# BULLHEAD CITY FIRE DISTRICT
# GOVERNING BOARD MEETING MINUTES
June 23, 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: John Martinolich
Board Member: Charles Moore
Board Member: Robert Poulin

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

CONSENT AGENDA

A. Approval of May 26, 2026, Public Meeting Minutes
B. Acceptance of May 2026 Financial Reports
C. Approval of Policy Revisions: 1004-Shift Assignment Change and 1140-Workers' Compensation

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:

• Staffing update: We currently have two firefighter vacancies following one recent resignation. Chief Flummer noted that recruitment testing is underway and that applications remained open long enough to allow graduates from local fire training programs and the WAVE Academy to participate. He also shared that command staff are exploring options for a future reserve or candidate engagement program to help keep qualified applicants connected to the District until positions become available.

• Legislative updates: The District continues to monitor legislative activity through the Arizona Fire District Association. Chief Flummer discussed a recently proposed bill related to labor representation and explained that, based on current information, it does not appear the legislation will directly impact fire districts.

• Budget and Fiscal Planning: Chief Flummer stated that staff remains focused on Fiscal Year 2026-2027 budget planning and long-term financial stability. He noted that conservative budgeting practices continue to support the District's operational needs while maintaining financial reserves for future projects and equipment replacement.

• Surplus Equipment: Staff are continuing to work on a surplus equipment plan. Chief Flummer explained that additional time is needed to properly evaluate equipment and develop a process that will maximize the value of surplus assets while ensuring all requirements are met.

• Radio grant update: Chief Flummer reported that the District continues working with Bullhead City Police Department, City leadership, and regional partners on the radio grant project.

• Dispatch/Regional Communications: Chief Flummer informed the Board that neighboring River Valley fire agencies were transitioning dispatch services that morning. He explained that Bullhead City Fire, Bullhead City Police Department, and Laughlin Bullhead International Airport would remain at the local communications center, while other agencies transitioned to a different dispatch system. Chief Flummer and Assistant Chief Campbell planned to monitor the transition throughout the day to help ensure a smooth process and address any issues that might arise. He noted that extensive planning had taken place leading up to the transition and that no operational impacts to Bullhead City Fire District were anticipated.

• Emergency Response and Wildland Operations: Personnel continue to assist with regional wildland fire response efforts. Firefighters recently returned from a 14-day deployment and additional personnel remain assigned to a pre-positioned deployment in California. Chief Flummer noted that these assignments provide valuable support to neighboring agencies while maintaining local response capabilities. At the request of the Governing Board, Chief Flummer

agreed that staff will begin providing updates when District personnel or apparatus are deployed on wildland assignments, including deployment locations and resources assigned.

Operations Report-Assistant Chief Shane Campbell

Fire Chief Flummer presented the Operations Report on behalf of Assistant Chief Cambell.

• May 2026 call volume: 1026calls for service. Firefighters on wildland fire assignments, recently returned from a 14-day deployment and personnel currently assigned to a pre-positioned deployment in California.

• Staffing Update: Currently have two Firefighter openings and applications are being accepted through June 28. Testing dates are July 6th -10th, 2026.

• Training: Chief Flummer reviewed upcoming and completed training activities, including annual training requirements, probationary firefighter skills evaluations, and state certification testing for WAVE Academy graduates. He noted that many firefighters hired in preparation for the opening of Station 7 are approaching key milestones in their probationary training process.

Logistics Report- Assistant Chief Scott Neal

• Station maintenance: Chief Neal reported that the Station 6 exterior painting project is nearly complete, with only minor touch-up work remaining. He also provided an update on the Station 1 range hood replacement project and advised the Board that electrical repairs were recently completed at Station 5. Chief Neal reported that new mattresses have been delivered to all stations and have been well received by personnel. He also expressed appreciation to Safeway for donating two pallets of bottled water to support firefighters during station operations and emergency incidents.

• Apparatus maintenance: Repairs to Engine 751 have been completed and the apparatus has been returned to service. He also reported that repairs to the ladder truck platform remain delayed due to parts availability and are expected to continue into July. Chief Neal discussed the windshield protection film recently installed on the District's out-of-town transport units. He noted that no windshield damage has occurred since installation and believes the product will help reduce repair costs and vehicle downtime.

