

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

The regular meeting of the Highlands Fire District Board of Directors was held on Tuesday, March 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 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.

FEBRUARY 18, 2014 REGULAR MEETING. The Board the minutes of the February 17, 2014. A MOTION was made by Clerk Hirsch and was seconded by Director Murphy to accept the minutes of the February regular meeting. The MOTION was unanimously APPROVED.

FINANCE.

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

FINANCIAL REPORT. The Board reviewed the February Financial Report.

REPORTS & CORRESPONDENCE.

HIGHLANDS FIRE FIGHTER ASSOCIATION. Chairperson Kloeber asked what is going on with the Association. Chief Bradley replied that the volunteers have lost interest in the organization.

LOCAL CHAPTER 1505. Firefighter Sorenson, Local Chapter 1505 Trustee, reported that Chapter officers have been serving on the Budget and Compensation Committees.

DEPUTY CHIEF'S REPORT. Chief Foreman presented the February, 2014 Deputy Chief's Report. Chief Foreman consulted with County officials regarding the implementation of a Wildland Urban Interface (WUI) Code for Coconino County. The Compensation Committee will bring a proposal for Health Insurance to the Board next month. Chief Foreman informed the Board that there were 30 calls for service in February; he reviewed notable calls for service, activity, and training.

FIRE CHIEF'S REPORT. Chief Bradley presented the February, 2014 Fire Chief's Report. Chief Bradley informed the Board that that the IGA for mutual cooperation has been delayed by legal counsel. He also provided information about the District's ISO rating upgrade, and the District received an \$8920 VFA Grant. In addition, Chief Bradley provided an update regarding legislative action.

FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber informed the Board that he and Director Murphy attended the Budget Committee meeting. The Budget presentation was very well prepared. He requested that a item regarding the separation of Bear Jaw Funds be put on the April Agenda.

CORRESPONDENCE. There was no additional correspondence.

TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. *CONSIDERATION TO APPROVE DISTRICT INSURANCE RENEWAL.* Chairperson Kloeber informed the Board he compared the insurance proposals and has a recommendation; however, he would like to hear the Board's opinion. Director Hirsch believes that the many years of good service with VFIS is significant to making the decision; Director Murphy agreed. Director Bippus commented that he was impressed by the timeframes for which claims are handled with VFIS. The Board did not see an advantage for changing companies at this point of time. After further discussion, a MOTION was made by Director Murphy and was seconded Clerk Hirsch to approve the insurance renewal with VFIS. The motion was unanimously APPROVED.
- B. *CONSIDERATION TO APPROVE BEAR JAW CREW LETTER OF UNDERSTANDING.* Chief Foreman reminded the Board that a Letter of Understanding was presented last month, and the Board requested legal review. The letter was sent to Lee Miller for legal review. Mr. Miller suggested changes, which applied to the current version before the Board. After questions, A MOTION was made by Clerk Hirsch and was seconded by Director Murphy to accept the Employment Letter of Understanding as presented. The motion was unanimously APPROVED.
- C. *CONFIRM APPOINTMENT OF SCOTT TALBOOM TO PSPRS LOCAL BOARD.* Ms. Jones informed that Board that Mr. Talboom's term as member of the PSPRS Local Board expires at the end of March He has expressed an interest in serving another term. A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to approve Mr. Talboom to serve as member on the PSPRS Local. The motion was unanimously APPROVED.
- D. *PRESENTATION OF FLAGSTAFF RANCH OPERATIONAL REVIEW.* Chief Foreman presented an Operational Briefing on the seconded year of the FRFD Contract of Service. He reviewed the

written report he provided. Chairperson Kloeber suggested the report be shared with the FRFD Board. Chief Bradley confirmed that they are given the report. The Board discussed the possibility of attending a FRFD Board meeting.

- E. *PRESENTATION OF VOLUNTEER PROGRAM REPORT.* Chief Fisher presented the Volunteer Program Annual Report for Calendar Year 2013. He reviewed the program mission and goals, information about the Resident Volunteer Firefighter Program, the budgetary impact, comparison of cost vs. results, and future goals. Chief Fisher answered questions. Chairperson Kloeber suggested providing information about volunteers that are hired at HFD and elsewhere. In addition, he suggested that the program goals be captured in the Strategic Plan or other planning documents, and in next year's report, perhaps goal accomplishments should be reported.

- F. *REVIEW OF FIRE BOARD TASK CALENDAR.* The wrong calendar was accidentally put in the packet. The board will review the calendar in March.

BOARD MEMBER COMMENTS. There were no further comments.

ADJOURNMENT. The meeting adjourned at 6:26 PM.

Respectfully submitted,

Jayne Jones
Administrative Assistant III