



# BULLHEAD CITY FIRE DISTRICT GOVERNING BOARD MEETING MINUTES Special Meeting – August 16, 2022

## CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

## ROLL CALL

Present: Board Chairman: David C. Cummings  
Board Member: Charles Moore  
Board Member: Norma Brummett  
Board Member: Paige Weisz – Via Zoom  
Board Member: Rose Jacobs

Staff Present: Fire Chief: Patrick Moore  
Administrative Manager: Paula Acker

## CALL TO THE PUBLIC

Nate Bare made a request that the Fire Board do a roll call vote instead of all those in favor on the business board action item today. There was no other response to the call to the public.

## BUSINESS

### A. Discussion – Results of Payroll Audit

Chief Moore stated the payroll audit has been completed by the Department of Labor (DOL)

This self-initiated audit included a two-year review.

Human Resources Strategies LLC facilitated the audit.

The audit revealed acting pay was not included in wages for overtime calculation. As a result, 20 members are owed back wages ranging from \$182 to \$1,755 with an overall total owed of \$11,822.52. The deadline for payback is 8-25-22.

The audit findings recommend that we discontinue the practice of payroll equalizing/averaging as it creates potential for errors. Staff has met with the employee work group leaders to discuss the audit and potential impact to the pay practices.

There were no comments from the Board.

**B. BCFD Pay Practices Including Pay Periods, Pay Cycles, Acting Pay and Reporting Periods.**

Chief Moore stated that the DOL Payroll Audit has identified two issues that need evaluation, Payroll equalization/averaging and actor pay. He explained the current pay structure and recommendations moving forward.

Staff is recommending a revenue neutral 28 day cycle pay 10-9-9 twenty-four hour work shifts. This change would require a one-day pay period to facilitate with a start date on September 11, 2022.

Chief Moore stated this option would keep our employees whole with the same sick and vacation benefit.

Board discussion continued on current FY Budget impact and would the current sick time policy stay in place. Chief Moore responded; we will continue to have discussions with the employee work group on the sick time usage.

Any possible revisions to the current sick time policy would be brought back to the Fire Board for review/approval.

Board Member Jacobs made a motion to approve the 10-9-9 28 day pay cycle starting September 11, 2022. Board Member Brummett seconded the motion. A roll call on the motion was taken as follows:

Board Member Paige Weisz - Yea

Board Member Rose Jacobs – Yea

Board Member Norma Brummett – Yea

Board Chairman David Cummings – Yea

Board Clerk Chuck Moore – Yea

All were in favor and the motion passed unanimously.

**ADJOURNMENT**

Meeting adjourned at 11:20 a.m.

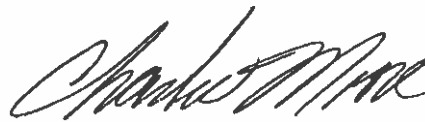
Recorded by,

Paula Acker  
Administrative Manager  
Bullhead City Fire District

Approved by,



David C. Cummings, Chairman  
Fire District Board



Charles Moore, Board Clerk  
Fire District Board

August 16, 2022  
Special Public Meeting  
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