Bullhead City Fire Department
"Committed to Our Community"
1260 HANCOCK ROAD • BULLHEAD CITY, AZ 86442 • 928-758-3971

PUBLIC MEETING MINUTES

March 27, 2018

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: Dave Cummings
	Board Clerk: Chuck Moore
	Board Member: Heather Petrillo
	Board Clerk: Ralph Mauzy
Staff Present:	Acting Fire Chief: Scott Neal
	Assistant Fire Chief: Patrick Moore
	Division Chief: Josh Livermore
	Fire Marshall: Jim Dykens
	Administrative Manager: Paula Acker

PRESENTATIONS

There were no presentations.

CONSENT AGENDA

Board Member Petrillo moved to accept the consent agenda as presented, with Board Member Mauzy seconding the motion. The motion carried unanimously.

CALL TO THE PUBLIC

There was no call to the public.

REPORTS

Firefighters' Community Report

- Kim Miles, representing Firefighter Charities addressed the Board, stating the year-end financial report showed $4,986.00 total in fundraisers and donations for 2017.

Fire Chiefs Comments

- Chief Neal gave an update on the Bond S&P rating for Bullhead City Fire Department (BCFD) risk profile. He stated we received a rating of A+, which is the highest grade a fire district can achieve; this rating is achieved by examining fiduciary stability and risk to the investor. He explained the rating pushes the rate of the bond to the lowest possible rate. Chief Neal stated the bond sale will be held the week of April 9. Information has been sent out to employees and the community through our local newspaper for the opportunity to purchase bonds. He stated most likely, the bonds would be sold to one investor. Once the bonds are sold, accounts will be set up with Mohave County for expenditures and tax payment. He explained the expenditures will not be drawn until the new fiscal year in July to avoid overspending the current year budget. Chief Neal advised an update will be given at next month's Board meeting. He explained three committees within BCFD are working very hard on presentations that will be presented to the bond oversight committee for recommendations on bond purchases.
  Chief Neal gave an update on the fiscal year (FY) 2018-19 budget, stating we have had one workshop discussing hard and soft costs and will ask the Board today to schedule a workshop for April 5 to continue discussions.

Logistics Report

- Chief Neal stated the ambulance refurbishment at Fire Truck Unlimited is still underway and on schedule for completion the first week in May.
  Chief Neal advised the Board that plans are in process for approval of the sleeping quarters egress project at Station #2, located at 1230 Hwy 95. He stated the work should be underway by the next month. He also stated at Station #1, 1260 Hancock Rd, a plan for two bathrooms are in the planning stages to be completed before the fiscal year end, and because of the size of the project it is being noted to the Board at a cost of approximately $24,000. Board Member Petrillo asked what type of work is being done to the two bathrooms, Chief Neal explained currently they are residential quality and in need of repair due to mildew and mold and are not good living conditions. He stated the upgrade would be of commercial grade materials that will hold up to wear.
  Board Member Mauzy asked about the environment project and what was the end result. Chief Neal stated the oil basin has been removed and soil testing has been done, no residue or leaking was found. He stated we're in good shape when it comes to environment impact of the basin.

Operations Report

- Chief Moore addressed the Board giving an outline on operations at BCFD. He stated we are currently training in wildland, trench, and dive team. He also explained the statistical report he gave to the Board on call volume for March.
  He commended personnel with a fire they responded to last week.
  Chief Moore stated he is working with the support services department within BCFD to finalized capital needs. Chief Moore advised the Board that testing for the EMS Manager position has been completed and we are hopeful to have a selection later this week. He congratulated Battalion Chief Kinsey on his retirement. Chief Moore stated we are moving software companies for our workforce scheduling and resource management system from TeleStaff to CrewSense and will have an update when that is completed. He advised we have completed our renewal for Arizona State Forestry, cooperative fire rate agreement, and he stated our watercraft Boat 769 is undergoing upgrades, such as new upholstery.

Board Member Mauzy asked if we have improved on the service and reliability of our apparatus, Chief Moore stated there are still times when our fleet is not fully operational at the level we would like, although we have identified these issues, specifically on the ambulance side, we have a ambulance being refurbished and a new ambulance purchase which will alleviate some of those concerns along with an aggressive capital improvement/replacement plan to meet our operational plan that meets the needs of our community.

