



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, June 16, 2021

1. Call to order

Board Member Roger called to order the Desert Hills Fire District Board meeting at **9:00 a.m. on Wednesday, June 16, 2021** 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
Brad Shelton
Curtis Schafer
Char Beltran
Jimmy Wilson

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 May 19, 2021: Board Member Shelton motioned to accept meeting minutes as written, seconded by Board Member Schafer, all in favor.

6. Approval of the Minutes from Special Meeting for May 28, 2021: Board Meeting Beltran motioned in accept meeting minutes as written, seconded by Board Member Schafer, Board Member Shelton and Board Member Wilson abstained, all in favor.

7. Reports:

a) **Fire Administration Report:** BC Stanec states;

- It's been a pretty quiet month except for some banking issues which was handled while I was gone. We have been utilizing the new POC's, just in time as wildland season has kicking off, along with vacations.
- An update from our last board meeting from May 19th, we discussed Administrative Specialist Harrison and the retirement system. We contacted Nationwide who offers a 401A for office staff, its' the same system as our tier 2 PSPRS so it's a seamless addition, we will contribute 12.44% on her behalf. Administrative Specialist Harrison will have the options to contribute to a 457-employee plan. Administrative Specialist Harrison informed the group that anyone from the department can contribute to the 457-plan. We are now in compliance.

- b) **Fire Operation Report:** BC Bunn states;
- We are currently at 408 for the year, so about 80 calls this month. We did have a semi-truck fire at MP16 with Golden Valley FD last week. Myself and BC Stanec with the entire station and was out there for about 4 hours.
 - The Wildland REMS team came home Monday after 22 days of deployment. They were on 4 different fires. Per BC Stanec, that REMS team and that unit brings in \$1,440.00 a day minus fuel expenses. That was the program built from the SXS the union donated, kudos to our guys.
 - MSA air packs donated by LHCFD are in service.

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 \$73,832.73, Payroll Account \$6,546.67, Petty Cash \$100.00, Special Revenue Checking Account \$42,367.83, Special Revenue Savings Account \$49,819.61, Warrant Account \$782,648.93, with a total balance of \$955,315.77. Motioned by Board Member Beltran to approve the financial report as presented, seconded by Board Member Schafer, all in favor.
- b.) Discussion and possible action re: Adoption of the FY 21/22 Budget. Board Member Beltran motions to approve the budget as proposed, seconded by Board Member Wilson, all in favor.
- c.) Discussion and possible action re: Change Banks and approve authorized bank signers. Board Member Roger states that Administrative Specialist Harrison did an amazing job. We received written correspondence saying there's documentation not in order with Chase Bank. She called the number given for Chase Bank, who stated they found no red flags on our account, that it must be cleared up. Last week she went to make a deposit and the deposit was rejected. Tom went to the bank branch and was told by the branch manager; they couldn't figure out what was wrong either. Admin Harrison than reached out to the representative who did our signatures for signature changes and she couldn't figure it out. It took the representative two days to get answers. We need minutes stating who should and shouldn't be signers on the account. Which was the propose of the Special Meeting. This should have been disclosed when the signatures where done. Chase should have opened our accounts immediately acknowledging they dropped the ball. The accounts were not unlocked until Tuesday the following week, the very day of payroll. As of right now, Admin Harrison states we had five returned checks for account closed. We did receive a \$20 charge from Health Equity.

Board Member Roger suggest to make the transition to a new bank. Board Member Roger then ask Admin Harrison her thoughts on the subject. Administrative Harrison responds that we should leave at least the Payroll and the Grant Accounts open for the transition period, but open all four accounts in a new bank. She also states QuickBooks, FEMA Grant, State Forestry and a few misc. accounts will need to change direct deposit information. We would have to buy all new checks for payroll and special revenue checking.

Board Member Beltran suggest we look into a local community bank, as Chase is a large corporation and we may have better customer service with a smaller local bank. Board Member Schafer recommends Board Member Roger and Admin Harrison go talk to a couple banks and get information. Board Member Beltran motions to explore all the options into moving our accounts as discussed and bring back the results to the next meeting, seconded by Board Member Wilson, all in favor.

- d.) Discussion and possible action re: The purchase of a LifePak Monitor. Captain Reeder states that we have two Life Pak Monitors that we got from WACAMS. We have been in desperate need for a third one for back-up in case one fail, we can put one in service right away. Or if we are on a call and we have a recall crew come in they will have a backup monitor. I was contacted by a company that services our monitors annually and offered us one because we have a need not a want. The chiefs agreed. This one comes with everything needed, batteries, case, etc. The price is \$20,000.00 plus tax and shipping. Board Member Beltran move to approve the purchase the LifePak Monitor as discussed, seconded by Board Member Wilson, all in favor.
- e.) Discussion and possible action re: To add Lexipol Policy 211, Petty Cash Management, Policy 212 Physical Asset Management Policy 213, Purchasing and Procurement. BC Stanec states that Lexipol has come out with three new policies.

Policy 211, Petty Cash Management; was in petty cash our policy minus the voucher that Admin Harrison will create if we adopt this.

Policy 212 Physical Asset Management; We do our inventory; we do our daily checks our weekly and monthly checks. We do keep our equipment managed and documented. The only issue I have with that policy is it talks numbering our office furniture and office equipment. I don't feel we're a large enough department where we need to put number on our office furniture to make sure it's accounted for. We can leave it in the policy and if someone goes out in light duty they can come up with a labeling system for our furniture.

Policy 213, Purchasing and Procurement is a policy we are already following.

Board Member Shelton motions to accept all three policies with the add verbiage in physical asset of a \$500 limit on tracking office furniture and equipment, seconded by Board Member Beltran, all in favor.

- f.) Discussion and possible action re: Changes to Lexipol Policy 318, Safe Haven newborn Law. BC Stanec states this is an existing policy and the only update to this policy is the age of the newborn which changed to 0 to 30 days old. BC Stanec suggest we except this policy as written. Board Member Beltran motions to approve Lexipol 318, Safe Haven Newborn Law as written, seconded by Board Member Schafer, all in favor.

9. Board Member Comments:

- a) New Business to be considered on future agendas: Banking. Board Member Beltran thanks Administrative Specialist Harrison for her hard work.
- b) Comments:

- 10. Adjourn:** Motion to adjourn at 9:43 by Board Member Shelton, seconded by Board Member Schafer, all in favor.