

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS  
MINUTES  
June 17, 2014 Regular Meeting

The regular meeting of the Highlands Fire District Board of Directors was held on Tuesday, June 17, 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, Director Brad Bippus, and Director Robyn Martin 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.

SPECIAL RECOGNITION.

UNIT CITATION FOR A-SHIFT. Chief Foreman presented a Unit Citation to A-Shift (T. Miller, E. True, B. Howell, K. Anticevich, and C. Poggi-Jenkins) for their commendable actions to provide life-saving medical care on March 31, 2014.

CALL TO THE PUBLIC. There were no public comments.

APPROVAL OF THE MINUTES.

*MAY 20, 2014 REGULAR MEETING.* The Board reviewed the minutes of the May 20, 2014 regular meeting. Director Murphy pointed out a few typographical errors in need of correction. **A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to accept the minutes as discussed.** The MOTION was unanimously APPROVED.

*JUNE 3, 2014 SPECIAL MEETING.* The Board reviewed the minutes of the June 3, 2014 special meeting. **A MOTION was made by Clerk Hirsch and was seconded by Director Murphy to accept the minutes as presented.** The MOTION was unanimously APPROVED.

*JUNE 3, 2014 EXECUTIVE SESSION.* The Board reviewed the minutes of the June 3, 2014 executive session. **A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to accept the minutes as presented.** The MOTION was unanimously APPROVED.

## FINANCE.

*APPROVAL OF THE MAY WARRANTS.* The Board reviewed the warrants issued in May. 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 May Financial Report. Chairperson Kloeber asked questions regarding the over expenditure in Acct # 664 – Medical Supplies and under the expenditure in Capital Expenses; Mrs. Wilson explained that the biannual fire station lease purchase payment of \$199,000 had inadvertently been left off the report. Chief Bradley commented that the end-of-year finances are in good shape, and the captains at Station 25 have worked hard to minimize overtime costs.

## REPORTS & CORRESPONDENCE.

*LOCAL CHAPTER 1505.* Engineer Chris Pond welcomed Director Martin to the Board on behalf of the Firefighter's Union. In May the Union focused on logistics to get A-Shift to the PFFA Convention to accept an award. They are also getting prepared for the Pancake Breakfast on July 6; he invited the Board to serve at the event.

*DEPUTY CHIEF'S REPORT.* Chief Foreman presented the May, 2014 Deputy Chief's Report. Chief Foreman informed the Board that there were 47 calls for service in May. He reviewed the notable calls for service, activity, and training.

*FIRE CHIEF'S REPORT.* Chief Bradley presented the May, 2014 Fire Chief's Report. He provided a legislative update of SB 1387, which was signed by the governor and became effective immediately. Chief Welsch of Pinewood Fire District offered answers to questions regarding the training requirements of the new statute. More information will be provided as it comes available.

*FIRE BOARD CHAIRPERSON'S REPORT.* Chairperson Kloeber informed the Board that he attended the Flagstaff Ranch Fire District Board meeting. Their Board was interested in hearing how things went during the Slide Fire. Chairperson Kloeber stated that his observation was very positive; especially, during the first few days of the fire. He believes everyone did a great job.

*CORRESPONDENCE.* The Board reviewed a thank you a letter from a resident of Forest Highlands, another which was not signed, an email expressing their gratitude, and a drawing from a small child.

## TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. *PUBLIC HEARING OF FY 2015 BUDGET AND CONSIDERATION FOR APPROVAL.* Chairperson Kloeber informed the Board the before them is the FY 2015 Budget for their consideration for approval. Chief Foreman provided a summary of the budget. Director Murphy asked why there are no wage increases for several positions after FY 2015. Ms. Wilson replied that those positions are capped and do not increase unless the Board decides to implement a COLA. Ms. Jones added that per

policy wages may also increase through salary adjustments, which have not been surveyed for five years [correction: six years]. Director Murphy believes the District should be looking at that; Chief Foreman agreed.

Chairperson Kloeber commended staff for maintaining quality emergency service during these “lean” years. Chairperson Kloeber referred to a staff briefing regarding Captain and Chief Wage Projections, and he commented that the Board was told that wages would be reduced; however, they show an increase. Ms. Wilson replied that the Board was informed that the “total” Base Pay account will be reduced, which is not specific to chief officers and captain positions. In response to a question asked by Director Martin, the Board briefly discussed mil rate and NAV. There were no further questions. There were no comments from the public. **A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to approve the FY 2015 Budget as presented.** The motion was unanimously APPROVED. Chairperson Kloeber commended staff for outstanding staff work on the budget.

- B. *STAFF BRIEFING REGARDING AUDITS.* Ms. Wilson presented a Staff Briefing regarding a Report on Auditors of Area Fire Districts. The Board was satisfied with the information provided.
- C. *DISCUSSION REGARDING FLAGSTAFF RANCH IGA.* Chairperson Kloeber presented the IGA for Fire and Emergency Services between HFD and FRFD.
  - a. *EXERCISING FEE INCREASE.* Chief Bradley directed the Board to review Section 4.1.2 of the IGA. He explained that when the CPI-U number is available (around July 10<sup>th</sup>) that a letter will be generated to FRFD stating the amount of the contract increase. A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to approve [the implementation of Section] 4.1.2 [of the] agreement that the base contract amount will be increased on an annual basis by the the amount equal to the Consumer Price Index for all Urban Consumers using the U. S. city average for the term of the contact.
  - b. *FIRST YEAR OPTION.* Chief Bradley directed the Board to review Section 2.3 regarding the term of the agreement. Chief Bradley informed the Board that if the Board wishes to terminate the agreement, the District would have to provide notice now. However, it is staff’s recommendation not to terminate the agreement. The Board agreed to take no action; therefore, the agreement will automatically renewal for the first optional term effective 7/1/15 through 6/30/16.
- D. *DISCUSSION REGARDING ATRA SPECIAL REPORT ON PENSIONS.* Chief Foreman provided an informational report produced by Arizona Tax Research Association (ATRA). The Board discussed misrepresentations and short comings of the report.
- E. *UTILIZING CONSENT AGENDAS.* Chairperson Kloeber informed the Board that he asked for this item to be the agenda. Chief Foreman provided an article describing the purpose of a consent agenda. The Board agreed that a consent agenda may limit the opportunity to ask pertinent questions and decided to forgo using a consent agenda.

F. *CALL OF ELECTION BY FORMAL RESOLUTION PER A.R.S §16-226 (A)*. Ms. Jones informed the Board that according to statute, they must call an election by formal resolution to fill two positions on the Fire Board whose terms expire on November 30, 2014. A MOTION was made by Clerk Hirsch and was seconded by Director Martin to approve the [call of] election resolution as presented. The motion was unanimously APPROVED.

G. *REVIEW FIRE BOARD TASK CALENDAR*. The Board reviewed the Board Task Calendar.

ADJOURNMENT. The meeting adjourned at 6:32 PM.

Respectfully submitted,

Jayne Jones, Administrative Assistant III