



Desert Hills Fire District

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Desert Hills Fire District Board Meeting Minutes Regular Meeting, May 18, 2022

❖ Call to order

Board Member Roger called to order the Desert Hills Fire District Board meeting at **9:00 a.m. on Wednesday, May 18, 2022**, at the Desert Hills Fire Station Si-Mock Room located at 3983 London Bridge Road, Lake Havasu City, AZ.

❖ Pledge of Allegiance

Pledge of Allegiance commenced by Board Member Roger

❖ 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 - Absent
Administrative Specialist Harrison

❖ Call to the Public: None

❖ Approval of Regular Meeting Minutes for April 20, 2022: Board Member Shelton motioned to accept the meeting minutes as written; seconded by Board Member Wilson, all in favor.

❖ Reports:

Fire Administration Report and Operation Report: Battalion Chief Stanec is reporting;

BC Bunn is on vacation for about a week and half, his son is graduating from high school, he had an unexpected move and planning a Phoenix trip for his son's birthday.

At the last Board Meeting we approved Blue Card training for our Captains and BC's. Everyone has started that training. In mid-August we're schedule to meet with Havasu Fire Department for a 3-day hands on training and then the program will be completed.

It's hydrant inspections this time of the year, the crews go out and checks all hydrants in our district. They make sure water flows, the caps come off and identify any other issues. They clean the area and paint them if needed. We did find that there are some hydrants out of service. Our Fire Prevention Specialist Stancil will go out and to identify the issues and work with Epcor to resolve the issues. BM Schafer asked "who pays for the hydrant that needs replacing". BC Stanec answers, "if it's on private property, the owner pays for it. Epcor is responsible for the others". BM Roger asked "do we do a flow test on the hydrant, BC Stanec states "no the water department should be doing that". Jeff Stancil states "flow tests are done annually by Epcor".

The ISO (Insurance Service Office) contacted us Monday. We are due for an inspection/audit. Five years ago, was the last time we had the audit. We scheduled a meeting with their representative for July 28th

We completed Engineer Testing. Ryan Johnson will be promoted officially May 28th and we are planning his badge pinning at June's Board Meeting.

Sad news we lost one our SAFER new hires who left for a better opportunity. We aggressively flew the position and found a suitable replacement and he starts his orientation next week.

Call stats are at 353 for the year.

Guy Lawrence's update, he had his MCL, ACL surgery and started physical therapy. The initial prognosis is 6-12 months off duty, he may be back sooner doing light duty.

Correspondence: None

❖ **New Business:**

- a.) **Discussion and possible action re: Approval of monthly Financial Report.** The Grant Savings Account has \$95,604.97, Payroll Account \$3,424.25, Special Revenue Checking Account \$20,379.29, Special Revenue Savings Account \$205,905.74, Warrant Account \$807,264.93, Petty Cash \$100.00, with a total balance of \$1,132,679.18. 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: 213-Purchasing and Procurement Policy.** Battalion Chief Stanec reports: We reported at the last Board Meeting that we were being audit for our AFG Grant. It came back that our Procurement Policy doesn't meet the standards of FEMA and Federal Grant Funding. We had two deficiencies; one was our Conflict-of-Interest Policy. Which states Grant monies cannot go to family, friends or where there could be a conflict. We have a Nepotism Conflict Policy in place now, they were ok with us adding it to the procurement policy. The second item was when awarded Federal Grants we should consider contracting with small, minority, women and labor surplus businesses. Motioned by Board Member Roger to approve Purchasing and Procurement Policy, seconded by Shelton, all in favor.
- c.) **Discussion and possible action re: to accept Proposed Budget.** Admin Harrison explains attached to the packet is the new budget form we are required to use. The old budget form is also attached for easy reference. Admin Harrison adds that the proposed budget is the same as discussed at the last meeting with the following added;
- Increase in the tax levy to the allowed 3.375% with the additional \$76,990 to be placed in a restricted account.
 - The new pay scale for the exempt employees. A wage increases of one step for all employees with good performance evaluations. The Battalion Chiefs increased to step 7 and Administrative Specialist increase to step 6.

Motion by Board Member Shelton to approve budget as discussed: Increase the Tax Levy to the allowed 3.375%. with the increase of \$76,990 to be placed in a restricted account for equipment, land & building acquisition. To accept the pay scale for exempt wages as presented at the board meeting on April 20, 2022. To accept employee wage increases of one step for all employees with good performance evaluation. Battalion Chiefs at an increase to step 7. Administrative Specialist at an increase to step 6 as discussed at the board meeting on April 20, 2022., seconded by Beltran, all in favor.

❖ **Board Member Comments:**

- a) New Business to be considered on future agendas: Training & Medic School, with procedures. Open new bank account for restricted funds.
- b) Comments: None

- ❖ **Adjourn:** Motion to adjourn at 9:32 am by Board Member Roger, seconded by Board Member Beltran, all in favor.