



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, May 15, 2019

1. Call to order

Board Member Hayes called to order the Desert Hills Fire District Board meeting at **9:03 a.m. on Wednesday, May 15, 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
Brad Shelton
Char Beltran - absent

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 April 17, 2019: Motioned by Board Member Roger to accept April 17, 2019 Regular Meeting Minutes, seconded by Board Member Shelton; all in favor.

6. Reports:

a) Fire Administration Report:

- Battalion Chief Stanec stated that it's been another busy month. Jeff Stancil started his new role as Fire Prevention Specialist, being extremely busy catching up on fire inspections, pre plans and he helps us with running errands.
- We did promote Guy Lawrence as Engineer.
- We received a call from Kurt Fowler this week. He has been on leave from the shooting in Vegas and an injury to his hand. He is seeing his doctor June 5th and is expecting to be cleared for back to duty after seeing our doctor, Dr. Dallman.
- We have a new website with the same web address, Administrative Specialist Harrison has been working on this. It's not completed yet but AS Harrison is working on it if anyone has any input. BC Stanec explains it has the same content just a different look. Board Member Roger's asks 'does the website meet the needs for having the budget posted, etc.' The answer is yes.
- BC Bunn, BC Stanec, and AS Harrison have been working on the budget. AS Harrison spearheading most of it.

b.) Fire Operation Report:

- Battalion Chief Bunn – We picked up Engine 1521 from Mohave Valley, service was completed and engine is running great.

- We ordered 4 new nozzles and a hydrant valve. They have been received and placed into service on both engines. It was from money donated from the Auxiliary.
- Everybody completed the Haz-Mat and wildland refresher minus K. Fowler and Jeff Stancil.
- We are having internal testing for a Captain position which will take place on May 29th, 2019.
- We're having internal testing for an Engineer position which will take place June 3rd, 2019.
- Operational we've been busy this month with multiple calls for service from Havasu and Yucca for vehicle accidents. Havasu has had quite a few fires the past couple weeks.
- BC Bunn went to Walmart spoke to them about a community grant. The store manager Marco, gave us a pallet of 40 cases of water. We will be applying for \$1500 grant. Thank you to the store manager Marco.

c.) **Wildland Report:**

- Battalion Chief Stanec- We did get reimbursed from the state. For the Woolsey Fire we received \$20,948.49 and received \$2,902.26 for the Body Beach fire. We do not have any outstanding moneys owed.
- BC Stanec has been attending the Mohave County Community Wildfire Protection Plan meetings. Every 8 to 10 years the county gets together to come up with a plan to check areas of concern in each county. The main reason the county does it is for federal/state funding for grants and for litigation projects. They take every community and is based off their ISO rate, based off potential hazard, climate, weather and they build a model. Desert Hills and Lake Havasu are considered moderate for wild fire. The last meeting was 8 years ago and Desert Hills did not participate.
- We sent out Brush 1516 engine to the Hualapai Mountains along with 9 other agencies on April 29 for a county wide wildfire preparedness scenario training. This was the first one and they hope to continue it each year.

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 \$61,671.31, Payroll Account \$2,457.98, Petty Cash \$100.00, Special Revenue Checking Account \$23,256.06, Special Revenue Savings Account \$23,964.70, Warrant Account \$525,393.88, with a total balance of \$636,843.93. Approval of Financial Report motioned by Board Member Shelton, seconded by Board Member Schafer, all in favor.
- b.) Discussion and possible action re: Discussion on Lexipol. Board Member Hayes explains that Lexipol is a company we contracted to review our Fire Department policies and make our policy compliant with state and federal law. BC Stanec includes that Lexipol generic policy manual that caters to our district. Lexipol ensures that we're compliant with state and federal laws. anything that is not state or federal are suggested best practices. Currently BC Stanec has been updating the terms and titles that we use for our department. There are twelve (12) chapters in the policy manual, BC Stanec states he has reviewed and revised six (6) chapters and would like to know how the board would like to approve each policy. He states he should be done with all twelve (12) chapters by July 1st.

