

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS
MINUTES
December 9, 2014

The regular meeting of the Highlands Fire District Board of Directors was held on Tuesday, December 9, 2014 at Station 21, 2838 Kona Trail, Flagstaff, Arizona.

CALL TO ORDER. The meeting was called to order at 5:08 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, Director Bill Murphy, Director Brad Bippus, and Director Robyn Martin were present. Clerk Jan Hirsch was absent.

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.

CALL TO THE PUBLIC. There were no members of the public attending; Chairperson dispensed with the Call to the Public.

APPROVAL OF THE MINUTES.

November 18, 2014 REGULAR MEETING. The Board reviewed the minutes of the November 18, 2014 regular meeting. A MOTION was made by Director Murphy and was seconded by Director Martin to accept the minutes as presented. The motion was unanimously APPROVED.

FINANCE.

APPROVAL OF THE NOVEMBER WARRANTS. The Board reviewed the HFD & Bear Jaw warrants issued in November. After questions, 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 November HFD and Bear Jaw financial reports.

REPORTS & CORRESPONDENCE.

LOCAL CHAPTER 1505. Captain Pond, Local Vice President, reported the Local delivered two Thanksgiving Turkeys to families in the District.

BATTALION CHIEF'S REPORT. Chief Miller presented the November Battalion Chief Activity, Incident, and Training Report. There were 47 calls for service in November.

FIRE CHIEF'S REPORT. Chief Foreman presented the November Fire Chief's Report. Chief Foreman informed the Board that the District will likely be over budget in Training due to more individuals than expected attending the AFDA Conference. Also, in regards to Lands and Buildings, major maintenance on the solar hot water system needs to be done costing approximately \$11,000. Chairperson Kloeber requested a cost analysis comparing heating water with) the solar system (at Station 23) and without (at Station 25). Chief Foreman reviewed some of the legislative issues that AFDA is involved in, including relief for PSPRS employer premium costs as well as an increase in the fire district's tax cap.

FIRE BORAD CHAIRPERSON'S REPORT. Chairperson Kloeber informed the Board that he had a call from Flagstaff Ranch Fire District (FRFD) Chairperson regarding merging or consolidating with HFD. This issue could be on the horizon, which would require a vote of the districts.

CORRESPONDENCE. The Board reviewed an email from John Welch, AFDA Area 3 Representative, describing statutory training for elected Board members, and a Community Thanks from Lisa Boyer that was published in the Arizona Daily Sun.

TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. *DISTRIBUTION AND DISCUSSION OF DRAFT VERSION OF 2015 STRATEGIC PLAN.* A Draft 2015 Strategic Plan was distributed to the Board for final review. Board members were asked to provide input to produce the final version to be presented at the January meeting. Chief Foreman informed the Board that next year the strategic planning process may be considerably different with potential mergers, consolidations, regionalization, combined training, etc. Chairperson Kloeber requested Directors Bippus, Martin, and Hirsch to specifically review pages 3 – Fire Board's Perspective, page 4 – Fire Chief's Perspective, page 10 – The Vision, page 12 – Focused Goals and Objectives, and pages 15 & 16 – Finance and Budget, and provide their input.
- B. *CONSIDERATION TO APPROVE IGA WITH CITY OF FLAGSTAFF FOR A REGIONAL TRAINING COORDINATOR.* Chief Foreman presented the Intergovernmental Agreement (IGA) for Regional Training Coordinator with the City of Flagstaff, and recommended the IGA for Board approval. Chief Foreman confirmed that the IGA has been reviewed and signed by counsel. The Board discussed the ramifications of increased costs if one of the cooperative agencies drop out of the program. Chairperson Kloeber commented that the agreement needs specific language regarding the training coordinator being responsible for scheduling backfill to support training exercises. After further discussion, a MOTION was made by Director Murphy and was seconded by Director Martin approve the IGA contingent upon added language covering coordinator responsibility for working/scheduling required backfill to support training. The motion was unanimously APPROVED.
- C. *REVIEW OF FIRE BOARD TASK CALENDAR.* The Board reviewed the Board Task Calendar. For the January Agenda, Chairperson Kloeber requested Mrs. Wilson provide information about the cost to conduct community surveys e.g. random vs. actual calls and related costs.

EXECUTIVE SESSION

- A. CONSIDERATION TO ADJOURN TO EXECUTIVE SESSION TO DISCUSS CHIEF FOREMAN'S ANNUAL EVALUATION PER A.R.S. § 38-431.03.A (1). A MOTION was made by Director Martin and was seconded by Director Murphy to adjourn to executive session. The motion was unanimously APPROVED.

The Board adjourned to executive session at 6:20 PM and reconvened to regular session at 7:49 PM.

TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- D. *CONSIDERATIONS TO APPROVE CHIEF FOREMAN'S ANNUAL EVALUATION AND DETERMINE FIRE CHIEF'S GOALS FOR 2015.* Chairperson Kloeber stated the results of Chief Foreman's performance ratings in the following areas:

- Communication with the Board – Exceeds;
- Fiscal Management – Satisfactory;
- Training – Exceeds;
- Safety – Exceeds;
- Public Relations – Exceeds;
- Management – Exceeds;
- Leadership – Exceeds; and
- State of the Department – Exceeds

A MOTION was made by Director Martin and seconded by Director Murphy to give Exceeds as an overall rating on Chief Foreman's Evaluation. The motion was unanimously APPROVED.

In regards to the Chief's Goals and Objectives, the Board identified goals and objectives for 2015 as follows:

- 1) Remain alert and engage in legislative action affecting the Fire District.
- 2) Evaluate the master plan implementation relative to regionalization.
- 3) Evaluate and implement integrative paramedicine program.
- 4) Continue to monitor closely the financial condition of the Fire District and work towards reducing reliance on reserve funds for operational requirements.
- 5) Continue to explore regionalization opportunities and assess the benefits of mergers, consolidations, and joint operating alternatives, including levels and cost of service.
- 6) Assess the adequacy of professional development of all Fire District personnel.

BOARD MEMBER COMMENTS. There were no further comments.

ADJOURNMENT. The meeting adjourned at 8:00 PM.

Respectfully submitted,
Jayme Jones, Administrative Assistant III