

**MINUTES OF THE COLORADO CITY FIRE DISTRICT**  
**Regular Business Meeting**  
**Held February 25, 2025, at 25 S. Central St.**  
**Colorado City, Arizona 86021**

The meeting was called to order at 5:00 p.m. by Board Chairman Jared Barlow. Roll call showed Board Chairman Jared Barlow, Board Clerk Michael Cawley, Board Member Michael Bradshaw, Board Member Helen Barlow and Board Member Theil Cooke present. Fire Chief Jesse Barlow was also present. Prayer was offered by Board Member Theil Cooke.

**CALL TO PUBLIC**

Board Chair Jared Barlow made a call to public for comments.

There being no comments the meeting continued.

**MINUTES**

The minutes for January 28, 2025 were presented for review.  
A minor correction was pointed out on page four.

**Board Clerk Michael Cawley made a motion to accept minutes with correction. Board Member Helen Barlow seconded. All governing board members agreed.**

**ADMINISTRATIVE ACTIONS:**

Chief Jesse and Chief Porter met with Fredonia Fire Chief Don Johnson to discuss possible mutual aid agreement updates and upcoming training opportunities.

Mathew Zitting has taken on the project of understanding and updating the financials for the Relief and Pension Fund. We have received some help from previous employees Mary Barlow and Lily Barlow. This project is one of our priorities due to approaching deadlines for reporting and audits.

Chief Porter has been working to catch us up to date on our NFIRS reporting to the state. We were able to submit 5 months' worth of reports and expect to be clear caught up within the month.

Chief Jesse received an updated MOU from the State of Utah informing us that we have been awarded an additional 2,371.00 of funds that can be used toward Hildale EMS operations. These funds will be processed directly through Hildale City and are not reflected in our books.

Chief Porter is working on an application to the 100's Club of Arizona for a grant that could provide much needed firefighting gear and equipment.

### **TRAINING REPORT:**

The February ALS Inservice training was focused on Behavioral Emergencies, we have seen an increase in these types of calls. H-CCPD Officers helped provide training in self-defense and appropriate patient restraint. This was well attended with over 70 participants present. This training included some case reviews from violent patient encounters we have responded to recently. A catered meal was provided.

We have conducted the first of two New Employee Orientation classes. These Orientation trainings have not been done since early 2022 so we have over 30 new members that were needing this training. This training covers the expected conduct of each member as well as the procedures related to emergency calls.

Our Peer Support group put on training for department members and their families. The training topic was First Responder Relationships.

We are in the process of recertifying all of our wildland firefighters. This recertification requires annual refresher training as well as a rigorous physical fitness test. We have to have these applications submitted before the start of wildland season in April.

### **MAINTENANCE REPORT:**

Lots of time has been spent these last few months doing the vehicle data entry into the Maintenance Pro Software. We now do our Tuesday evening truck check-offs on the app which will report any deficiencies directly to our maintenance staff. We are now working to build our EMS supply check lists in this same program for our weekly check-offs which will be audited by the state going forward.

A111 turbo repair has been completed as well as an oil leak that was found while doing maintenance. Daniel Roy has taken a couple of the ambulances into the dealer for warranty recall work. We now have all ambulances back in service.

Daniel Roy will be working this next week on our annual Pump Testing which will be followed by our annual aerial ladder and ground ladder testing. The pump testing we do in-house while ladder testing is done by a third-party contractor.

Staff with the help of volunteers have removed all the old strobe lights from SQ1031 and have replaced them with newer LED lights that were removed from ambulances and vehicles that we have removed from service. This was a very cost-effective way to significantly update the lighting on that truck.

Due to the cold temperatures, we have had to replace batteries on multiple apparatus including BR1012, SQ1032, A109, TRT1031, and R1011.

## **FIRE PREVENTION:**

The CPR Training Center has trained and certified 6 community members in CPR/First Aid as well as 14 provider level CPR classes.

Chief Porter conducted 4 commercial fire inspections with a few more upcoming. He also conducted multiple plan reviews.

Chief Porter put on a fire extinguisher operations class for 47 staff members from Creek Valley Clinic.

## **OTHER:**

We continue to see a significant amount of ATV and dirt bike accidents with some involving vehicles. There was an article in Saint George News that covered this issue in the communities.

Chief Jesse spent an evening with new Board Member Helen Barlow doing orientation to our staff functions, equipment, facilities, and operations.

## **Financial Report:**

Business and Finance Manager Matthew Zitting presented the financial report.

In reviewing the period percentages from the Fiscal Year Budget, period Revenues were 53.28% of budget, Administration costs were 83.02% of budget, Dispatch costs were 97.24% of budget, Maintenance costs were 86.55% of budget, Training & Prevention costs were 34.43% of budget, Operations costs were 52.5% of budget, Grants and IGA Offsets were 0.96% of budget and Capital Expense was 114.76% of budget.

Total Fiscal Year Budget Revenues are 41.27% and Expenditures are 16.68% of budget.

Fiscal Year 2024 Audit is making good progress and we hope to have it wrapped up by next month's board meeting. The auditing firm is assisting us in cleaning up some data transfer issues that are currently impacting the balance sheet accounts as well as the statement of cash flows.

The report projects monthly cash flow for the 2024-2025 fiscal year. The line of credit at the end of the period was zero dollars.

Two reports were provided this evening from QuickBooks Online so that the Board has the ability to clearly monitor the progress of the QuickBooks Online cleanup efforts.

By next month HintonBurdick will have helped us clean up a lot of the QuickBooks Online transfer issues and the focus will be in getting tax receivables reconciled to the

current periods. State financial reporting is due to the county tomorrow and in speaking with the Deputy Treasurer at Mohave County, we will get it over to them as soon as the audited financials are complete. We will be submitting the form they ask districts to submit stating the same.

**A motion to accept the financial report, pay due claims as money comes available and ratify claims paid was made by Board Member Michael Bradshaw. The motion was seconded by Board Clerk Michael Cawley. All governing board members agreed, and the motion carried.**

**Resolution 05-2025 Updates and Changes to Rates and Charges Fee Schedule.**

**Board Clerk Michael Cawley made a motion to accept the resolution. Board Member Michael Bradshaw seconded. All governing board members agreed, and the motion was carried.**

**PLANNING AND VISION:**

We will be working on the Contribution and Relief Fund in the coming weeks to finish up the documents that will need to be submitted to The State Fire Marshal's Office.

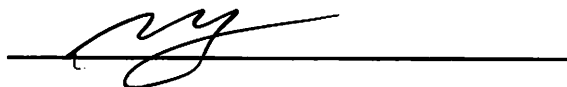
**GOOD AND WELFARE:**

Board member Michael Bradshaw expressed thanks to all of those that are making a difference.

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

Respectfully submitted



**Clerk of the Board**

Approved this 25th day of March 2025



**Chairperson**