

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS
MINUTES
November 18, 2014

The regular meeting of the Highlands Fire District Board of Directors was held on Tuesday, November 18, 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, INVOCATON, 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, and Director Robyn Martin were present. Director Brad Bippus was absent.

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

WELCOME VISITORS. The Board welcomed visitors.

APPROVAL OF THE MINUTES.

OCTOBER 21, 2014 REGULAR MEETING. The Board reviewed the minutes of the October 21, 2014 regular meeting. After questions, A MOTION was made by Clerk Hirsch and was seconded by Director Murphy to accept the minutes as presented. The motion was unanimously APPROVED.

FINANCE.

APPROVAL OF THE OCTOBER WARRANTS. The Board reviewed the HFD & Bear Jaw warrants issued in October. After question, a MOTION was made by Director Murphy and was seconded by Director Martin to approve the warrants as presented. The motion was unanimously APPROVED.

FINANCIAL REPORT. The Board reviewed the October HFD and Bear Jaw financial reports. Chairperson Kloeber requested the spreadsheet formulas are checked for errors.

REVIEW OF QUARTERLY INTEREST EARNINGS REPORT. The Board reviewed the Coconino County Quarterly Interest Earnings Report.

REPORTS & CORRESPONDENCE.

LOCAL CHAPTER 1505. Captain Lopez reported the Union provided support to a local boy entering boy scouts as well as a local member that lost a family member unexpectedly. The Chapter also sponsored a Retiree Breakfast.

BATTALION CHIEF'S REPORT. Chief Miller presented the Battalion Chief Activity and Call Report for October. Chief Miller informed the Board that there were 43 calls for service in October. He reviewed the reported activity and training.

FIRE CHIEF'S REPORT. Chief Foreman presented the Fire Chief's Report. In addition he informed the Board that the January AFDA Conference will be conducting training required by statute for Board members taking office in December.

CORRESPONDENCE. The Board reviewed a letter of transmittal from Hinton Burdick regarding the audit, a thank you letter from a citizen, and information about the AFDA Conference in January.

TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. *FIRE BOARD INCUMBENTS TAKE OATH OF OFFICE.* The Board members cited their Oath of Office.
- B. *FIRE BOARD MEMBERS RENEW CONFLICT OF INTEREST STATEMENTS.* The Board members reviewed and signed a Conflict of Interest Statement.
- C. *ELECTION OF FIRE BOARD CHAIRPERSON AND CLERK WITH TERMS BEGINNING ON DECEMBER 1, 2014.* Ms. Jones informed the Board that she had contacted each member regarding their interest in serving as an officer on the Board. The members that expressed an interest were the current officers. A MOTION was made by Director Murphy and was seconded by Director Martin to elect Peter Kloeber as Chairperson. The motion was unanimously APPROVED. A MOTION was made by Director Martin and was seconded by Director Murphy to elect Jan Hirsch as Clerk. The motion was unanimously APPROVED.
- D. *CONSIDERATION TO RENEW VSP INSURANCE BENEFIT.* Ms. Jones presented a recommendation from staff to approve vision insurance renewal through APEHP due to the inconvenience of managing the benefit individually. In addition the renewal would have a positive budgetary impact on the budget. Director Murphy asked if the Union had been consulted. Chief Foreman informed the Board that the Union is in agreement with the recommendation; Captain Katrales confirmed. A MOTION was made by Clerk Hirsch and was seconded by Director Murphy to accept the vision insurance renewal through APEHP. The motion was unanimously APPROVED.
- E. *CONSIDERATION TO APPROVE TRANSFER OF SURPLUS PROPERTY.* Chief Foreman requested authority from the Board to dispose of obsolete equipment per the policy provided. Chairperson Kloeber requested that a record is kept of what is done with the equipment. A MOTION was made by Clerk Hirsch and was seconded by Director Murphy to approve the transfer of surplus property at the Fire Chief's discretion with the condition that a formal record is kept of the disposition. The motion was unanimously APPROVED.
- F. *DISCUSSION REGARDING INTERPRETATION OF A.R.S 48-805 FIRE DISTRICT ANNUAL BUDGET; LEVY; REQUIREMENTS.* Chairperson Kloeber explained that he wanted confirmation that the District is not spending beyond its legal authority. Chief Foreman informed the Board that he had discussed the statute with Mr. Miller, Attorney at Law, and was assured that the District is managing the budget in an accepted manner and meeting the intent of the statute in question.

- G. DISCUSSION REGARDING FEE STRUCTURE AND CONFLICT OF INTEREST OF LEE MILLER, ATTORNEY OF RECORD. In response to Chairperson Kloeber question, Chief Foreman informed the Board that Mr. Miller's fee structure is \$375.00 per hour, and he sees no conflict of interest with his association with Norm Miller and AFDA. Chairperson Kloeber asked if his question were answered verbally or in writing. Chief Foreman replied that Mr. Miller responded to the questions in a conversation. Chairperson Kloeber asked that Chief Foreman write a memo for record and attach the Staff Briefing presented to the Board.
- H. DISCUSSION REGARDING THE TERMINATION OF THE VOLUNTEER PENSION AND BENEFIT PLAN AND REQUEST TO OBTAIN LEGAL COUNSEL. Chief Foreman reminded the Board that our Auditors posed the question of the legality of the District terminating the Volunteer Pension Plan. Mr. Miller, Attorney of Record, referred staff to Mr. Tomas Rogers who specializes in this area of the law. Staff has been in contact with Mr. Rogers and has requested a letter of opinion regarding this issue. The questions that were asked are attached for the Board's review. After further explanation, Chief Foreman informed the Board that he expects legal fees may be costly. Chairperson Kloeber requested a detailed brief regarding the issues associated with pensions in the near future.
- I. DISCUSSION REGARDING FIRE STATION BAY DOORS. Chief Foreman presented an expense report for Apparatus Bay Doors. After extensive discussion, Chief Foreman assured the Board that bay door repairs will continue to be monitored.
- J. DISCUSSION REGARDING FIRE BOARD'S INPUT FOR 2015 STRATEGIC PLAN; SPECIFICALLY, FOCUSED GOALS AND OBJECTIVES. Chairperson Kloeber requested staff email the revised draft of the Focused Goal and Objectives as well as draft Board's Perspective to members of the Board for review; Board's input should be send back to Ms. Jones by the end of November.
- K. DISCUSSION REGARDING FIRE CHIEF'S ANNUAL EVALUATION AND FIRE CHIEF'S GOALS. Ms. Jones informed the Board that evaluation documents were included in the Board Packet to prepare for the Fire Chief's Evaluation next month. The Board discussed the evaluation process. Ms. Jones requested that Board members bring evaluation documents to next month's meeting.
- L. REVIEW COMMUNITY SURVEY RESULTS. The Board reviewed the Community Survey results and cost of conducting the survey.
- M. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar. Ms. Jones made a list of signers for checks for Ms. Wilson.

BOARD MEMBER COMMENTS. There were no further comments.

ADJOURNMENT. The meeting adjourned at 6:25 PM.

Respectfully submitted,

Jayne Jones, Administrative Assistant III