



# BULLHEAD CITY FIRE DISTRICT GOVERNING BOARD MEETING MINUTES

November 28, 2023

## 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: Chuck Moore  
Board Member: Rose Jacobs  
Board Member: Ellen Brown  
Board Member: Tanya Lane

Staff Present: Fire Chief: Patrick Moore  
Assistant Fire Chief – PPD/EMS: Forrest Taylor  
Assistant Fire Chief – Logistics: Scott Neal  
Assistant Fire Chief – Operations: Justin Flummer  
Fire Marshal: Barbie Barrett  
Administrative Specialist: Sarah Zink

## CORRESPONDENCE AND PRESENTATIONS

### CONSENT AGENDA

- A. Approval of Minutes – October 24, 2023, Regular Public Meeting
- B. Acceptance of Financial Reports for October 2023
- C. Property and Liability Insurance Renewal Proposal
- D. Approval of Policy Revisions:
  - a. Policy 211: Petty Cash Management
  - b. Policy 336: Public Information Officer
  - c. Policy 202: Department Directives
  - d. Policy 329: National Fire Incident Reporting System

Board Member Jacobs made a motion to approve the consent agenda as presented. Board member Brown seconded the motion. All were in favor and the motion carried.

## CALL TO THE PUBLIC

There was no response to the call to the public.

### Firefighters' Community Report-PFFA Local 3647

No report 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. The following is a summary of the report given:

Offered employment to Six firefighters, we anticipate several vacancies early next year due to retirements.

No personnel out on wildland assignments due to the holidays and lack of incidents.

JPA update, James Vincent Group is working on the study. They have received all the requested information from interested districts, and we expect to have the information back in 30-45 days.

Policy, several policies will be brought to the board for approval in January.

Securis Workers Comp, board meeting tomorrow, there is a vacancy on the board, the chairman has indicated that he would like Chief to fill that vacancy. The Chief will consider joining the board depending on how much time it would require.

Grant updates, still awaiting grant results and looking into a forestry grant, we have completed a needs assessment.

Audit, Staff continue to work with the auditors to finalize yearly audit.

Pulse Point, program has been implemented on a limited basis.

Community Events, Boom Box Parade Friday, and Household Hazardous Waste collection on Saturday.

Holiday Toy Drive, Staff is working hard assisting this important program for the community.

Jeff Jackson gave an update on the Annual Firefighters Holiday Toy Drive, and stressed how important this program is to the community and how important the Fire Department is to the community. The program is supported by over 60 businesses, along with many events, including the Turkey Trot, Laughlin Ranch Cash give away event, and the Buffalo Wild Wings Raffel. It's the 40<sup>th</sup> anniversary of the toy drive.

### Operations Report – Assistant Chief, Justin Flummer

The Type II ambulance is complete, FTU is working on stripping. The second ambulance we ordered has started production with at 3–5 week assembly timeline.

All 60 portable radios have been received; we are awaiting the last 10 mobile radios.

Toy Drive will be having sign ups at Station 1 for non-school age children, with the help

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of staff. Assistant Chief Flummer explained further the process of the toy drive and what goes into running the program.

Logistics Report – Assistant Chief, Scott Neal

Station #7 super structure is essentially in place, waterproofing has started for the exterior, stucco to start soon.

Station #5 replacing a bay door due to age.

Station #3 swamp cooler issue being fixed.

Station #1 palm tree overgrowth in the drainage area is being fixed, that project is almost complete.

Compliance issues, hydro testing of air bottles about 80% complete and Sprinkler system inspections station(s) wide is complete.

PPD/EMS Report – Assistant Chief, Taylor

Community Risk Assessment/Standards of Coverage (CRA/SOC) program is nearing completion. Assistant Chief Taylor had the opportunity to give a presentation of our program to the CPSE leadership team. They liked our presentation and want to record it to put on their website as an example for others going through the program.

Exceptional Hospital had their grand opening, we are working on a good foundation for partnership with them, including scheduling in-service training from them detailing their scope of services. We currently we are taking interfacility transports from their facility.

Fire Boat is 1-2 months from completion and delivery.

Training, yearly flashover and breath down training is complete. WARMC hosted a Respiratory Emergencies class for EMT's this month.

Board Member Jacobs asked if we would be able to restock at the new hospital, Assistant Chief Taylor answered that it is part of the in-service process that we are going through with them. Board Member Jacobs also asked about transports to Exceptional Health, Taylor answered that will also be determined during the in-service training, we will then be able to triage patients in the field and decide if the Exceptional facility would be the closest appropriate facility to transport to.

CRR Report – Fire Marshal, Barbie Barrett

Building still going strong in town.

Finishing 2<sup>nd</sup> grade for school visits and starting 1<sup>st</sup> grade next month.

Reminded the community about the Hazardous Waste Disposal Day on Saturday.

BUSINESS

Consideration of re-scheduling the December Public Meeting

Board Member Jacobs made a motion to re-schedule the regularly scheduled board meeting from December 26<sup>th</sup> to December 19<sup>th</sup>. Board Member Brown seconded the motion, all were in favor and the motion passed unanimously.

SUGGESTED ITEMS FOR FUTURE BCFD BOARD MEETINGS

None.

ANNOUNCEMENTS

None.

NEXT BOARD MEETING

December 19, 2023


ADJOURNMENT

The meeting was adjourned at 8:56 a.m.

Recorded by,

Sarah Zink  
Administrative Specialist  
Bullhead City Fire District

Approved by,



David C. Cummings, Chairman  
Fire District Board



Charles Moore, Board Clerk  
Fire District Board