



Desert Hills Fire District

3983 London Bridge Road
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Desert Hills Fire District Board Meeting Minutes Regular Meeting, November 21, 2018

1. Call to order

Board Member Hayes called to order the Desert Hills Fire District Board meeting at **9:01 a.m. on Wednesday, November 21, 2018**, 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
Mathew Espinoza
Dolores Moscou
Tom Rogers
Brad Shelton - Absent

Also in attendance:

Chief Pat Dennen
Administrative Specialist Lisa Harrison

4. Call to the Public:

5. Approval of Regular Meeting Minutes for October 17, 2018: Motioned by Board Member Espinoza to accept October 17, 2018 Regular Meeting Minutes, seconded by Board Member Rogers; all in favor.

6. Swearing in of New Board Members: The 2018 Primary Election acknowledged two new members of the Desert Hills Fire District Board of Directors. Board Member Hayes read the Oath of Office to Char Beltran and Curtis Schafer. They were sworn in with effective date of December 1st, 2018. Board Member Hayes presented Dolores Moscou and Mathew Espinoza with a plaque for their years of service to the District. New board members were given a packet of paperwork that needed to be filled out. Administrative Specialist Harrison stated that Dolores Moscou and Mathew Espinoza will be removed as a signer on the Chase Accounts and Char Beltran, Curtis Schafer and Tom Rogers will be added as signers to all the Chase Accounts.

7. Reports:

- a.) **Auditor's Report:** Hinton Burdick presented the annual audit. Jennifer stated that DHFD is one of her favorite district to audit. Everything is in order. A full report is available in the district office.
- b.) **Financial Report:** Administrative Specialist Harrison stated that cash in the Grant Savings Account is \$705.69, Payroll Account \$71,097.57, Petty Cash \$100.00, Special Revenue Checking Account \$19,274.08, Special Revenue Savings Account \$2,803.07, Warrant Account \$347,720.49, with a total balance of \$441,700.90. Approval of Financial Report motioned by Board Member Espinoza, seconded by Board Member Moscou; all in favor

c.) **Chief's Report:**

- Engineer Stencil is still on workers compensation, working as light duty.
- Myself and Board Member Hayes participated with the Baggers group on a Yarnell hike including fire chiefs from around the United States.
- DHFD hosted a mini engineers academy a few firefighters attend. We will be notifying employees this week on the results.
- Captain Bunn completed Battalion Chief Academy and Captain Stanec attended Fire School. DHFD would like to be able to send a captain to each academy every year.
- Our personnel participated in the annual London Day Parade.
- Chief is still involved in the state mutual aid committee.
- The wildland firefighters have returned from the California Woolsey Fire.
- There is a VFIS Insurance review of our records on December 28th, 2018.
- The Fire Chief's recruitment is out. We posted the flyer on our website, on Facebook and advertised with the Western Fire Chiefs Association, which advertises in four states. We are establishing panels for testing and reviewing application we receive. There will be three panels; one for supplemental questionnaire review. One with a panel of fire chiefs and the third a mixed panel of community, labor and auxiliary. The final two applicants will present a verbal presentation to the board at an open board meeting.
- At this time, we do not have any applications filed for the Fire Chiefs position. However, our application is on our website and our views have gone up. Last year was 15K views this year we are at 23K, up about 8K. The average views per month is about 1,955, this month we are at 2,000 plus. So, applicants are look at the website.

c.) **DHFD Wildland Report:** Captain Bryant Stanec stated three fire fighters whet to the Woolsey Fire to be community liaison. He is also working on the VFA Grant.

d.) **DHFD Auxiliary Report:** None

e.) **Correspondence:** None

8. **Old Business:** Approval and signature for Resolution 2018-03, Appendix K, Fire Hydrant Installation. Board Member Espinoza recommends adding two lines as follows; place a layer of 6mil sheet of plastic over the rock before backfilling to prevent the infiltration of sand, also request an inspection before backfilling. Board Member Rogers motions to approve Resolution 2018-03, Appendix K, Fire Hydrant Installation with the changes recommended, seconded by Board Member Espinoza, all in favor.

9. **New Business:**

a.) Discussion of Arizona Fire District Association's Winter conference: Chief Dennen explained to the new board members they were required to attend the conference or that the mandatory courses online. Chief Dennen, Administrative Specialist Harrison, Curtis Schafer, Char Beltran, Tom Rogers and John Hayes all stated they will attend the conference. Administrative Specialist Harrison will make conference and hotel reservations in the next couple of weeks.

10. **Board Member Comments:**

- a. New business to be considered on future agendas: None
- b. Comments: Board Member Hayes thanked Board Member Moscou and Espinoza for the time they have dedicated to Desert Hill Fire District.

11. **Call to the Public:** None

12. **Adjourn:** Motion to adjourn at 9:57 a.m. by Board Member Espinoza, seconded by Board Member Rogers, all in favor.