



Desert Hills Fire District

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Desert Hills Fire District Board Meeting Minutes Regular Meeting, May 15, 2024

1. Call to order

Board Member Roger called to order the Desert Hills Fire District Board meeting at **9:00 a.m. on Wednesday, May 15, 2024**, 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
Jimmy Wilson
Rich Fountain

Also, in attendance:

Battalion Chief Stanec
Battalion Chief Bunn
Administrative Specialist Harrison

4. Call to the Public:

5. Approval of Regular Meeting Minutes for April 17, 2024: Board Member Schafer motioned to accept meeting minutes as presented, seconded by Board Member Wilson, all in favor.

6. Reports:

a) **Fire Administration Report:** BC Stanec reports:

- We are conducting interviews, last week BC Bunn and Captain Young interviewed three people and extended two job offers to Jay Robinson, he works for AMR and Parker Guzzetta from California. He has worked for Anaheim Fire and Rescue, and a tribal fire department in CA. We're hoping to start new hire orientation the second week in June.
- Tomorrow, we have our retention committee meeting.

b) **Fire Operation Report:** BC Bunn reports:

- We are at 305 calls, up by 67 from last month. B shift have been busy the last couple weeks. We had a semi-truck fire on the I40. Last week on the same day, same shift they had a trash truck fire and a plane crash that was mutual aid with Lake Havasu Fire. The pilot was able to walk away.
- Paramedic Jessica Holcomb attended the Women's Leadership Conference: Igniting Leadership in the Desert hosted by Mesa Fire last week. Jessica is the first female fire fighter from Desert Hills Fire ever to attend individual women leadership conference. It was cool to sponsor her. She came back and reported the education and networking was amazing.
- The first week in June myself, Captain Young, Engineer Johnson and Firefighter Terriquez will be attending an Instructor I course hosted by Mohave Valley Fire.

7. New Business:

- a.) Discussion and possible action re: Approval of monthly Financial Report. Administrative Specialist Harrison states that the Grant Savings Account is \$26,081.33, Payroll Account \$19,079.26, Special Revenue Checking Account \$14,367.38, Special Revenue Savings Account \$389,722.54, Warrant Account 1,640,685.96, Petty Cash \$100.00, with a total balance of \$2,090,036.47 Motioned by Board Member Roger to approve the financial report as presented, seconded by Board Member Wilson, all in favor.
- b.) Discussion and possible action re: Approval of Resolution 2024-01, Surplus the 1991 International Pumper, 1518. BC Bunn states this Pumper has been sitting out back for three years we haven't used it. Case consensus from the mechanic is it's not worth putting money back into it for repairs. What I'm asking for you is permission to get it out as surplus. BC Stanec includes that they have reached out to Gov Deals. Gov Deals will auction off the pumper, they take a 12.5% commission from the buyer. Typically, they set a fourteen-day option, its nationwide, and we can set a reserve. If it doesn't meet the reserve we would go back to the drawing board. BC Bunn researched the value and he believes its worth about \$7,500. Board Member Beltran motions to approve resolution 2024-1 surplus 1991 International Pumper as stated, second by Board Member Wilson, all in favor.
- c.) Discussion and possible action re: Approval to purchase a department staff vehicle. BC Bunn states for a while we recognize that the need an extra for a staff vehicle. We have staff going to school and conferences. For the last couple week myself and Admin Harrison have been shopping locally. I gathered bids from state contractors' dealers in the valley, surprisingly state contractors are not as affordable these days. We visited Anderson Toyota and Bradley Chevrolet. Our thought is to buy new, as it is under warranty and you get maintenance coverage. It was budgeted in this year's budget. We are seeking permission to purchase a new vehicle for staff use at a cost of no more than \$40,000, which will include a light/siren package. Board Member Roger motioned to approve purchase of a staff vehicle not exceed \$40,000, second by Board Member Wilson, all in favor.
- d.) Discussion and possible action re: Approval of Wildland Policy 315.4, Wildland Fire and Out of District Response. BC Stanec states wildland portal to portal is something neighboring districts do and we're one of the last in Mohave County to jump on board with this. Financially we're good and it is a good time for us to do this. As part of the portal to portal in our wildland operation policy it was nonexistent. This policy basically states, when a call comes in what the procedures are, who's the contact, how does the engine go out, while they are out on a fire there's guidelines of what they need to follow. A lot of this is based off of AZ Department of Forestry Fire Management Rules. Then coming home, the demob process, and the paperwork process for billing the fire. Also, there is language that states if an engine goes out on assignment the employees going will be paid from the time they leave to the time they return from a fire. Our cooperative agreement with the state is they are only paid for the time they are working the fire, which is typically 16 hours a day. Portal to portal is not available for a med teams or single resource. Board Member Beltran asked if the additional cost will come from the profit billed from the fire. BC Stanec replied that a portion of the engine profit would go to cover wages. The goal is to break even or have a small profit. If at any time there would be a loss, we would not send out a wildland team. Yes, there will not be as much of a profit but it is a good employee retention benefit. BC Bunn states that our commitment is with the district. We are not going to send crews out if we don't have backfill. Our obligation is to our district first. Board Member Beltran motions to approve Policy 315.4 Wildland Fired & Out of District Response as stated, second by Board Member Wilson, all in favor.
- e.) Discussion and possible action re: Worker Compensation Quotes. BC Stanec states every year we get quotes for workers compensation. Currently with are with 7710. Their quote came back at \$85,799. We also received a quote from Arizona Workers Comp Pool, which is a state-run pool. They were a little higher at \$87,083, but they have a capitalization fee of \$52,250, spread out over five years. Board Member Roger motions to accept the 7710 Workers Compensation insurance, seconded by Board Member Fountain, all in favor.
- f.) Discussion and possible actions re: Approval of Proposed Budget. BC Stanec states we have worked on the budget based on the feed-back form the board members. Last board meeting we adopted the new pay range that included separation in ranks and paramedic incentive. We increased the anticipated income and expense for grants to \$2,000,000, because we have applying for more grants. Wildland income and expense went from \$400,000 to \$600,000. The restricted reserve we added an additional \$115,000 which will bring our restrict reserve to \$500,000. The fleet maintenance increased \$20,000. These are the items we increased with payroll being the biggest increase at about 13%. We were able to keep the levy limit to 3.5% as requested. Board Member Roger motions to Approve the Proposed Budget, seconded by Board Member Beltran, all in favor.

8. Board Member Comments:

- a) New Business to be considered on future agendas: None
- b) Comments: Board Member Beltran thanked everyone for all the hard work on the budget.

9. Adjourn: Motion to adjourn at 9:38 by Board Member Beltran, second by Board Member Fountain, all in favor.