



Desert Hills Fire Department

3983 London Bridge Road
Lake Havasu City, AZ 86404
(928) 764-3333 (FAX) 764-2397

Desert Hills Fire Department Board Meeting Minutes

07/08/2015

Call to order

Chairman John Hayes called to order the Desert Hills Fire District Board SPECIAL Board meeting at **5:00pm** on Wednesday, **July 8th, 2015** 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 Hayes

Roll Call

The following board members were present:

John Hayes
Mathew Espinoza
Judy Moore
Char Beltran
Brad Shelton

The following were also present:

Chief Weber and Administrator Kentch

New Business

1. Chairman Hayes introduced Board member Beltran to explain the changes. Board member Beltran explained how she had changed the format and also took items from the Golden Valley By-Laws which were ok'd by an attorney. Beltran explained how the By-Laws are short and to the point. She explained how the next step would be to make policies and procedures to explain how to go about following By-Laws. Board member Espinoza opined that they were written very well. It was discussed to use "Arizona Revised Statutes" versus actual A.R.S. numbers since the A.R.S. numbers change so frequently. Espinoza suggested to include a clause stating "in accordance with Arizona State Statutes" is written at very beginning of By Laws.

Chairman Hayes continued a paragraph at a time, inputting Arizona State Statutes where applicable. When discussing the Officers section Administrator Kentch suggested to the board to include a Vice-Chairperson. Discussion ensued in regards to a Vice- Chair and the benefit of such. It was agreed to include a Vice-Chair on the board.

Discussion in regards to the dates of the Annual Budget due date ensued, the board decided to leave the August 1st date as written. The board also wanted to include the three places for posting as well as the website. Some discussion also ensued in regards to rates and notifications. Severability was described by Board member Beltran.

Legal counsel was discussed in regards whom can consult with the district attorney or county attorney. It was decided to keep the Chief, the Chief's designee (if directed) the Chairperson or any board person providing there is a monthly report to the Board of Directors.

Board member Shelton motioned to await word from the County Attorney before approving By-Laws, seconded by Board member Espinoza which opened it up for discussion. Board member Beltran was concerned about the added time to await answer from attorney and asked why not just adopt with changes made since it could be changed in the future. Without enough votes for board member Shelton's motion a new motion was made by Board member Moore to accept By-Laws with the changes discussed. Board member Espinoza seconded motion, 4 ayes and 1 nay. Passed. It was understood that the approved By-Laws would be sent to the County attorney and the approved By-Laws would be notarized at the next board meeting.

2. Discussion began by Board member Beltran in regards to the districts formal organizational structure. She began with how she would like to see an organizational chart that has the Community on top with the Board of Directors below, the Committees below the Board of Directors and the Chief below the Committees. Discussion in regards to what other fire districts do ensued as well as the desire to have specific committees such as possibly a Finance Committee, a Personnel Committee, Public Relations Committee or Donation Committee. Board member Beltran explained how one or two board members would be on committee with a member of the personnel as well as a member of the public. The Committees would need to meet at least four times a year.

It was discussed about having a Grievance Committee eventually creating a grievance procedure. It was discussed the role of the board to be responsible for the employment of the Chief. It was discussed how an appealed grievance can come to the board. Board member Beltran wanted to make certain when Committee is created that the Chief would have input in with the Committee. Board member Espinoza explained the personnel privacy matters in regards to a Committee. Suggestions were mentioned such as a Pension Committee and Insurance Review Committee.

Board member Beltran discussed the responsibility of writing a job description and expectations of the Chief. Beltran also asked about evaluation of the Chief. She shared how it had been done with boards in the past with a self evaluation as well as an evaluation from personnel. Board member Shelton did not like the idea of a staff evaluation. Board member Beltran was concerned with how the board can review the Chief. Board member Shelton explained how the Chief would bare the burden of proving the work he accomplished.

Discussion commenced with the Chief as to when he was last reviewed. Chief indicated he had not yet been reviewed. There were not expectations nor written plans with the chief when appointed. Board member Espinoza suggested since other employees were reviewed in November to do so at the same time. Board member Beltran asked how the board comes up with measurable goals for the Chief, asking how the board would review the Chief.

Board member Beltran asked to add "Board Comments" to the agenda as noted on the AFDA manual page 37.

3. Discussion commenced by Administrator Kentch explaining the award of the SAFER grant to the board. Administrator Kentch described the amount of \$741,043. The grant will amount to the hiring of 6 firefighters for 2 years. The district would be responsible for 5% of the \$741,042 over the two years. Board member Espinoza asked if there was 6 personnel that can be hired, Chief indicated there are 6 firefighters available. Board member Espinoza also asked if the personnel included the personnel that were laid off originally. Chief indicated they are all being notified. It was stressed to make certain all hired are notified that their jobs are only guaranteed for two years. Question to the Administrator about the perks of Veteran status. Kentch explained how the district would need to continue with the full staff of 4 per shift in order to continue to receive funding for the veterans. Board member Moore motioned to accept the SAFER grant as noted and use the funding right away as long as the Chief can fill the six positions, seconded by Board member Beltran. All in favor. Passed.

Motion to adjourn by Board Chairman Hayes, seconded by Board member Espinoza.

Adjourn: 7pm

Jeanne Kentch, Administrator

Date

John Hayes, Chairman

Date

