



*“Committed to Our Community”*

## **PUBLIC MEETING MINUTES**

**February 26, 2019**

### CALL TO ORDER

The meeting was called to order at 8:30 a.m. by Board Chairman Dave Cummings. Chairman Cummings led the Pledge of Allegiance.

### ROLL CALL

Present: Board Chairman: David Cummings  
Board Member: Ralph Mauzy  
Board Member: Heather Petrillo  
Board Member: Karen Flenniken

Absent: Board Member: Charles Moore

Staff Present: Fire Chief: Patrick Moore  
Assistant Fire Chief: Scott Neal  
EMS Manager: Forrest Taylor  
Fire Marshall: Jim Dykens  
Administrative Manager: Paula Acker

### CONSENT AGENDA

Board Member Mauzy motioned to accept the consent agenda as presented; Board Member Petrillo seconded the motion, the motion carried unanimously.

### PRESENTATIONS

A special presentation was given to A & G Towing acknowledging great service recently by providing vehicles for the extrication equipment testing process.

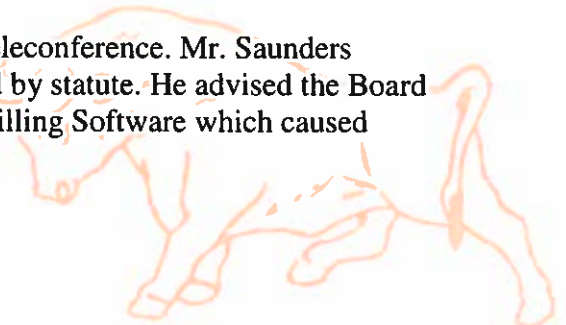
### BUSINESS

Item B. was moved up in the meeting.

#### B. Financial Audit Report for June 30, 2018

James Saunders, Saunders Co., Ltd, addressed the Board via teleconference. Mr. Saunders reviewed the Fiscal Year (FY) 2017-18 audit which is required by statute. He advised the Board there was one finding in Internal Controls in the Ambulance Billing Software which caused

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inadequate financial reporting. The District discovered these issues and implemented a change back to the previous software. No other issues were found and the District is following internal controls on policy, procedures, laws and regulations. Board Member Petrillo commented that she would like to have the Audit presented in person next year instead of telephonically. With no further comments, Board Member Mauzy motioned to accept the 2017-18 Audit as presented, Board Member Flenniken seconded the motion, all were in favor and the motion carried unanimously.

### CALL TO THE PUBLIC

There was no response to the Call to the Public.

### REPORTS

#### Firefighters' Community Report

No report given this month.

- Fire Chief's report

Fire Chief Patrick Moore provided an overview of the Fire Chief and Operations memorandum that was provided in the Board packet today and attached to the official Governing Board meeting minutes. Chief Moore advised the Board the following: A full time firefighter will be hired from of the eligibility list due to a recent resignation. He advised a flyer has been posted for the upcoming open position testing of Battalion Chief (BC) April 16-18.

The Ambulance Office has been relocated back to Station # 1, 1260 Hancock Rd. He stated the Battalion 7 vehicle has been returned to service following a small minor vehicle collision.

The FY19-20 Budget workshops will be scheduled starting in March.

He advised the Board that the training, monthly statistics and operation reports are included in today's Board packet.

Chief Moore stated the ambulance remounts are underway at Fire Trucks Unlimited (FTU) and the first remount should be delivered by the middle of March with the second expected late April. The platform, also at FTU should be completed early April.

- Logistics Report

Chief Neal provided a Logistics report that was provided in the Board packet today and attached to the official Governing Board meeting minutes. Chief Neal updated the Board on the following: The Lexipol draft policy manual has been given to the Board for review for adoption by the Board early in the next FY. Roof repair at several stations have been ongoing this last month due to rain, including a large repair/replacement at station # 3, 1230 Hwy 95.

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Chief Neal stated, we are waiting for a project scope and cost estimate from a company for the station security project. Once the estimate is received we will have a total of three (3) different estimates to bring to the Board at the beginning of the next FY. The old extractor has been given to Pine Lake Fire Department, which had no monetary value to BCFD. Part two of the ARC wellness program will take place this week and finish by March 1, 2019. In this program, participants are given health results and handle these results on their own.

Board Member Mauzy asked what service is being done in preparation for summer regarding the swamp coolers at each station. Chief Neal stated preventative maintenance will be handled within the department and if beyond our scope a local contractor will be called. Chairman Cummings asked a question regarding the ARC wellness program on how a pass or fail of the program is handled and if the Department is notified of the individual that does not pass. Chief Neal stated, no we will not be given the reason why someone has not passed, we will receive a global picture that does not identify individuals due to HIPAA privacy laws. Discussion continued on the process where Chief Moore stated this is a multi-tiered process and overall we will be a healthier organization which in turn will decrease work comp liability as well as health insurance costs in the future.

Chief Neal gave an update on the Microwave, Voter and server installation which will be complete within the next sixty days. He also stated the CAD system is not fully implemented, and waiting for software installation at the end of April.

#### EMS Report

EMS Manager Forrest Taylor gave the EMS report that was provided in the Board packet today and attached to the official Governing Board meeting minutes. Chief Taylor stated the Certificate of Necessity (CON) through the Department of Health Services (DHS) has been granted by DHS and renewed for two years. He also included in today's Board packet some pictures of the remount ambulance that is currently at Fire Trucks Unlimited.

#### Fire Prevention Report

Chief Dykens provided the Board with a construction update. He advised the Board that Barbie Skeen, Fire Inspector, will be attending leadership classes at the National Fire Academy in March. Mohave County emergency management will be holding a community emergency response team (CERT) class later in March at station # 2, 1230 Hwy 95, it will be open to the public. This class prepares for handling of natural disasters along with encouraging more participation in the CERT team. The classes will be held on March 22, 23 and 29 and 30, all four sessions must be attended to receive a certificate. He also advised that in the first week of March all first graders will participate in "Read across America" receiving a Milo and Moxie smart safety rangers book provided by the Arizona burn foundation.

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BUSINESS

A. VEHICLE PURCHASE

Chief Moore addressed the Board, he stated the Department is in need of three (3) staff vehicles due to age and or mileage. This purchase would replace a 2005 explorer, 2001 Ford F250 and a 2006 Toyota Highlander. The goal would be to purchase two SUV's and one light duty truck. He stated price estimate were received both locally, County and through state purchasing procurement office. He stated the state purchasing procurement office quoted the lowest price. The total expenditure would be \$90,516.00 including tax and fees and does not include striping or delivery with a 10-12-week delivery date. Board Member Mauzy made a motion to approve the purchase of two SUV's and one light duty truck for total purchase price of \$90,516.00 including tax and fees. Board Member Flenniken seconded the motion, all were in favor and the motion carried unanimously.

FUTURE AGENDA ITEMS/BOARD DIRECTION TO STAFF

There was no direction to staff.

ANNOUNCEMENTS

There was no direction to staff.

ADJOURNMENT

Meeting adjourned at 9:22 a.m.

Recorded by,



Paula Acker  
Administrative Manager

Approved by,



David C. Cummings, Chairman  
Fire District Board



Charles Moore, Board Clerk  
Fire District Board

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