

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS
MINUTES
January 20, 2015

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 5:00 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, 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.

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

APPROVAL OF THE MINUTES.

December 9, 2014 REGULAR MEETING. The Board reviewed the minutes of the December 9, 2014 regular meeting. Chairperson Kloeber stated that the Chief's Evaluation rating for safety reflects "exceeds"; however, the actual rating was "satisfactory". A MOTION was made by Clerk Hirsch and was seconded by Director Martin to accept the minutes as amended. The motion was unanimously APPROVED.

December 9, 2014 EXECUTIVE SESSION. The Board reviewed the minutes of the December 9, 2014 Executive Session. Chairperson Kloeber stated that the Chief's Evaluation rating for safety reflects "exceeds; however, the actual rating was "satisfactory" as in the regular meeting minutes. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to accept the minutes as amended. The motion was unanimously APPROVED.

FINANCE.

APPROVAL OF THE DECEMBER WARRANTS. The Board reviewed the HFD & Bear Jaw warrants issued in December. After questions, a MOTION was made by Director Murphy and was seconded by Clerk Hirsch to approve the warrants as presented. The motion was unanimously APPROVED.

FINANCIAL REPORT. The Board reviewed the December HFD and Bear Jaw financial reports. Chairperson Kloeber requested a summary of the County Treasurer's monthly statement. Chief Foreman reviewed account anomalies.

COCONINO COUNTY INTEREST EARNINGS. The Board reviewed the Quarter Interest Earnings report.

REPORTS & CORRESPONDENCE.

LOCAL CHAPTER 1505. Captain Pond, Local Vice President, reported the Local delivered turkey dinners to families in need, which were well received.

Per the AFDA conference, Chairperson Kloeber reminded that the Board that they should not partake in discussion during of the summary reports.

BATTALION CHIEF'S REPORT. Chief Miller presented the December Battalion Chief Activity, Incident, and Training Report. There were 28 calls for service in December.

FIRE CHIEF'S REPORT. Chief Foreman presented the December Fire Chief's Report. Chief Foreman noted that the legal opinion requested by the Board regarding terminating the Volunteer Pension Plan has evolved into a very expensive and complex issue. Mr. Rogers, legal counsel, expects to complete his work by the end of January. The result will be a thorough history of the District's pension plans. Legal cost could be upwards of about \$12,000. It is our intention to reimburse the District with funds from Volunteer Pension Suspense Account.

In regards to collateral provided Wells Fargo for the Station lease purchase agreements, Wells Fargo is requiring an appraisal of the Fire Station to determine value to loan ratio before releasing the vehicle titles. An appraisal could cost in the neighborhood of \$6,000, and they would pay for one of them. We have asked Wells Fargo at what point might the vehicle titles be released without an appraisal, and we are awaiting an answer.

In regards to Emergency Incident Cost Recovery, Chief Foreman presented a document for the Board's review, and intends to have this item on the agenda next month.

FIRE BORAD CHAIRPERSON'S REPORT. Chairperson Kloeber reminded Board members that it's their responsibility to ask questions and speak their mind. Chairperson Kloeber requested Chief Foreman to put matters regarding the Volunteer Pension and Wells Fargo collateral on next month's agenda. In addition, Chairperson Kloeber appreciates that all Board member attended the AFDA conference, and he proposes the Board have a work session to discuss Board administration including the handbook and by-laws; the Board agreed to meet early for the next Board meeting.

CORRESPONDENCE. The Board reviewed two thank you notes from residents of the District.

TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. *CONSIDERATION TO APPROVE 2015 STRATEGIC PLAN.* Ms. Jones informed the Board that she received a list of corrections for the plan, which will be made in the final document. Chairperson Kloeber requested comments from the Board. Additional grammatical corrections were suggested. The Board discussed Focused Goals and Objectives. After discussion, **A MOTION was made by Director Martin and seconded by Director Murphy to approve the 2015 Strategic Plan with amendments as discussed.** The motion was unanimously APPROVED.
- B. *REVIEW OF FIRE BOARD HANDBOOK AND BY-LAWS.* Chairperson Kloeber suggested that this matter be tabled until next month to provide the Board opportunity to review.
- C. *CONSIDERATION TO APPROVE RESOLUTION AUTHORIZING ENGAGEMENT OF THE COCONINO COUNTY ATTORNEY AS THE DISTRICT'S ATTORNEY OF RECORD.* Since Mr. Miller has resigned as the District's Attorney of Record due to his new position as Assistant Secretary of State, Chief Foreman recommended the Board approve the engagement of the Coconino County Attorney as the District's Attorney. **A MOTION was made by Clerk Hirsch and seconded by Director Murphy to accept the Coconino County Attorney as the District's legal counsel.** The motion was unanimously APPROVED.
- D. *CONSIDERATION TO APPROVE LETTER OF DECLARATION FOR WELLS FARGO BANK.* Ms. Wilson presented a Letter of Declaration for Wells Fargo. **A MOTION was made by Director Murphy and was seconded Director Martin to approve the Letter of Declaration as presented.** The motion was unanimously APPROVED.
- E. *CONSIDERATION TO APPROVE A RESOLUTION PERTAINING TO THE SUBMISSION OF PROJECTS FOR CONSIDERATION IN ARIZONA'S 2016 HIGHWAY PLAN.* Chief Foreman informed that this is the standard letter has been signed for the past five years. **A MOTION was made by Director Martin and was seconded by Director Murphy to accept the resolution as presented.** The motion was unanimously APPROVED.
- F. *REVIEW FIRE BOARD TASK CALENDAR.* The Board reviewed the Fire Board Task Calendar.

BOARD MEMBER COMMENTS. Chairperson thanked Board member and staff that attend the AFDA Conference.

ADJOURNMENT. The meeting adjourned at 6:11 PM.

Respectfully submitted,

Jayne Jones, Administrative Assistant III