilot did donate cold drinks to the responding crews.

c) **Correspondence:** None

8. New Business:

- a.) Discussion and possible action re: Approval of monthly Financial Report. Administrative Specialist Harrison states that the Grant Savings Account is \$18,182.74, Payroll Account \$22,433.57, Petty Cash \$100.00, Special Revenue Checking Account \$6,923.97, Special Revenue Savings Account \$48,978.53, Warrant Account \$513,110.28, with a total balance of \$609,729.09. Administrative Specialist Harrison reported the fiscal year end good. Inspection income was up 239.5%, but Wildland was only at 40% and Emergency billing was at 50%. Total personnel costs ended at 84%, with overall expenses just under 60%. We also started receiving the IRS payments for the amended 941's. There are only three (3) quarters left to receive. The district's annual audit is scheduled for the week of August 17th. Motioned by Board Member Shelton to approve the financial report as presented, seconded by Board Member Beltran, all in favor.
- b.) Discussion and possible action re: COVID 19 sick leave. BC Stanec reported we have had one (1) positive for COVID 19, luckily, he was on vacation at the time and self-quarantined. This brought to our attention we need to address our coverage for COVID 19. We would like to follow the Families First Coronavirus Response Act which allows for 80 paid sick leave with out using their existing paid time off and not go through workers compensation unless that employee needs to seek medical treatment or hospital care. Board Member Beltran motioned to accept COVID 19 sick pay. Board Member Shelton amended motion to say we adopt COVID 19 pay based on CDC guidelines and the Department of Labor recommendations. The administration creates a flow chart describing the steps to take. Seconded by Board Member Hayes, all in favor.
- c.) Discussion and possible action re: Capt. Vanderjagt to petition for a 2.5% increase above Step 10. BC Stanec explained the districts 10 step pay scale that was created by Chief Dennen. The board approved this 10 step pay scale. At that time, we did not have any employees near the 10th step. Captain Vanderjagt was at the 10th step for the FY1920, so he is maxed out. Capt. Vanderjagt would like to petition the board to allow the pay scale to be increased to allow him to get a 2.5% pay increase. BC Stanec would also like to look into revising the pay scale for the long term. Board Member Shelton states that the budget is already adopted for this FY2021. We would not be able to increase Capt. Vanderjagt's pay for this fiscal year. We should start working on the pay scale for the following fiscal year's budget. Capt. Vanderjagt stated he is a 20 year employee with Desert Hills Fire and feels he should be allow to have the step increase. He stated he has questioned the cap of the 10 steps knowing he would reach. The Union Vice President Steve Reeder strongly urged the board to reconsider their decision to not give Capt. Vanderjagt a 2.5% step increase. Board Member Hayes suggest to look into revising the current pay scale. Board Member Shelton motioned that things stay status quo and the Chiefs work with in the pay scale that the department has adopted in the budget and presented by administration. Also, to look into the scale to see if we need to be more competitive in the future. Seconded by Schafer, all in favor.

9. Board Member Comments:

- a) New Business to be considered on future agendas: None
- b) Comments: Board Member Shelton would like to congratulate all that were promoted. Good Job! Board Member Hayes commented his term is up in December and he did not submit paperwork to continue on the board due to family issues.

10. Adjourn: Motion to adjourn at 9:28 by Board Member Hayes, seconded by Board Member Beltran, all in favor.