



Desert Hills Fire District

3983 London Bridge Road
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Desert Hills Fire District Board Meeting Minutes Regular Meeting, June 19, 2019

1. Call to order

Board Member Hayes called to order the Desert Hills Fire District Board meeting at **9:07 a.m. on Wednesday, June 19, 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
Tom Roger - absent
Brad Shelton - absent
Char Beltran

Also in attendance:

Battalion Chief Stanec
Battalion Chief Bunn - vacation
Administrative Specialist Harrison

4. Call to the Public: None

5. Approval of Regular Meeting Minutes for May 15, 2019: Motioned by Board Member Beltran to accept May 15, 2019 Regular Meeting Minutes, seconded by Board Member Schafer; all in favor.

6. Reports:

a) Fire Administration Report:

- Battalion Chief Stanec stated that it's been a quiet month. He went on vacation to Utah from June 4th – 10th. BC Bunn is going on vacation to Nevada and will out June 12th – 26th.
Over the last month we did captain and engineer testing. It was the first time Desert Hills Fire had done formal testing for a captain and we stepped up the testing for engineers. Jeff Spencer is our new Captain, with Steve Reeder the new Engineer. This will be effective July 1st 2019. BC Bunn went up to Bullhead City Fire Department on June 5th to help out with their captain testing, sitting on their interview panel. He brought back ideas on how we can improve our interview processes.
BC Bunn and Administrative Specialist Lisa submitted a grant with Walmart, we received a check in the amount \$1,500.00 to use for what we want. We are going to get an ice maker.
Jeff Stencil is applying for a grant with Lowes which we received about 4 years ago. If we do get this grant our idea is 'station beautification', updating the bathrooms, stone work outside, and painting.

Over the last month Air Methods, a helicopter company, each shift did training for about 2 hours, which included land zone and helicopter training.

On June 15th we went to Walmart for the Children's Miracle Network, Phoenix Children's Hospital fundraiser. We raised \$550.00 for them in a 2-hour period. They took us shopping afterwards and donated a \$100.00 cooler to us for wildland.

b.) Fire Operation Report:

- Engine repairs, 1511 needed an air conditioning repair and the hydraulic lift was leaking and that was fixed locally and now it's up in Mohave Valley for its scheduled full service which includes oil change and lube.

c.) Wildland Report:

- BC Stanec states that we sent two guys, Lawrence and Wijngaarden in a pickup truck to help with the fires outside of Phoenix to do wildfire medical. They are expected to be gone fourteen days. Other than no other resources have been requested from the county.

d.) DHFD Auxiliary Report: None

e.) Correspondence: None

7. New Business:

- a.) Discussion and possible action re: Approval of monthly Financial Report. Administrative Specialist Harrison stated that the Grant Savings Account is \$31,672.65, Payroll Account \$39,864.80, Petty Cash \$100.00, Special Revenue Checking Account 47,174.75, Special Revenue Savings Account \$15,121.41, Warrant Account \$481,661.25, with a total balance of \$615,594.87. We are \$9600.00 over last year's expenditures, so over the next couple months we need to cutback. BC Stanec states it's a challenge for us because our wildland expenses/payroll go up this time of the year. Board Member Hayes mentioned that he's been watching the supervisor meetings and that the revenue is coming in higher than the last couple of years, which is good for us. Approval of Financial Report motioned by Board Member Beltran, seconded by Board Member Schafer, all in favor.
- b.) Discussion and possible action re: Adoption of FY 2019-2020 Budget. Administration Specialist Harrison states that nothing changed from the proposed Budget. Board Member Beltran was not present at last board meeting so Administrative Specialist Harrison went over the highlights of the budget presentation. The property taxes increased by \$105,402.00. Grant income and expenses are only if awarded. This year's Reserve Fund was budgeted for \$233,649.00, with next fiscal year is \$560,849.00, an increase of \$327,200.00 over last year. The only difference we added \$50,000.00 for firefighter equipment for next so we can get for new hoses, wildland equipment and hopefully radio. Administrative Specialist Harrison adds that our Workers Comp went up. Administrative Specialist Harrison relays that she received an email from another district saying they do a resolution for their budget. Board Member Hayes states that he doesn't remember any correspondence relating to a resolution. Administration Specialist Harrison relates she will do more research on the subject. Approval to except the Budget discussed and proposed for the next fiscal year motioned by Board Member Beltran, seconded by Board Member Hayes, all in favor.
- c.) Discussion and possible action re: Adoption of FY 2019-2020 Notice of Meetings. Board Member Hayes states that Administrative Specialist Lisa has created the calendars for the Board Meeting and Pancake Breakfast for the upcoming fiscal year to be posted on our website as well as out front of the fire station. Approval of FY 2019-2020 Notice of Meetings motioned by Board Member Beltran, seconded by Board Member Hayes, all in favor.
- d.) Discussion and possible actions Re: Approval for Administrative Specialist as an Exempt Position with PTO and holiday pay. Board member Beltran asks Administrative Specialist Harrison how many hours she works and if it falls within the Arizona Labor Law? Administrative Specialist Harrison responds she worked three (3) days a week and yes it falls within the law. BC Stanec explains in the fire service we always hear about Firefighters retention, how do we keep our Firefighters happy and how do we keep them in our organization but you never hear about Administration retention programs, how do we keep our Administration here and happy. I asked Administration Specialist Harrison how they were paid and she stated if a holiday falls on a scheduled work day they don't get paid. BC Stanec states this is a financial impact to them. Administration Specialist Harrison mentions that they do get mandatory sick leave. Administration Specialist Harrison goes on to explain there is no added cost to payroll. The salary is already in the budget and she won't be paid more than what's budgeted for next fiscal year. The only liability to the department would be the PTO accrual if it's not the impact for next fiscal year would be \$116.76.

The holiday pay would also be included for the Clerical Assistant position. This to be effective 7/1/2019. Approval for Administrative Specialist Harrison to become an Exempt employee with holiday pay and PTO. Also, holiday pay for the Clerical Assistant position motioned by Board Member Beltran, seconded by Board Member Schafer, all in favor.

e.) Discussion and possible action re: Presentation and approval of Lexipol policies. The group discusses how to review the policies. BC Stanec read through each policy. The following is changes to be made.

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- 100.1-6 – No changes
- 101.1-3 – Remove “higher-level college degree and replace with strive for the completion of a higher-level college degree”. Also strike ‘ASU’ so it’s not limited to ASU.
- 102.1-4 – No changes, state mandated.
- 103.1-4 – Change from Fire Chief to The Fire Chief, or the authorized designee, at the discretion of the Board of Directors.

Approval of Lexipol policies 100 -103 with the changes mentioned above motioned by Board Member Beltran, seconded by Board Member Hayes, all in favor.

8. Board Member Comments:

a) New Business to be considered on future agendas: It is suggested to print all the Lexipol policies and schedule and policy workshop.

b) Comments: None

9. Adjourn: Motion to adjourn at 10:18 a.m. by Board Member Hayes, seconded by Board Member Beltran, all in favor.