Board Member Schafer asked "how often do we have to update the policy?" BC Stanec states when state or federal law changes Lexipol will update and notify us of the change and prompt us to accept the change.

The policy is an electronic policy, so each employee can log in and read the policies. They must check off that they have read each policy and any changed policy by answer questions about the policy.

Board Member Roger's asks "if Lexipol sent the six (6) chapters to be reviewed or is this what you're reviewing to present to the board?" BC Stanec states that he has the entire manual and has only reviewed six (6) chapters at this time to present to the board.

Board Member Schafer asks "when does this process need to be completed?" BC Bunn states 'its whenever the board want it done.' BC Stanec set a personal goal to have the policies done by July 1, 2019.

Board Member Shelton asks "are all of the policies or are some of them SOG's". BC Stanec states they are all department policies. Board Member Shelton suggests to send out one (1) or two (2) chapters at a time and review them at each board meeting. Then the crews can review then placed into practice. He's not sure everyone on the board will be able to read through a policy and understand it.

BC Stanec asks the board "how they would like to receive the polices, printed form or emailed PDF." Board Member's agreed to receive drafted policies by email.

- c.) Discussion and possible action re: TAHPI, Tactical Athlete Health & Performance Institute. CB Stanec explains 7710 our Worker Comp company has partnered with TAHPI. This is a plan for employees who get injured and go on worker compensation to come back to work quicker, by getting a quick diagnosis, quick treatment and quick rehab. The company works with a lot of sports teams. What they were seeing is when an athlete got injured they were out for four to six months. The same injury for a firefighter they would be out for ten months to year. The Milwaukie Fire Department started with the development of this company they learned that when their firefighters went thru this program, TAHPI, they came back to duty faster.

The way it works is TAHPI comes into an area and handpicks physicians and certify them. If an employee should get hurt we contact TAHPI and explain the injury, that we're sending them to ER. At this point TAHPI would get involved, find out the prognosis from the ER and immediately schedule appointments with the appropriate specialist, any necessary scans or surgeries, then work with the employee on getting and making sure the treatment is appropriate for the injury. This will reduce the time an employee is on workers compensation and will lower our EMOD rate.

The contract with TAHPI is \$600 per claim/injury. There is no membership fee. Employees may use the service for on and off duties injuries. Their family members may also use the services at cost to them. We included in the budget under workers compensation an extra \$2000 to cover up to 3 claims. Approval to move forward with the TAHPI as needed contract motioned by Board Member Roger, seconded by Board Member Schafer, all in favor.

- d.) Discussion and possible actions Re: FY 2019/2020 budget workshop. Administrative Specialist Harrison speaks about the time line and the proposed budget. Looking at the proposed budget, the current property taxes increased by \$105,402.00. Grant income and expenses are only if awarded. This years 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 crews did a really great job on budgeting money this year. We added \$50,000.00 for firefighter equipment expense for new hoses, wildland equipment and we need at least one radio to communicate with LHCFD. We do have an AFG Grant submitted, if it's approved it will go for radios. The department health insurance increased from \$387.75 to \$400.00 per employee, per month. Medical went up 5% and dental decreased by 6%. Our Workers Compensation increased by \$3000 plus the additional cost for TAHPI and we included two (2) additional paramedics in payroll. The overall operating expenses for this fiscal year are about \$97,000 less than budgeted. Part of that savings was from payroll, but our operating expenses were also down. If the board approves this tentative budget it will be posted for 20 day and adopted at our next Board Meeting in June. Approval to post the tentative budget on our website motioned by Board Member Roger, seconded by Board Member Shelton, all in favor.

e.)

8. Board Member Comments:

- a) New Business to be considered on future agendas: None
- b) Comments: None

- 9. Adjourn:** Motion to adjourn at 9:51 a.m. by Board Member Hayes, seconded by Board Member Schafer, all in favor.