

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS
MINUTES
January 21, 2014 Regular Meeting

The regular meeting of the Highlands Fire District Board of Directors was held on Tuesday, January 21, 2014 at Station 21, 2838 Kona Trail, Flagstaff, Arizona.

CALL TO ORDER. The meeting was called to order at 5:00 PM.

PLEDGE OF ALLEGIANCE, INVOCATION, AND MISSION AND VISION STATEMENTS. The Pledge of Allegiance was recited, a silent invocation was offered, and the District's Mission and Vision Statement were stated.

ROLL CALL. Chairperson Pete Kloeber, Clerk Jan Hirsch, Director Steve Gatewood, Director Bill Murphy, and Director Brad Bippus were present.

Present from Administrative staff were Chief Mike Bradley, Deputy Chief Dirch Foreman, Ms. Jayme Jones, and Mrs. Robyn Wilson.

WELCOME VISITORS. Chairperson Kloeber welcomed visitors.

CALL TO THE PUBLIC. There were no public comments.

APPROVAL OF THE MINUTES.

DECEMBER 17, 2013 REGULAR MEETING. The Board reviewed the minutes of the December 17, 2013 regular meeting. A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to approve the minutes as presented. The motion was unanimously APPROVED.

DECEMBER 17, 2013 EXECUTIVE SESSION. The Board reviewed the minutes of the December 17, 2013 executive session. A MOTION was made by Director Murphy and was seconded by Director Gatewood to approve the minutes as presented. The motion was unanimously APPROVED.

FINANCE.

APPROVAL OF THE DECEMBER WARRANTS. The Board reviewed the warrants issued in December. After questions, A MOTION was made by Director Gatewood and was seconded by Clerk Hirsch to approve the warrants as presented. The motion was unanimously APPROVED.

FINANCIAL REPORT. The Board reviewed the December Financial Report.

REPORTS & CORRESPONDENCE.

HIGHLANDS FIRE FIGHTER ASSOCIATION. There was no report.

LOCAL CHAPTER 1505. Engineer Chris Pond, Local Chapter 1505 Vice President, extended a welcome to the new Board member, Director Bippus. Chairperson Kloeber also welcomed Director Bippus to the Board.

DEPUTY CHIEF'S REPORT. Chief Foreman presented the December, 2013 Deputy Chief's Report. Chief Foreman informed the Board that there were 41 calls for service in December; he reviewed significant calls for service, activity, and training. Chief Foreman also provided an incident report for 2013.

FIRE CHIEF'S REPORT. Chief Bradley presented the December, 2013 Fire Chief's Report. He informed the Board that the Coconino Regional Chief's Association (CRCA) met again and continues to discuss specifics regarding the regional training officer. In addition the association is working on a new IGA to expand joint ventures. A final draft will be brought to the Board after legal review.

Chief Bradley also noted that the study committee to consider countywide fire districts does not recommend a provision to create countywide fire districts; however, the committee made recommendations for bills associated with training, nepotism, time frames for filling vacant Board positions, and requirement of having five member Boards.

Chief Bradley discussed AFDA's NAV forecast report and impact on property tax limits. It was also been clarified that under the ACA, fire districts will not be required to provide health insurance to cover volunteers.

FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber commented that he appreciates the Board's participation in the Board member selection process and he welcomed Director Bippus with hopes that he will enjoy being a member of the Board.

CORRESPONDENCE. There was no correspondence presented.

TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. *CONSIDERATION TO APPROVE CANDIDATE TO FILL VACANT POSITION ON THE FIRE BOARD WITH TERM BEGINNING JANUARY 21, 2014.* Chairperson Kloeber noted that action to fill the Board vacancy was completed at the January 16, 2014 Special meeting.
- B. *CONSIDERATION TO APPROVE THE FIRE CHIEFS' 2014 GOALS.* The Chiefs' goals were presented for final approval. Chief Bradley and Chief Foreman agreed that they are comfortable with the recommended goals. After further discussion, a MOTION was made Director Gatewood and was seconded by Director Murphy to approve Chiefs' goals for 2014. The motion was unanimously APPROVED.
- C. *CONSIDERATION TO APPROVE THE 2014 STRATEGIC PLAN.* The final draft of the 2014 Strategic Plan was presented to the Board. Chairperson Kloeber asked if Director Bippus' photo could be added on page three of the plan; Ms. Jones agreed. After further review, a

MOTION was made by Director Murphy and was seconded by Clerk Hirsch to approve the 2014 Strategic Plan. The MOTION was unanimously APPROVED.

- D. *PRESENTATION OF THE FY 2015 BUDGET TIMELINE.* Chief Foreman presented a tentative schedule for the budgeting process. After explanation, the March 10 Budget Committee meeting was rescheduled for March 17, 2014. Chairperson Kloeber clarified that staff is requesting final approval of the budget on June 17, 2014; Ms. Wilson agreed.
- E. *DISCUSSION REGARDING COCONINO COUNTY SNOWPLOW PLAN.* Chief Bradley informed the Board that a letter was written to Supervisor Ryan to follow-up on the new Snowplow Policy. The Board discussed the discontent of public and department with the policy and the pertinence of the letter. Chief Bradley will update the Board upon the County's response.
- F. *CONSIDERATION TO APPROVE THE FIRE BOARD HANDBOOK.* Ms. Jones presented the Fire Board Handbook for review. Chairperson Kloeber suggested three grammatical corrections to the handbook. A MOTION was made by Director Gatewood and was seconded by Director Murphy to approve the revised handbook. The motion was unanimously APPROVED. Chairperson Kloeber requested that Conflict of Interest Forms be renewed by Board members next month and annually thereafter.
- G. *CONSIDERATION TO APPROVE A RESOLUTION TO THE SUBMISSION OF PROJECTS FOR CONSIDERATION IN ARIZONA'S 2015 HIGHWAY SAFETY PLAN.* Chairperson Kloeber clarified that this is an annual resolution; Chief Bradley explained that the resolution enables the District to apply for State Safety grants. A MOTION was made by Director Gatewood and was seconded by Clerk Hirsch to approve Resolution #2014-01-21. The motion was unanimously APPROVED.
- H. *THE FIRE BOARD TASK CALENDAR.* The Board reviewed the Fire Board Task Calendar. Ms. Jones informed the Board that a task will be entered on the calendar to present Conflict of Interest forms for renewal. There were no further comments.

BOARD MEMBER COMMENTS. Director Gatewood announced that there is a strong possibility that he will be taking a new job, which may require him to resign from the Board. He will have more information by the next Board meeting.

ADJOURNMENT. A MOTION was made by Director Murphy and was seconded by Director Gatewood to adjourn. The motion was unanimously APPROVED. The meeting adjourned at 5:54 PM.

Respectfully submitted,

Jayne Jones
Administrative Assistant III