



Desert Hills Fire District

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

Desert Hills Fire District Board Meeting Minutes Regular Meeting November 14, 2017

1. Call to order

Chairman of the Board John Hayes called to order the Desert Hills Fire District Board meeting at **8:58 a.m. on Wednesday, October 18, 2017**, 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 Chairman John Hayes

3. Roll Call

The following Board Members were present:

John Hayes
Brad Shelton
Mathew Espinoza
Dolores Moscou

Also in attendance:

Fire Chief Pat Dennen
Administrative Specialist Lisa Harrison

4. Call to the Public: None

5. Approval of Regular Meeting Minutes for October 18, 2017: Motioned by Board Member Hayes to accept the October 18, 2017 Regular Meeting Minutes, seconded by Board Member Moscou; all in favor.

6. Reports:

a.) **Financial Report-October 2017:** Administrative Specialist Lisa Harrison stated that cash in the Grant Savings Account is \$12,020.50, Payroll Account \$12,165.02, Petty Cash \$100.00, Special Revenue Checking Account \$25,448.91, Special Revenue Savings Account \$20,310.67, Warrant Account \$312,703.79, with a total balance of \$382,748.89. Approval of Financial Report motioned by Board Member Espinoza, seconded by Board Member Moscou; all in favor.

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

➤ Chief Dennen reported that on Saturday, November 11, 2017 two fatalities occurred in a motorhome fire. The cause of the fire was determined to be electrical in nature at the front of the vehicle. Also on Monday, November 13, 2017 the fire district was asked by the Mohave County Sheriff's office to investigate a 5th wheel RV fire that resulted in a fatality. The fire was located east of Byson in the unincorporated area east of the Lake Havasu City. Fires in the open desert demonstrate that there are many areas outside anyone's fire district or city. Chief Dennen stated he will initiate cost recovery to the county clerk requesting reimbursement from Payment in Lieu of Taxes (PILT funds – Federal revenue. Personnel are also working on a public education program for RV safety.

➤ Kurt Fowler is doing well. He is out and about attending some fundraisers. There was a fundraiser at Mud Sharks and Burgers by the Bridge. He was also at the Vegas Strong fundraiser. We are required to cover him with 12 weeks of FMLA, which will be continuous coverage of his health insurance only.

- We continue working on Lexipol. There is 160 policy's ready to present to the board.
 - I participated with Kingman on an oral board to hire a Battalion Chief in training. We continue to working with the city on our radios. The updated their radios; can talk to them on two frequencies, but the rest of the frequencies are unavailable to us. They went to a digital 800 system, version 2; which our radio technician does not have the radio capability to go to that version yet. We are working strictly VHF.
 - I am still participating with the State Mutual Aid committee. I will be going to a meeting Thursday November 9th.
 - I attended Chief Brunacini's funeral last Saturday with John Hayes and Chief Davis.
- c.) **DHFD Wildland Report:** Administrative Specialist Harrison reported the Oregon fire has been approved, but the State Forestry sent out a letter stating they were behind in making payments.
- d.) **DHFD Auxiliary Report:** None
- e.) **Correspondence:** None

7. **New Business:**

- a. Presentation and discussion of the FY1617 Audit by Hinton Burdick CPA & Advisor. Hinton Burdick explained the outcome of the audit. On page 1 & 2 is the audit report, there is clean opinion. On page 45 & 46 is the report of internal control; there is no material weakness & no significant deficiencies. On the findings & recommendations there is a lack of control of segregation of duties. This was due to a loss of an administration employee. With the Chief and Board looking over everything it is not a serious finding. Board Member Hayes asked if there was something we could do. The response was to hire someone or making sure a Board Member is reviewing bank statements, etc. The board's packet each month has this information for the board to review. We should put this information on the segregation of duties next year. The next item is the state compliance letter stating we are in compliance.

The comparative statement of activities there was a decrease in net position of \$123,000 due to net income. There was an adjustment to pension expense of \$160,000, also an adjustment for PSPRS refunds. Total government capital assets increased by \$429,960. For long term debt we have a new capital lease for the Pierce Engines, compensated absents decreased slightly. Net pension liability decreased slightly. The district is in good shape debt wise.

Total assets are \$611K, total liabilities are \$100K, and total equity is \$510K. The fund balance increased by \$65,444 in result of revenues in excess of expenditures over the year.

8. **Board Member Comments:**

- a. New business to be considered on future agendas: None
- b. Comments: None

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

10. **Adjourn:** Motion to adjourn at 9:54 by Board Member Shelton, seconded by Board Member Hayes, all in favor.