EMS Report

- Chief Livermore updated the Board on stats for February 2018 stating we had a total of (606) 911 calls, with 18 in town inter-facility transports. He stated all of the out of town inter-facility transports were handled by American Medical Response (AMR). He stated that out to the (606) calls for February (417) were transports to the hospital. He stated that inter-facility transports in town have been around (18) per month average, compared to (30) last year at this time and he will be looking into the reason why those numbers have gone down.
  Board Member Mauzy asked if AMR is taking any in-town inter-facility transports. Chief Livermore stated he did not know although he will be looking at the entire 2017 year to see if there has been a decrease since we collaborated with AMR. He stated all in town inter-facility transports are supposed to be passed to BCFD, and he will let the Board know what he finds out. Chief Livermore congratulated Battalion Chief Kinsey on his upcoming retirement. Fire

Prevention Report

- Fire Marshal Dykens gave an update including new construction, a recent car seat event on March 17 in which (36) new car seats were given out. He also the stated fire prevention department will be helping at the upcoming Mohave Community College Con Com an event promoting pathways to different careers. Chief Dykens stated he has been working with Kingman Fire Department using their large-scale scanner to scan BCFD building plans. He stated the kindergarten safety trailer will be at Station # 1 in April for fire safety education and the annual bike rodeo would be held April 7 at Walmart in Bullhead City. Chief Dykens also added, the Bullhead City community household hazardous waste collection would be held April 28, at the Motor Vehicle Division, in Bullhead City.

BUSINESS

A. Capital Improvement Fund Apparatus Expenditure:

Chairman Cummings asked Chief Neal to describe the difference in a type I and type II ambulance. Chief Neal stated over time the BCFD will be changing over to type I ambulances, which are a pickup type chassis rather than a van type. There is also a more room in the box. He also stated a van type is hard to work on without being disassembled, which can save staff hours in repair and maintenance. Chief Neal advised the Board they have been given two bids, with a cost of each ambulance and is asking the Board to approve no more than $158,500 to purchase a new ambulance.

Board Member Mauzy stated he does not see an equal breakdown of each unit in the documentation in his board packet. Chief Neal stated it was not included and stated both ambulances are similar and this information would be made available to the Board.

Board discussion continued regarding cost breakdown, what is included, the timetable of delivery and the difference in purchasing new and refurbished apparatus.

Board Member Petrillo stated she would like to know the actual cost of the new ambulance, and would like more clarity on the purchase price and tax. Board discussion continued and to postpone the motion until more information can be given regarding the total price including tax. Board member Moore made a motion to postpone the purchase of a type I ambulance until further information is provided. Board member Mauzy seconded the motion, all were in favor and the motion carried.

B. Sick Leave accrual and payout policy

Chairman Cummings stated he would like to postpone the proposed changes until further information can be given. Board Member Mauzy made a motion to postpone the decision, and Board Member Flenniken seconded the motion, all were in favor and the motion carried unanimously. Discussion followed by Chief Neal explaining the over usage of sick time problem. He stated it is not unique to BCFD and shared some statistics from usage in 2017, stating the average person used four days of unscheduled leave time. He explained this creates a trickle effect, as it is hard to operate with unscheduled leave, which is usually replaced with overtime. Chief Neal stated a solution is not easy, and we have been looking into ways to address the problem by looking at other organizations. He stated a solution to value sick time at 100% at the time of use, or when service with the department is severing employment. He also stated this is a starting point, getting the awareness out to everyone and the Board and there will be discussions with labor and management on this issue.

C. Possible Cancellation of contract with ZOLL Data Systems, Inc.

Chief Neal stated they have a copy of a letter from our legal counsel in their packet today which represents a legal position that the contract with ZOLL is not valid, due to Arizona Statutes that were not taken into consideration by ZOLL. Chief Neal stated he is asking the Board to consider sending this letter to ZOLL, which could encumber legal fees to sever contract. Board Member Mauzy made a motion to approve sending the letter to ZOLL, Board Member Moore seconded the motion, the motion carried unanimously

D. Budget Workshop

Board Member Flenniken made a Motion to approve the April 5, 2018 budget workshop meeting date. Board Member Mauzy seconded the motion and the motion carried unanimously.

FUTURE AGENDA ITEMS/BOARD DIRECTION TO STAFF

Chairman Cummings asked the staff to give two or more dates to choose from when planning for special meetings in the future. He also asked for more information on the apparatus purchase to include taxes. Board Member Petrillo requested information regarding purchases over $5,000 be given to the Board prior to the meeting for review. Chairman Cummings requested a communications update from the IT department at the next Board meeting.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

With no further business, Board Member Petrillo Made a motion to adjourn the meeting and Board Member Moore seconded the motion. The motion carried unanimously. Meeting adjourned at 9:34 a.m.

Recorded by,

Paula Acker

Paula Acker
Administrative Manager

Approved by,

David C. Cummings, Chairman
Fire District Board

Charles Moore, Board Clerk
Fire District Board