

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS
MINUTES
May 20, 2014 Regular Meeting

The regular meeting of the Highlands Fire District Board of Directors was held on Tuesday, May 20, 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, and Director Bill Murphy were present; Brad Bippus was absent. There is one vacant position on the Board.

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

WELCOME VISITORS. Chairperson Kloeber welcomed visitors.

CALL TO THE PUBLIC. There were no public comments.

APPROVAL OF THE MINUTES.

APRIL 15, 2014 REGULAR MEETING. The Board reviewed the minutes of the April 15, 2014. Chief pointed out a grammatical error on page 3. Director Murphy requested clarification regarding item G. Consideration to approve reclassification of Robyn Wilson to Administrative Assistant III. After discussion, **A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to accept the minutes with requested revisions.** The MOTION was unanimously APPROVED.

FINANCE.

APPROVAL OF THE APRIL WARRANTS. The Board reviewed the warrants issued in April. Chairperson Kloeber requested information about Bank of America Department Purchasing Card expenditures. It was noted that the Bank of America statement was accidentally left out of the April financial report. Chairperson Kloeber also requested further discussion regarding the District's service contract with Flagstaff Family and Child Counseling Center. After questions, **A MOTION was made by Clerk Hirsch and was seconded by Director Murphy to approve the warrants as presented.** The motion was unanimously APPROVED.

FINANCIAL REPORT. The Board reviewed the April Financial Report. There were no questions regarding the financial report.

REPORTS & CORRESPONDENCE.

LOCAL CHAPTER 1505. There was no report due to the crew's response to emergency call.

DEPUTY CHIEF'S REPORT. Chief Foreman presented the April, 2014 Deputy Chief's Report. Chief Foreman informed the Board that there were 28 calls for service in April; he reviewed notable calls for service, activity, and training. He also noted in a supplemental report that Terry Barnes' retirement party will be held on May 23, 2014 at Station 23 at noon, and Chief Bradley's retirement party will be on July 19, 2014 at Raymond Park. Chief Foreman reviewed Senate Bill 1387, which was signed into law on April 30, 2014 to be effective on that date. In addition, Chief Foreman introduced Robyn Martin as a potential candidate for the Board vacancy, and he informed the Board that Captain Newbery is returning to work on light duty until his medical issues are adequately resolved.

CORRESPONDENCE. The Board reviewed thank you letters for outstanding work of the Bear Jaw Crew, to Eric True for serving as an evaluator for Sedona Fire District, the District for allowing the use of facilities for puppy classes, and to HFD staff and friends for sending the Newberry's flowers and providing their love, attention, and support.

TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. *REVIEW FY 2015 BUDGET.* Chairperson Kloeber informed the Board that staff has provided budget information, which proposes an increase in the mil rate to 3.25, funding two battalion chief positions, and reclassifying two positions. Further discussion and approval will occur at the public hearing next month. Chairperson Kloeber requested a five year compensation projection for captain and chief positions. Director Murphy suggested staff include the staff briefings for the battalion chief positions and positions to be reclassified. Chairperson Kloeber allowed for the Board or staff to say or ask anything regarding the budget.
- B. *CONSIDERATION TO APPROVE HINTON BURDICK'S PROPOSAL TO CONDUCT HFD'S FINANCIAL AUDIT.* Chairperson Kloeber informed the Board of the proposal presented by Hinton Burdick's to conduct our annual audit for three more years. Ms. Jones stated that she believes this to be a reasonable proposal, and Hinton Burdick has provided excellent service. Chairperson Kloeber requested information about how much Pinewood and Summit Fire District are paying for their audit. **A MOTION was made by Director Murphy and was seconded by Director Hirsch to approve the Hinton Burdick's proposal.** The motion was unanimously APPROVED.
- C. *DISCUSS FILLING FIRE BOARD VACANCY.* Chairperson Kloeber addressed Ms. Martin and explained the Board's appointment process, responsibilities, and time commitment.
- D. *REVIEW FIRE BOARD ELECTION PROCESS.* Ms. Jones informed the Board that the election process is outlined in the AFDA Manual, and the first course of action is to notify the Election Department of the vacancies and ask them for the number of signatures needed on the candidate's petitions, which has been accomplished. Next, the Board will call an election by formal resolution. Ms. Jones informed the Board that further candidate information is available online. Ms. Jones stated that she would keep the Board informed of the election process it progresses.

- E. *CONSIDERATION TO APPROVE FLAGSTAFF AREA INTERAGENCY MUTUAL AID AGREEMENT.* Chief Foreman apologized for not including this agreement in the Board packet due to the fact that he had just received the document. The Cooperative Greater Flagstaff Area Fire Agency all Risk Emergency Interagency Agreement has been reviewed by city and county counsel as well as Bill Wittington. A MOTION was made by Director Hirsch and was seconded by Director Murphy to accept the Cooperative Greater Flagstaff Area Interagency Agreement. The motion was unanimously APPROVED.
- F. *DISCUSS POSTING OF FIRE BOARD MEETING AGENDAS AND MINUTES ON THE DISTRICT WEBSITE PER § ARS 38-431.02.* Chairperson Kloeber believes the District should post agendas and minutes on the website. Chief Foreman stated that he has no issue with posting minutes of the website. It was noted that the District is not required by law to do so. After discussion, a MOTION was made by Director Murphy and was seconded by Director Hirsch to put the Fire Board agendas and minutes on the District website. The motion was unanimously APPROVED.
- G. *CONSIDERATION TO APPROVE MOVING JULY FIRE BOARD MEETING.* Chief Foreman informed the Board that staff would like to move the July Fire Board meeting to the Hirsch Center at Station 23, to include a “pass the baton” ceremony. After discussion, a MOTION was made by Director Hirsch and was seconded by Director Murphy to hold the July 15, 2014 Fire Board meeting at the Station 23 Hirsch Center. The motion was unanimously APPROVED.
- H. *REVIEW COMMUNITY SURVEY.* The Board reviewed the community survey. Chairperson Kloeber found a discrepancy in the number of replies on survey.
- I. *REVIEW FIRE BOARD TASK CALENDAR.* The Board reviewed the Board Task Calendar. Chairperson Kloeber requested Director Murphy write an article for the Summer Newsletter.

ADJOURNMENT. The meeting adjourned at 6:02PM.

Respectfully submitted,

Jayme Jones, Administrative Assistant III