

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS
MINUTES
September 16, 2014

The regular meeting of the Highlands Fire District Board of Directors was held on Tuesday, September 16, 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 Peter Kloeber, Clerk Jan Hirsch, Director Bill Murphy, Director Brad Bippus, and Director Robyn Martin were present.

Present from Administrative staff were Chief Dirch Foreman, Battalion Chief Todd Miller, Ms. Jayme Jones, and Mrs. Robyn Wilson.

WELCOME VISITORS. Chairperson Kloeber welcomed visitors.

APPROVAL OF THE MINUTES.

AUGUST 19, 2014 REGULAR MEETING. The Board reviewed the minutes of the August 19, 2014 regular meeting. A MOTION was made by Clerk Hirsch and was seconded by Director Martin to accept the minutes as presented. The motion was unanimously APPROVED.

FINANCE.

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

FINANCIAL REPORT. The Board reviewed the August Highlands Fire District Financial Report.

Chairperson Kloeber noted that the Board will be presented a list of warrants and financial reports for HFD as well as Bear Jaw due to Bear Jaw finances being broken out of the HFD General Fund.

REPORTS & CORRESPONDENCE.

LOCAL CHAPTER 1505. Captain Chris Pond, Local Chapter 1505 Vice President, reported that the treehouse project was completed and the Treehouse Masters episode will air on September 19 on Animal Planet. He informed the Board that there were also about 350 local people that assisted with this project.

Union members took part in the Fill-the-Boot fundraiser for Muscular Dystrophy over Labor Day weekend, and raised \$4,500. Director Martin suggested utilizing a more accessible drop-off point for donations since the Pic-n-Run parking lot is often very congested. Chairperson Kloeber suggested a donation site in Forest Highlands since Labor Day is a busy weekend. Captain Pond said the Union will consider both suggestions for next year's drive.

Captain Pond informed the Board that they may notice many bikers in Flagstaff this weekend. Since the Yarnell Wildland Firefighters will be recognized at the 2014 IAFF Fallen Fire Fighter Memorial Observance in Colorado, many members of the IAFF Motorcycle Group will travel through Flagstaff on their journey to Colorado Springs.

BATTALION CHIEF'S REPORT. Chief Miller presented the Battalion Chief Activity and Call Report for August. Chief Miller informed the Board that there were 63 calls for service in August. He reviewed the notable calls for service, activity, and training.

FIRE CHIEF'S REPORT. Chief Foreman presented the Fire Chief's Report. He provided an update on the implementation of HB 2050, which decouples the Arizona State Retirement System's (ASRS) eligibility requirement for the State's Section 218 agreement with the Social Security Administration, and requires all employees working more than 20 hours a week and 20 weeks a year to enter into ASRS, including volunteer firefighters. This could have a slight budgetary impact, which will be an item for further discussion for the Strategic Planning Committee. In addition, AFDA warns to be on alert for less than favorable results during this legislative session. Also, PSPRS is expected to experience additional changes and costs.

Northern Arizona Fire Service Agencies are pursuing more functional regionalization. The Coconino Chief's Consortium has been engaged in "possibility thinking" for future endeavors. They have discussed interagency training opportunities, the possibly sharing command staff, enhancing the mutual aid agreement, etc. In addition, we are currently conducting a joint hiring process with Summit Fire District.

CORRESPONDENCE. The Board reviewed a letter from Coconino County confirming the Fire Board Election was cancelled, thank you letters from Joyce Kloeber and Kathie Reece-McNeil, and a Crew Performance Report for Bear Jaw.

TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. *CONSIDERATION TO APPROVE INCLUSION OF PARCEL #116-12-001A INTO THE HIGHLANDS FIRE DISTRICT BOUNDARIES.* Ms. Jones informed the Board that Mr. Wirth provided a written request for the Highlands Fire District to include his property in the District boundaries. The Board agreed that the inclusion of his property would benefit the district and the property owner. **A MOTION was made by Director Murphy and was seconded Clerk Hirsch by to approve the resolution as presented.** The motion was unanimously APPROVED.
- B. *DISCUSS FIRE BOARD DUTY MATRIX.* After reviewing a matrix of primarily committee work assigned to each Board member, Chairperson Kloeber suggested that Director Martin serve on the Volunteer Pension Board and PSPRS Local Board effective immediately. Director Martin agreed.

- C. *CONSIDERATION TO AUTHORIZE HIGHLANDS FIRE DISTRICT'S PARTICIPATION IN A COOPERATIVE FIREFIGHTER TESTING PROCESS WITH SUMMIT FIRE DISTRICT.* Chief Foremen recommended the Board authorize the cooperative participation of Highlands Fire Department in a joint examination process with Summit Fire District in accordance with HR Policy 10.03 Recruitment & Selection. The process will generate a list of eligible individuals for hire at either HFD or SFD. After discussion, a MOTION was made by Director Martin and was seconded by Clerk Hirsch to accept the recommendation as presented. The motion was unanimously APPROVED.
- D. *CONSIDERATION TO APPROVE REVISION TO HR POLICY #10.07 EMPLOYMENT OF RELATIVES.* Chief Foreman recommended the Board approve a revision to HR Policy 10.07 Employment of Relatives in accordance with A.R.S. § 48-805.03, and clarify the term "relative to the third degree". After discussion, a MOTION was made by Director Martin and was seconded by Clerk Hirsch to accept the recommendation as presented. The motion was unanimously APPROVED.
- E. *REVIEW FIRE BOARD TASK CALENDAR.* The Board reviewed the Board Task Calendar.

BOARD MEMBER COMMENTS. There were no further comments.

ADJOURNMENT. The meeting adjourned at 5:55 PM.

Respectfully submitted,

Jayne Jones, Administrative Assistant III