



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 10/16/2013

1. Call to order

Chairman Smith called to order the Desert Hills Fire District Board meeting at **5:00pm** on Thursday, **October 16th, 2013** at the Desert Hills Fire station Meeting Room located at 3983 London Bridge Road, Lake Havasu City, AZ.

2. Pledge of Allegiance

Pledge of Allegiance commenced by Chairman Smith

Shon Smith commenced the meeting with a huge thank you to Dee Moscou for representing the district at the Mohave County Board of Supervisors meeting. Smith expressed our appreciation and stressed that she did an excellent job representing us.

3. Roll Call

The following board members were present:

Shon Smith
John Hayes
Michael Griffin

The following were also present:

Chief Espinoza, Administrator Kentch

4. Call to the Public: Dee Moscou spoke in regards to the first of the season Desert Hills Fire District Auxiliary Pancake Breakfast, she noted that 186 people attended the breakfast. She thanked the fire department for having all the firefighters help out, including the Academy students. She indicated the auxiliary will be attending the Lake Havasu City London Bridge Day parade. The next pancake breakfast is November 2nd, the first Spaghetti Dinner of the year will be Saturday, November 16th.

5. Minutes of last meeting: Motioned by Board member Hayes to accept minutes, seconded by Chairman Smith.

6. Financial Report: Administrator Kentch briefed the board on the Audit that took place earlier in the month. She explained the new state laws and the additional documents that are now required in the financial reports. Prior to the new laws she had provided a P&L and a cover page of summary. The new laws now require multiple pages of multiple reports. Administrator Kentch showed the audience and the board the over ½” thick report that will be necessary every month. She shared that the auditors indicated the change would not require the summary read, just ask if any questions from the board in regards to the financial report. Board member Hayes wanted to make certain the new report follows all the new laws, Administrator Kentch said even one more report, a forecast report, will be added to this stack of reports. Kentch explained how a signature with a date is necessary by not only me but by the Chief when the report is actually finished, proving when the report was actually finished, then the board members will sign showing acceptance. Chairman Smith asked how hard it would be to make the old report, he indicated the old report is easier to read and understand Kentch said she would include the old P&L in the financials. Chairman Smith moved to accept financial report, board member Griffin seconded. Accepted

7. Chief's Report: Chief commenced the report regarding recent calls, mainly vehicle calls. Holmatro will be arriving Friday in order to due the annual inspections and maintenance of our “jaws of life”. He shared the concerns over using lower quality gas, thus the district purchases a more stable gas called VP fuel. Chief told how the district purchased a new chainsaw. It was more cost effective to purchase a new unit versus fixing the old one.

8. Academy Update: Captain Weber submitted a written report regarding the Academy. Week six was just finished. Thirteen recruits are now enrolled. There was one more that dropped out due to an injury (not at the academy). He indicated that the academy was right on schedule, with a small change to the hazmat class, not a problem, very doable. He is very impressed with the students and their accomplishments. Captain gave a big thank you to Bulldog Recycling and Quality Auto, they donated 5 cars to use at the academy. Captain thanked Board member Hayes for providing Gatorade to the academy students.

9. Old Business

1. a. Chairman Smith commenced acknowledging that the last meeting the board discussed a new time and date schedule for board meetings. Chairman Smith wanted to open up discussion and possibly accept the provided written schedule. Chief Espinoza shared the state statute of one meeting per month. Chairman Smith understood that and explained should they not be able to meet as scheduled they would just create a special meeting to accommodate the law. Board member Hayes motioned to accept new schedule of the second Wednesday of each month at 5pm. Seconded by Board member Griffin. Passed.
- b. Chairman Smith commenced with reading agenda item: Discussion and possible action on ratification of the 09/17/13 SPECIAL MEETING agenda. Ratification will acknowledge approval, although not formal, of retirement into Executive Session, addition of the name Jeanne Kentch as the subject of the Executive Session, as well as include the printed statute ARS 431.03(A)(1). Chairman Smith asked if there were any questions from the public regarding the ratifications, with none, Chairman Smith moved to accept ratification as noted on agenda, seconded by board member Griffin. Passed
- c. Chairman Smith explained the need for a Capital outlay fund to dedicate to turnout gear and SCBA's . Chairman explained how we don't currently have the cash to put aside right now. He explained the desire to create a Capital Outlay fund to start putting money aside. Chairman asked for some costs on the turnout gear by the Chief. Administrator Kentch shared some cost she knew of when she created the AFG grant. She indicated the cost for 20 units of both SCBA's and full sets of turnout gear to be about \$240,000. Chief explained how we could purchase the turnout gear separately. Yet the air packs (SCBA's) really need to be purchased all at one time so every air pack operates the same. An audience member asked if the fund would be started in the next fiscal year or were they going to start it in the already approved budget year (13-14). Chairman Smith answered that it is an option the board is looking at. Chief answered more questions from the audience in regards to the budget and where the money can come from. Chairman Smith indicated this is just the start of a three year plan to create this fund. Board member Hayes motioned to implement a Capital Outlay fund dedicated to breathing apparatus and turnout gear. Seconded by Board member Griffin. Passed.

10. New Business

- a. Discussion commenced by Chairman in regards to a spending limit for Chief and Administrator. Administrator Kentch explained how the old board (Chief and Sec/Treas) handled spending, anything over \$500 or an unusual expense was approved by board. Administrator Kentch tried to share the concern over needed items and arbitrary items. Chief indicated it very easy to go over a \$500 limit, especially with batteries for example. Chief suggested if there was something out of the ordinary or over the limit that we go to the Chairman of the board only, to avoid multiple special meetings. Additionally to have a fall back in case the Chairman was not available. Audience member Moscou suggested to try the \$500 limit for 6months to evaluate it first. Chairman moved to put spending limit of \$1,000 in SOP's, written by Chief and brought to the board for approval. If over the \$1,000 approval by the Chairman would be necessary, if Chairman not available would go to Treasurer, if Treasurer not available would get approved by Clerk. Board member Hayes seconded motion. Passed.
- b. Commenced by Chairman regarding adopting a new internal policy regarding check signers. Chairman explained how the auditors suggested two members of the board sign the checks. Administrator Kentch explained how these new suggestions are all about transparency and the new laws. She explained how having more people involved in each check and purchase decision is better and to have the procedures set forth in policy. SOP's currently indicate the signers to be the Chairman and the Administrator, this internal policy needs to reflect the approved change, if approved. Board member Hayes motioned to have the Chairman and the Treasurer be the signers for the Special Revenue Checking while still having the Chairman and the Clerk sign the Warrant checks. Seconded by Board member Griffin. Passed

The meeting was adjourned at 5:59 pm

Jeanne Kentch, Administrator Date

Shon Smith, Chairman Date

John Hayes, Clerk Date

Michael Griffin, Board member Date