



# Desert Hills Fire District

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## Desert Hills Fire District Board Meeting Minutes Regular Meeting, October 21, 2020

### 1. Call to order

Board Member Hayes called to order the Desert Hills Fire District Board meeting at **9:00 a.m. on Wednesday, October 21, 2020**, 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  
Brad Shelton  
Char Beltran - absent  
Tom Rogers

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 September 16, 2020: Board Member Schafer motions to accept the meeting minutes, seconded by Board Member Rogers.

### 6. Reports:

#### a) Auditor's Report:

- Jennifer Frank with Hinton Burdick CPAs & Advisors stated the Independent Auditors Report had an unmodified clean opinion. The Internal Control Report showed no findings. The report on State Legal Compliance state that the district is in compliant with section 48805.
- There are 2 sets of financial statements, the government wide financial statement which are accrual and the governmental funds financial statement which is the current resource focus. The difference between the two sets of financial statements is; the government wide has long term debt capital assets and the governmental funds do not. The total net position on our government wide statements is a deficit \$119K, which has decreased from last year. The deficit is largely coming from the pension liability.
- The net position increased by \$42K for the year and when compared to the pension liability fund, we've improved our position. Our governmental capital assets decreased by a net of \$94K.
- The debt breakdown of the financials was a total of \$1.3 million in debt, \$419K in capital leases, \$70K was compensated absences and the net pension liability was \$881K. That increased about \$135k from last year.
- DHFD has an upward trend go on our assets and fund balance. The net income in our general fund is \$121K this year. The changes from last year was a positive cash trend with an increase of 90K. with no restricted cash balances. The revenue and expense trend; we had a net income of \$121K. DHFD has stayed pretty consistent,

with a slight increase over last year.

- Financial Statements Budget vs Actual report was compared it to last year. The revenue over all increased about 70K which was largely tax related and the expenses decreased by \$3K.

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

- We're watching our spending. Administrative Specialist Harrison compared our finances to last year and we're about 98K over cash available from last year.
- We've been working with Denise from LDR Pro Solution's on the AFG grant. BC Bunn is the point of contact for this project. Denise has been great to work with and she's written a few narratives that we have approved.
- BC Bunn and I have been working on the AFG-Supplemental 2 Micro Grant to try to get some PPE supplies.
- The firefighters Union, Local 4543 is hosting their annual SXS Poker Run November 7<sup>th</sup>. They are hoping to raise money for our off-road rescue TRT program.
- I was nominated and appointed Secretary/Treasurer of MCFOA which gives DHFD a voice in the county.

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

- We are at 578 calls for the year.
- Captain Sayre is now officially on Engine Boss with the state. Our type 6 engine is available for service and ready to go.
- Upcoming training, Confined Space Training with LHCDF at the end of November, Leadership training in Kingman in March, we're doing our annual driving training in a couple of weeks, and we're working on setting up rope rescue training for the REM's crew.
- We received our donation of air packs from MSA. LHCDF gave the air packs back to MSA and MSA donate them to us. We received 40 bottles, 20 packs, and 25 masks.
- BC Bunn states that he is the Health and Safety Officer for the district. Part of that program is safety issues on the property inside and outside. We will be cleaning up the yard by disposing, recycling or donate scrap that is laying around the yard.
- Engineer Guy Lawrence deployed with Golden Valley FD on a tender assignment to the White Fire for 3 days.
- We received another Wal-Mart community grant from Fort Mohave in the amount of \$1,500.00

c) **Correspondence:** None

7. **New Business:**

- a.) Discussion and possible action re: Approval of monthly Financial Report. Administrative Specialist Harrison states that the Grant Savings Account is \$99,550.92, Payroll Account \$17,186.44, Petty Cash \$100.00, Special Revenue Checking Account \$46,122.88, Special Revenue Savings Account \$69,722.14, Warrant Account \$41,553.72, with a total balance of \$274,236.10. Motioned by Board Member Shelton to approve the financial report as presented, seconded by Board Member Schafer, all in favor.
- b.) Discussion and possible action re: Change of sales price for Surplus Engine for sale with Fire Trucks Unlimited. BC Stanec stated that he reaches out to Fire Truck Unlimited once a month to see if there is any interest in our engine for sale. Fire Trucks Unlimited says sales have been slow due to the pandemic and suggests we lower the price to 31k to 32k to get more interest. Currently we have it listed at \$38K. Board Member Rogers motions to approve to change of the sales price to \$29,900, seconded by Board Member Shelton, all in favor.
- c.) Discussion and possible action re: Lexipol Policy to add 917 Roadway Incident Safety. BC Stanec briefly explains the 917 policy; Roadway Incident Safety policy which is a new policy Lexipol added. We already follow TIM (Traffic Incident Management) along with other agencies, it's a common language for traffic accidents. We follow this policy and our drivers training teaches TIM, so I don't have any issues with us adopting it. Board Member Rogers motion to approve 917 as written, seconded by Schafer, all in favor.
- d.) Discussion and possible action re: Changes to Lexipol Policy – 1000 Recruitment and Selection, 1001 Performances Evaluations, 1002 Promotions and Transfers, 1011 Discriminatory Harassment, 1012 Conduct and Behavior, 1023 Work Place Violence, 1027 Personal Appearance Standards. BC Stanec states that the verbiage has been changed for a more sensitive fire department. It talks about gender identity and to not exclude anyone by the way identify by gender. Discriminatory Harassment removed the discriminatory descriptions and replaced it with the work discrimination. Personnel Appearance Standard they added religious accommodations and religious dress code. Board Member Shelton questions Policy 1023 Work Place Violence, that talks about Prohibited Behavior, 'no member engaged in district business shall carry or possess weapons or explosives. My question is 'what is

considered a weapon?' Is a considered knife a weapon? All fire fighters carry knives as a tool. BC Stanec stated he'll go back to Lexipol to see if they have a weapons description, also check our uniform policy to see if it includes a pocket knife and bring back to the board any changes that need to be made. Board Member Shelton motion to approve Lexipol Policy 1000, 1001,1002, 1011.1012,1023 1027 as written, seconded by Rogers, all in favor.

**8. Board Member Comments:**

- a) New Business to be considered on future agendas: To appoint new and reappointed board members.
- b) Comments: Board Member Shelton stated this audit was awesome and thank you for all our hard work. It was a phenomenal job.

**9. Adjourn:** Motion to adjourn at 9:46a by Board Member Hayes, seconded by Board Member Beltran, all in favor.