BULLHEAD CITY FIRE DISTRICT
GOVERNING BOARD MEETING MINUTES
August 25, 2026

INVOCATION Given by Rose Jacobs, Chairperson of the Board

CALL TO ORDER/PLEDGE OF ALLEGIANCE
The meeting was called to order at 9:00 a.m. by Board Chairperson Jacobs, Board Member Moore led the Pledge of Allegiance.

ROLL CALL

Present:
Board Chair: Rose Jacobs
Board Clerk: Ellen Brown
Board Member: Charles Moore
Board Member: Robert Poulin
Board Member John Martinolich

Staff Present:
Fire Chief - Justin Flummer
Administrative Manager – Paula Acker
Assistant Chief - Scott Neal
Assistant Chief - Forrest Taylor
Fire Marshal – Barbie Barrett

CONSENT AGENDA

A. Approval of July 28, 2026, Public Meeting Minutes
B. Acceptance of July 2026 Financial Reports
C. Approval of Policy revisions:
   Policy 1030 -Drug and Alcohol Free Workplace
   Policy 1017 – Corrective and Disciplinary Action
   Policy 1113- Disciplinary Appeals
   Policy 1009.3-1 – Meals Expense

Board member Poulin motioned 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
No response to call to the public this month.

Firefighters' Community Report-PFFA Local 3647
No report given this month.

Fire Chief's Report
Summary of reports is included in the Board packet:
• Wildland response: Captain Gifford is currently assigned to a Type 3 Incident Management Team in Oregon. Additional wildland resource updates were provided under the Operations Report.

• Personnel: The District is fully staffed at 84 personnel. Two new hires are currently completing orientation, with a third expected to begin shortly. All three are anticipated to be assigned to shift within the next several weeks.

• Radio project: Grant funding was unsuccessful, staff continues to work with the City of Bullhead City, Police Department, IT, and Motorola engineers to evaluate system options and determine a future funding mechanism.

• Surplus equipment: Staff continues working on surplus vehicles and equipment. The hydrant truck is being prepared for auction. The District is also working with the City regarding the watercraft located at Station 6 due to a prior agreement that may remain in effect through February 2027.

• AFCA/AFDA Conference: More than 400 attendees participated in the recent conference in Glendale Az. Discussions are underway regarding the possibility of moving the Winter AFDA Conference from Laughlin in future years; however, the upcoming conference is expected to remain in Laughlin.

Operations Report-Assistant Chief Shane Campbell

In Chief Campbell's absence, Chief Flummer presented the Operations Report today.

July call volume: The District responded to 1,163 calls for service during July 2026, representing the second-highest monthly call volume in approximately six to seven years.

• Wildland operations: Two firefighters are assisting with an Arizona Department of Forestry and Fire Management engine in Washington, two personnel are assigned in the Tri-Cities area of Washington, and an engine boss is assigned in Oregon with a Northern Arizona Fire District engine. Due to nine personnel attending State Fire School, the District is currently limiting deployment of its own equipment and sending individual resources as staffing allows.

• Training: Personnel completed swift water rescue training using equipment purchased at the end of the prior fiscal year, fire fighter quarterly testing, dive training, and pre-planning for Davis Dam. The District is also working with Human Resources on officer development training, and eight personnel will attend career development courses at the upcoming State Fire School.

Logistics Report- Assistant Chief Scott Neal

• Station maintenance: Station 3 had a door leak that was repaired following recent rainfall. Station 6 received a new bay door spring, alarm panel, and sprinkler heads. The Station 1 range hood project remains in the design phase due to space and construction limitations.

• Apparatus: Work on the aerial platform is nearly complete; however, the apparatus cannot return to the District until the ladder is inspected and tested. Testing is anticipated in late September.

•Compliance testing: Hose testing is in place, ladder testing is scheduled for October, and extinguisher inspections will also be scheduled.

• Surplus equipment: The hydrant truck is being prepared for auction and will be inspected by District mechanics before being listed.

• SCBA cleaning equipment: New cleaning equipment has been installed at Station 2 for SCBA gear, boots, and other hard equipment. The equipment supports the District's cancer prevention and decontamination initiatives and has already demonstrated its ability to remove significant contaminants.

Preparedness and Professional Development report- Assistant Chief Forrest Taylor

• Arizona Ambulance Association Conference: Chief Taylor attended the conference in Flagstaff and reported receiving valuable information regarding ambulance operations and regulatory compliance. Chief Taylor discussed recent changes to Medicare Advance Beneficiary Notice forms. The District has already implemented the updated forms and distributed approximately 3,000 copies to the stations.

• EMS training: Personnel completed torso and trauma training hosted by Air Methods. Upcoming training will include a Zoll X Series cardiac monitor refresher.

CRR Report – Fire Marshal Barie Barrett Fire Marshal Barrett reported CRR staff is preparing for the annual Learn the Beat program, which will provide hands-on instruction to eighth-grade students throughout the tri-state area, including Laughlin, Needles, and local schools. The program is conducted in partnership with WARMC, Bullhead City Police Department, and area fire districts and is scheduled for the second week of September.

BUSINESS

BCFD Governing Board By-Laws:
Chairperson Jacobs reported that the Governing Board Bylaws were last reviewed by District legal counsel in 2018. Although the Board reviews the bylaws annually and updates have been made since that time, she recommended having legal counsel review the bylaws for current statutory compliance and any provisions that may require clarification or modernization. Chairperson Jacobs added the review would also ensure the bylaws appropriately reflect the current roles, responsibilities, and procedures of the Governing Board. Any recommended revisions resulting from legal counsel's review would be brought back to the Board for consideration and possible action.
Chairperson Jacobs moved to have the Bullhead City Fire District Governing Board Bylaws reviewed by District legal counsel for up-to-date statutory compliance and any clarifications or modernizations for the Board's consideration and possible action. The motion was seconded.

The Board discussed the anticipated cost of the legal review and whether funds were available. Chairperson Jacobs confirmed that sufficient funds remain within the District's existing budget for legal services and that the review would be paid from that budget.

With no further discussion, the motion passed unanimously.

SUGGESTED ITEMS FOR FUTURE BCFD BOARD MEETINGS
None.
ANNOUNCEMENTS
None
NEXT BOARD MEETING
September 22, 2026, 9:00 a.m.

ADJOURNMENT
The meeting was adjourned at 9:28 a.m.

Recorded by,
Paula Acker
Administrative Manager
Bullhead City Fire District

Approved by,
Rose Jacobs
Chairperson
Fire District Board

Ellen Brown
Board Clerk
Fire District Board