

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS  
MINUTES  
August 19, 2014 Regular Meeting

The regular meeting of the Highlands Fire District Board of Directors was held on Tuesday, August 19, 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 Brad Bippus were present. Director Bill Murphy and Director Robyn Martin were absent.

Present from Administrative staff were Chief Dirch Foreman, Battalion Chief Eric True, Battalion Chief Todd Miller, 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.

*JULY 15, 2014 REGULAR MEETING.* The Board reviewed the minutes of the July 15, 2014 regular meeting. A MOTION was made by Director Hirsch and was seconded by Director Bippus to accept the minutes as discussed. The motion was unanimously APPROVED.

FINANCE.

*APPROVAL OF THE JULY WARRANTS.* The Board reviewed the Highlands Fire District warrants issued in July. After questions, a MOTION was made by Clerk Hirsch and was seconded by Director Bippus to approve the warrants as presented. The motion was unanimously APPROVED.

The Board reviewed the Bear Jaw warrants issued in July. After questions, a MOTION was made by Clerk Hirsch and was seconded by Director Bippus to approve the warrants as presented. The motion was unanimously APPROVED.

*FINANCIAL REPORT.* The Board reviewed the July Highlands Fire District and Bear Jaw Financial Reports.

REPORTS & CORRESPONDENCE.

*LOCAL CHAPTER 1505.* Engineer Matt Gross, Local Chapter 1505 Trustee, reported that he is a newly appointed trustee, and the union assisted in building a treehouse for a disabled child in

association with The Treehouse Masters and Make-a-Wish Foundation; a television program will air on September 19 on Animal Planet Network. The Fill-the-Boot Campaign to collect money for muscular dystrophy will take place over Labor Day weekend.

*BATTALION CHIEF'S REPORT.* Chief Miller presented the Battalion Chief's Activity and Call Report covering July. Chief Miller informed the Board that there were 58 calls for service. He reviewed the notable calls for service, activity, and training.

*FIRE CHIEF'S REPORT.* Chief Foreman presented the August Fire Chief's Report. He informed the Board that there has been no reported facility or apparatus damage. One Captain is on light duty, and there was a significant injury of a Bear Jaw member assigned to the Quaking Fire. Chief Foreman reviewed items regarding fiscal management, training, safety, public relations, management, leadership, and state of department per the report. Chairperson Kloeber requested further information in associated with SB 1387 relating to employment of relatives. In addition he informed Chief Foreman that it is the Board's responsibility to review the written Chief's Report in advance of the meeting, and he should feel free to present his report strictly by exception.

*FIRE BOARD CHAIRPERSON'S REPORT.* Chairperson Kloeber informed the Board that he received an email from a representative from Firewise stating that USAA has agreed to provide discounts to property owners within a Firewise Community.

*CORRESPONDENCE.* The Board reviewed a thank you letter for EMT stand by coverage at the USGA Junior Girls Championship.

#### TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. *UPDATE OF FLAGSTAFF RANCH FEE INCREASE.* Chairperson Kloeber informed the board that at the end of June the CPI-U was calculated for a fee for service increase per the IGA with Flagstaff Ranch Fire District (FRFD). A notice was sent to FRFD informing them of the adjustment.
- B. *DISCUSS IMPLEMENTATION OF HUMAN RESOURCE POLICY REVIEW.* Chief Foreman explained that in practice, staff brings HR Policy revisions to the Board as necessary, and an annual review of the entire HR Policy Manuel is perhaps avoidable. Director Hirsch agreed that policy revisions should be brought to the Board's attention when it is relevant. Chairperson Kloeber agreed. Chief Foreman stated the item would be deleted from the Board Task Calendar.
- C. *CONFIRM BOARD REPRESENTATION ON STRATEGIC PLANNING COMMITTEE.* Chief Foreman asked the Board to confirm members to serve on the Strategic Planning Committee. In past years, Chairperson Kloeber and Director Murphy have served on the committee. Chairperson Kloeber requested staff prepare a matrix reflecting the duties each Board member has been delegated.
- D. *UPDATE ON FIRE BOARD ELECTION PROCESS.* Ms. Jones informed the Board that County Elections has confirmed that they have two candidates for two Board positions. This will allow the Board of Supervisors to cancel the Election, and Director Hirsch and Director Murphy will be appointed for another term.

- E. *CONSIDERATION TO APPROVE RESOLUTION TO DETERMINE COPPERPOINT PREMIUM AND COMPENSAITON BENEFITS FOR VOLUNTEER FIREFIGHTER.* Mrs. Wilson recommended the Board approve a resolution for the purpose of determining wages for workers' compensation insurance payment and compensation benefits. After discussion, a MOTION was made by Director Hirsch and was seconded by Director Bippus to accept the resolution from Copperpoint as presented. The motion was unanimously APPROVED.
- F. *REVIEW COMMUNITY SURVEY RESULTS.* Ms. Wilson presented the Community Survey Results. Chairperson Kloeber noted a few positive comments.
- G. *REVIEW FIRE BOARD TASK CALENDAR.* The Board reviewed the Board Task Calendar. Chairperson Kloeber appreciates staff showing the status of the tasks. Chairperson Kloeber noted audit is due to be presented in October, and he clarified the purpose for his and Chief Foreman's interview with Mr. Frost of Hinton Burdick.

BOARD MEMBER COMMENTS. There were no further comments.

ADJOURNMENT. The meeting adjourned at 6:02 PM.

Respectfully submitted,

Jayne Jones, Administrative Assistant III