



HIGHLANDS FIRE DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

In accordance with A.R.S. § 38-431.01, meetings of the Highlands Fire District Board shall be open to the public. Notice is hereby given that a Regular Board Meeting will be held on **Tuesday, February 17, 2015 at 3:00 PM at Station 21, 2838 Kona Trail, Flagstaff, Arizona.**

In accordance with A.R.S. § 38-431.02, any item on this agenda and any other matters related thereto will be subject to Board consideration, discussion, approval, or other action.

1. Call to Order

2. Pledge of Allegiance, Invocation, Mission and Vision Statements, and Fire Board Responsibilities

Mission: The Highlands Fire District is dedicated to providing a cost effective and community oriented department that delivers prompt, professional, and superior service to the communities within the District during their time of need.

Vision: The Highlands Fire District will be a leader in the formation of partnerships supporting functional regionalization of emergency service in the greater Flagstaff area.

Fire Board Responsibilities: (see attached)

3. Roll Call: Chairman Kloeber, Clerk Hirsch, Director Murphy, Director Bippus, and Director Martin

4. Welcome Visitors

5. Call to the Public - *Any person may address the Board on any matter of Board concern. The Board may not take action on matters presented, but can refer it to the Board Chairperson for consideration and possible discussion on a later agenda.*

6. Approval of Minutes

A. January 20, 2015 Regular Meeting

7. Finance

A. Approval of Warrants

B. Financial Report including Cash Flow Projection Report

8. Reports & Correspondence - *In accordance with A.R.S. §38-431.02 (K), the Board shall not propose, discuss, deliberate, or take legal action on any matter in the following summaries:*

A. IAFF Local Chapter 1505

B. Battalion Fire Chiefs' Report

C. Fire Chief's Report

D. Fire Board Chairperson's Report

E. Correspondence

9. Topics of discussion and possible action

A. Update on Volunteer Pension Legal Review

B. Discussion regarding Wells Fargo collateral and associated appraisal requirement

C. Consideration to approve HR Policy #30.01 Compensation Administration

D. Discussion regarding fee schedules and cost recovery

E. Review Arizona Fire Insurance Premium Tax Qualifying Report as sent to the Office of the State Fire Marshal

- F. Review and revise Fire Board Handbook
 - a. Fire Board Responsibilities
 - b. Fire Board Emergency meetings
 - c. Review Open Meeting Law
 - d. Update Board "Shall" items
 - e. Other matters related to the Fire Board Handbook

- G. Review and revise Fire Board By-laws
 - a. Board Member Appointment
 - b. Order of Meeting
 - c. Contacting Fire Chief, Attorney
 - d. Other matter related to the Fire Board By-laws

- H. Review and revise Internal Controls Handbook
 - a. Review Executive Directive 203 Purchasing Guidelines
 - b. Establish an emergency purchasing spending authority
 - c. Other matters related to the Internal Controls Handbook

- I. Discussion regarding HFD email account for Fire Board members

- J. Discussion regarding purchasing tablets for Fire Board members

- K. Community Survey results

- L. Review Fire Board Task Calendar

10. Board Members Comments

11. Adjournment

In compliance with the American with Disabilities Act, if you need special assistance to participate in a meeting, please contact Jayme Jones at (928) 525-1717.