

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS
MINUTES
July 15, 2014 Regular Meeting

The regular meeting of the Highlands Fire District Board of Directors was held on Tuesday, July 15, 2014 at Station 23, 3350 Old Munds Hwy, 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 Deputy Chief Dirch Foreman, Ms. Jayme Jones, and Mrs. Robyn Wilson. Chief Michael Bradley was absent.

WELCOME VISITORS. Chairperson Kloeber welcomed visitors.

CALL TO THE PUBLIC. Chairperson Kloeber provided information regarding comments from the public. There were no public comments.

APPROVAL OF THE MINUTES.

JUNE 17, 2014 REGULAR MEETING. The Board reviewed the minutes of the June 17, 2014 regular meeting. Clerk Hirsch pointed out a spelling error for correction. There were no further comments. A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to accept the minutes as discussed. The MOTION was unanimously APPROVED.

FINANCE.

APPROVAL OF THE JUNE WARRANTS. The Board reviewed the warrants issued in June. After questions, a MOTION was made by Clerk Hirsch and was seconded by Director Martin to approve the warrants as presented. The motion was unanimously APPROVED. Chairperson Kloeber stated that he appreciates the notes provided on the Bank of America Statement; he believes that purchasing card misuse is one area for potential issues.

FINANCIAL REPORT. The Board reviewed the June Financial Report. Chairperson Kloeber pointed out a note reflecting the ending balance of FY 2013 of \$2,503,769; Ms. Wilson clarified that the note shows the balance of last fiscal year, and the report shows the balance of FY 2014.

COUNTY REPORT OF INTEREST EARNINGS. The Board reviewed the interest earnings provided by the County Treasurer. There were no comments.

The Board reviewed the end of FY 2014 Profit/Loss Budget Overview Spreadsheet. Chairperson Kloeber asked if there were any issues of note. Chief Foreman responded that he doesn't believe so; some accounts are well below 100% spent due to judicious spending. The Capital Reserve Fund balance of \$352,000 (\$38,000 over budget) was confirmed, and the Reserve Fund showed a \$975,198 balance (\$466,538 over budget).

REPORTS & CORRESPONDENCE.

LOCAL CHAPTER 1505. Captain Katrales, Local Chapter 1505 Trustee, reported HFD served about 450 people at the Pancake Breakfast, participated in Forest Highlands 4th of July BBQ as well as manned the FireWise Public Information Booth. There was \$570 in cash donations received by members of Forest Highlands. In addition, Captain Katrales informed the Board that Make a Wish Foundation, and Treehouse Masters will be building a treehouse in District for a disabled child. The project is due to air on Sept. 19th.

DEPUTY CHIEF'S REPORT. Chief Foreman presented the May, 2014 Deputy Chief's Report. Chief Foreman informed the Board that there were 58 calls for service in June. He reviewed the notable calls for service, activity, and training.

FIRE CHIEF'S REPORT. Chief Foreman presented the June, 2014 Fire Chief's Report. He informed the Board that there were no injuries or damage to facilities or apparatus. He reported activities including completion of the Engineer's Academy and testing process as well as the battalion chief testing process. Chairperson Kloeber asked if results of the testing process could be shared. Chief Foreman informed the Board that Eric True and Todd Miller were offered Battalion Chief positions, which were accepted, and the Engineer Promotional List includes Josh Pond, Matt Gross, Carl Poggi-Jenkins, and Kyle Anticevich. Additional promotions will be implemented very soon. Chairperson Kloeber offered congratulations.

FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber informed the Board that as a result of a discussion at the Forest Highlands Firewise Committee meeting five weeks ago, Forest Highlands would like to say thank you. It is possible that Forest Highlands will contribute financially to help purchase items that are needed.

Chairperson Kloeber made additional comments about the high number of calls in Mountaineire.

CORRESPONDENCE.

TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. *CONSIDERATION TO APPROVE CONTRACT WITH COCONINO COUNTY FOR ELECTION SERVICES FOR THE NOVEMBER 4TH ELECTION.* Ms. Jones presented an IGA with Coconino County for Election Services, and recommended the Board's approval of the agreement. After questions, a MOTION was made by Director Murphy and was seconded by Director Hirsch to approve the contract with Coconino County for Election Services as presented. The motion was unanimously APPROVED.

- B. *REVIEW FIRE BOARD TASK CALENDAR.* The Board reviewed the Board Task Calendar. Members noted that Board is due to begin Strategic Planning and conduct the audit.

CHANGE OF COMMAND CEREMONY.

Chairperson Kloeber requested Chief Foreman, Susan, and August to join him up front, and he provided a summary of Chief Foreman's 27 years in the fire service. The Honor Guard presented Chief Foreman with his Fire Chief's badge and helmet; Mrs. Foreman pinned on the badge. Chief Foreman expressed his sincere appreciation for the honor and privilege to serve Highlands Fire District. He thanked everyone for their confidence in his ability to serve as Fire Chief.

BOARD MEMBER COMMENTS. Chairperson Kloeber invited everyone to enjoy ice cream and cake.

ADJOURNMENT. The meeting adjourned at 5:32 PM.

Respectfully submitted,

Jayme Jones, Administrative Assistant III