

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS
MINUTES
February 18, 2014 Regular Meeting

The regular meeting of the Highlands Fire District Board of Directors was held on Tuesday, February 18, 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 Bill Murphy, and Director Brad Bippus were present; Director Steve Gatewood was absent.

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

WELCOME VISITORS. Chairperson Kloeber welcomed visitors.

CALL TO THE PUBLIC. There were no public comments.

APPROVAL OF THE MINUTES.

JANUARY 16, 2014 SPECIAL MEETING. The Board reviewed the minutes of the January 16, 2014 special 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.

JANUARY 16, 2014 EXECUTIVE SESSION. The Board reviewed the minutes of the January 16, 2014 executive session. Chairperson Kloeber clarified that the vote noted in the executive session minutes was actually taken after the Board reconvened to the special meeting. A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to approve the minutes as amended. The motion was unanimously APPROVED.

JANUARY 17, 2014 REGULAR MEETING. The Board reviewed the minutes of the January 17, 2014. A MOTION was made by Clerk Hirsch and was seconded by Director Murphy to accept the minutes of the January 17 regular meeting. The MOTION was unanimously APPROVED.

FINANCE.

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

FINANCIAL REPORT. The Board reviewed the January Financial Report. Chief Foreman explained accounts over budget, and Ms. Wilson informed the Board that 100% of fire assignment money has been received.

REPORTS & CORRESPONDENCE.

HIGHLANDS FIRE FIGHTER ASSOCIATION. There was no report.

LOCAL CHAPTER 1505. Captian Brian Katrales, Local Chapter 1505 Trustee, informed the Board that they will be participating in a bowl-a-thon to benefit Big Brothers/Big Sisters on Saturday, February 22. The Chapter has selected individuals to participate on the Budget Committee.

DEPUTY CHIEF'S REPORT. Chief Foreman presented the January, 2014 Deputy Chief's Report. Chief Foreman informed the Board that there were 46 calls for service in January; he reviewed notable calls for service, activity, and training.

FIRE CHIEF'S REPORT. Chief Foreman presented the January, 2014 Fire Chief's Report. There were no injuries, no damage to facilities, and one vehicle accident reported. The Coconino Chief's Consortium met; the IGA for mutual cooperation is scheduled to be brought before the City Counsel in March. The County Attorney is reviewing the agreement for the fire districts. Chief Foreman provided an update on legislative action and answered questions.

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.

FIRE BORAD CHAIRPERSON'S REPORT. Chairperson Kloeber informed the Board of correspondence written to Flagstaff Ranch Fire District regarding a slight increase to their contract fee per our agreement.

He thanked Engineer Dobbe for assisting him with a purchase of an AED for his church.

Director Gatewood informed him of the possibility of his resignation due to a potential work conflict.

CORRESPONDENCE. There was no additional correspondence.

TOPICS OF DISCUSSION AND POSSIBLE ACTION.

A. *PRESENTATION OF FIRE DISTRICT INSURANCE RENEWAL PROPOSALS.*

- a. *JOSH RABAN REPRESENTING HANCOCK-LEAVITT INSURANCE AGENCY.* Mr. Raban introduced himself and Mr. Kuhbier, Program Marketing Manager with McNeil & Company. Mr. Kuhbier introduced products and services available through Emergency Services Insurance Program (ESIP), and reviewed details of the proposed policy including the total premium cost of \$31,544. Chairperson Kloeber requested a copy of the proposal and a list of

references of Arizona fire districts insured by ESIP. Mr. Kuhbier and Mr. Raban agreed to provide the requested documentation, and they thanked the Board for their time.

- b. *WIATT WONG REPRESENTING VFIS OF ARIZONA.* Mr. Wong greeted the Board and distributed the proposal from VFIS. He informed the Board that VFIS has insured HFD since 1999, and he thanked the Board and community for their loyalty. Mr. Wong informed the Board that VFIS proposes a premium cost of \$30,320; this rate represents a 2.6% decrease from last year. The property coverage was reduced 13% based on compliance with a recent loss control inspection. Director Bippus asked about claim history; Mr. Wong reviewed loss run data from the past five years. He emphasized the importance of resolving claims quickly, and their commitment to do so. Mr. Wong discussed the inclusion of Cyber Liability coverage in the policy. Mr. Wong informed the Board of his credentials and extensive experience working with fire districts. Chairperson Kloeber asked about the significant differences in the proposals, and Mr. Wong replied that there is a difference in the aggregate coverage and coverage for members driving their personally owned vehicles. Mr. Kloeber noted the difference in coverage of members serving on boards of outside agencies.

The Board decided to table this issue until the March regular meeting. Ms. Jones was asked to provide the Board with copies for the proposals for review; she agreed.

- B. *BEAR JAW PROGRAM ANNUAL REPORT.* Shelby Erickson presented the Bear Jaw Annual Report of the crew's 6th season. He informed the Board that an interagency management team is utilized to resolve concerns, and it has worked very well. Erickson summarized the last fire season, and noted that the crew purchased three vehicles. The crew completed 327 acres of fuels treatment, responded to 19 fire assignments, and taught and participated in several training opportunities. After questions, the Board thanked Erickson for the report.
- C. *DISCUSS EMPLOYMENT LETTER OF UNDERSTANDING OFR APPLICABLE FIRE & FUELS TECHNICIANS.* Erickson presented a draft Employment Letter of Understanding for seasonal and temporary wildland firefighters. He explained that these workers need to have a clear understanding of the benefits provided. Chairperson Kloeber asked staff to have the letter reviewed by legal counsel.
- D. *FIRE BOARD MEMBERS RENEWAL OF CONFLICT OF INTEREST STATEMENTS.* Chairperson Kloeber requested the Board renew Conflict of Interest Statements on an annual basis. The Board completed and signed disclosure forms.
- E. *REVIEW COMMUNITY SURVY RESULTS.* The Board reviewed the Community Survey results. Chairperson noted the word "professional" appears in the Summary of Responses several times, and he believes that means a lot; he thanked staff for their efforts.
- F. *REVIEWED THE FIRE BOARD TASK CALENDAR.* The Boar reviewed that Board Task Calendar.

BOARD MEMBER COMMENTS. There were no further comments.

ADJOURNMENT. A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to adjourn. The motion was unanimously APPROVED. The meeting adjourned at 6:55 PM.

Respectfully submitted,

Jayne Jones
Administrative Assistant III