Preparedness and Professional Development report- Assistant Chief Forrest Taylor

• Grant Programs: Chief Taylor reported that staff recently submitted a grant application seeking approximately $1.6 million for replacement cardiac monitors. He also provided updates on previously awarded grants, including the tactical tender project and the District's 4x4 ambulance project. In addition, staff recently submitted a grant application for a fire extinguisher training prop.

• Employee Wellness and Resiliency: Chief Taylor reported that the District continues to emphasize employee wellness through resiliency training programs. He noted that several resiliency training sessions have been conducted this year and that employee feedback has been positive.

• Training and Professional Development: Chief Taylor reviewed upcoming training opportunities, including a WACMS Lunch and Learn program, and reported that staff continues to focus on professional development and specialized training opportunities that support operational readiness.

CRR Report – Fire Marshal Barie Barrett Fire Marshal Barrett was attending training and was not present at the meeting. No CRR report was provided.

BUSINESS

Resolution 2026-03 Wells Fargo Line of Credit
Chief Flummer presented Resolution 2026-03, authorizing the District's annual line of credit borrowing request with Wells Fargo in the amount of $1,500,000 for Fiscal Year 2026-2027. He explained that the line of credit has historically been used to address cash flow needs during the early months of the fiscal year before property tax revenues are received.

Chief Flummer advised the Board that the District does not anticipate utilizing the line of credit due to its current financial position, reserve balances, and conservative budgeting practices. However, he recommended maintaining the borrowing authority as a financial safeguard should unforeseen circumstances arise. He further noted that the District has not needed to utilize the line of credit since 2022.

Board members discussed the line of credit and agreed that maintaining the borrowing authority provides an additional layer of financial security for the District while not creating any cost unless the funds are used.

Board member Brown made a motion to approve Resolution 2026-03 as presented authorizing the annual Line of Credit/Borrowing Request with Wells Fargo in the amount of $1,500,000 and authorizing the continuation of this borrowing authority for Fiscal Year 2026-2027. Board member Poulin seconded the motion, all were in favor and the motion carried.

Public Hearing
Chairperson Jacobs opened the public hearing for the Fiscal Year 2026-2027 Budget and invited public comment. No comments were received, and the public hearing was subsequently closed.

Bullhead City Fire District
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## FINANCIAL REPORTS FOR JUNE 2026

1. Bank Reconciliations Summary & Detail with Bank Statements
   - A. General Fund
   - B. Payroll Account
   - C. Ambulance Revenue Account
   - D. Donation Account
   - E. Capital Improvement Fund
   - F. Capital Reserve Fund (PSPRS)
   - G. GO Bond D/S Fund

2. Balance Sheet
   - A. Liability Summary – Accounts Payable and Payroll
   - B. Transaction Detail by Account – Cash Accounts
   - C. Transactions by Account – AR's

3. Monthly Revenue and Expense Report
   - A. Summary
   - B. Detail

4. Monthly Profit and Loss Budget Performance
   - A. Summary
   - B. Detail

Reports Prepared by: Paula Acker / _____ 7/28/26
Name/Signature Date

Reports Reviewed by: _____ _____
Fire Chief Date

_____ 7-28-26
Board Chairperson Date

_____ 7-28-26
Board Clerk Date

Resolution 2026-04 – Fiscal Year Budget Adoption

Chief Flummer presented the proposed Fiscal Year 2026-2027 Budget and reminded the Board that the budget had been reviewed during previous budget workshops and discussions. He reported that the proposed budget maintains the current tax rate of $3.51 and reflects the District's ongoing commitment to responsible fiscal management, operational readiness, capital planning, and long-term financial stability.

Chief Flummer explained that the budget supports current service levels while continuing to fund staffing, training, apparatus and facility maintenance, equipment replacement, and other operational priorities. He noted that the District's conservative budgeting practices and reserve planning have positioned the organization to meet both current and future needs without increasing the tax rate.

Board Member Poulin made a motion to adopt the Fiscal Year 2026-2027 Budget and approve Resolution 2026-04 as presented. Board Member Brown seconded the motion. A roll call vote was conducted, with Board Members Poulin, Moore, Brown, Martinolich, and Chairperson Jacobs all voting in favor and the motion passed.

SUGGESTED ITEMS FOR FUTURE BCFD BOARD MEETINGS

None.

ANNOUNCEMENTS

None

NEXT BOARD MEETING

July 28, 2026, 9:00 a.m.

ADJOURNMENT

The meeting was adjourned at 10:17 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