

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS
MINUTES
February 17, 2015

The regular meeting of the Highlands Fire District Board of Directors was held on Tuesday, February 17, 2015 at Station 21, 2838 Kona Trail, Flagstaff, Arizona.

CALL TO ORDER. The meeting was called to order at 3:00 PM.

PLEDGE OF ALLEGIANCE, INVOCATON, MISSION AND VISION STATEMENTS, AND BOARD RESPONSIBILITY. The Pledge of Allegiance was recited, a silent invocation was offered, and the District's Mission and Vision Statement were stated..

Chairperson Kloeber explained the reasoning behind including the Board's legal responsibilities for the Board's reference. He requested a copy of the responsibilities be laminated and provided at each meeting. The Board reviewed the list of responsibilities, and discussed the cash flow projection report.

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. Chairperson Kloeber dispensed with the call to the public.

APPROVAL OF THE MINUTES.

JANUARY 20, 2015 REGULAR MEETING. The Board reviewed the minutes of the January 20, 2015 regular meeting. Director Martin noted a date correction to be made in first line of the 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 WARRANTS. The Board reviewed the HFD & Bear Jaw warrants issued in January. After questions, a MOTION was made by Clerk Hirsch and was seconded by Director Martin to approve the warrants as presented. The motion was unanimously APPROVED.

FINANCIAL REPORT. The Board reviewed the January HFD and Bear Jaw financial reports, including the Fund Balance Summary Report, and Cash Flow Projection Report.

REPORTS & CORRESPONDENCE.

LOCAL CHAPTER 1505. Captain Lopez, Chapter member, stated there is nothing major to report from the Local.

BATTALION CHIEF'S REPORT. Chief Miller presented the Battalion Chiefs' Activity, Incident, and Training Reports for January; there were 39 calls for service.

FIRE CHIEF'S REPORT. Chief Foreman presented the Fire Chief's Report for January.

FIRE BORAD CHAIRPERSON'S REPORT. Chairperson Kloeber informed the Board that Mr. John Aber would like to meet to discuss their desire to have Forest Road 237 closed for camping.

CORRESPONDENCE. There was no correspondence.

TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. *UPDATE ON VOLUNTEER PENSION LEGAL REVIEW.* Chief Foreman informed the Board that in his last conversation with Mr. Rogers, he indicated that he would have a report by the end of January; however, a report has not materialized. Staff informed the Board of some of the issues that have occurred with the development of the project. Chairperson Kloeber asked if the District should seek the advice of the County Attorney. Chief Foreman hopes to get some sort of resolution from Mr. Rogers; however, it may be necessary to get advice from Mr. McNeel of how the District should proceed.
- B. *DISCUSSION REGARDING WELLS FARGO COLLATERAL AND ASSOCIATED APPRAISAL REQUIREMENTS.* Chief Foreman informed the Board that Wells Fargo is requiring an appraisal prior to releasing the collateral. Wells Fargo has offered to pay for the appraisal for one of the stations and the District would be responsible for the other appraisal at the cost of about \$6,000. Chairperson Kloeber asked if this is an issue that needs to be acted upon at this time. Chief Foreman replied that until we need to sell on of the engines, acquiring the title is not urgent. The Board decided to forgo pursuing clearing the collateral until it is necessary.
- C. *CONSIDERATION TO APPROVE HR POLICY #30.01 COMPENSATION ADMINISTRATION.* Chief Foreman recommended the Board accept revisions to HR Policy # 30.01 – Compensation Administration as presented. He explained that compensation surveys will be conducted upon the request of the Compensation Committee, and the Compensation Administration Plan Process is to be struck-out of the policy because the committee is intended to serve at the discretion of the Chief as opposed to the Board. **A MOTION was made by Director Martin and was seconded by Director Murphy to accept the policy revision as presented.** The motion was unanimously APPROVED.
- D. *DISCUSSION REGARDING FEE SCHEDULES AND COST RECOVERY.* Chief Foreman informed the Board that he would like to form a Chief's advisory committee to investigate fee and cost recovery methods, and develop a comprehensive fee schedule. A formal proposal will be brought to the Board in the next couple of months. Clerk Hirsch agreed that this is an area that may have been neglected. Chairperson Kloeber agreed that fees should be identified and collected for non-district residents; however, we should not charge additional fees to tax paying residents unless an incident is a result of negligence.

REVIEW ARIZONA FIRE INSURANCE PREMIUM TAX QUALIFYING REPORT AS SENT TO THE OFFICE OF THE STATE FIRE MARSHAL. Ms. Jones presented the Qualifying Report sent to the State Fire Marshalls Office per A.R.S. § 9-956.

- E. *REVIEW AND REVISE FIRE BOARD HANDBOOK.* Chairperson Kloeber requested that information regarding emergency meetings be added to the Fire Board Handbook per Open Meeting Law. Chairperson Kloeber provided an example of policy from Apache Junction Fire District, and the Board agreed a similar section should be added to the Fire Board Handbook. Other suggested revisions to the Fire Board Handbook included: legislative changes, which require training for Board members with one year of taking office and review of Open Meeting Law at least 24 hours before taking office; several grammatical changes, correct references to “Chief Officers” instead “Deputy Chief”; and add explanation of the Board vs. Staff responsibilities.
- F. *REVIEW AND REVISE FIRE BOARD BYLAWS.* Chairperson Kloeber suggested that a section regarding “Order of Business” be added to the bylaws as well as adding language about filling a Board vacancy within 90 days.
- G. *REVIEW AND REVISE INTERNAL CONTROLS HANDBOOK.* The Board reviewed the Internal Control Handbook and Executive Directive 203 – Purchasing Guidelines. Chairperson Kloeber requested the capital purchase threshold amount be captured in the Internal Control Handbook. The Board discussed adding language regarding limitation of the amount of money that can be spent to mitigate an emergency to \$10,000 in the Purchasing Guidelines Directive. Chairperson Kloeber also requested staff be sure that the Purchasing Guidelines Directive is attached to the Internal Control Handbook. In addition, grammatical errors in the Purchasing Guidelines were noted.

The Board recessed for a break at 5:13 PM and reconvened to the regular meeting at 5:18 PM.

- H. *DISCUSSION REGARDING HFD EMAIL ACCOUNT FOR FIRE BOARD MEMBERS.* Chief Foreman informed the Board that staff is in the process of providing the Board members with highlandfire.org email addresses. Chief True explained how Board members will access the email accounts through Outlook. The Board discussed email notifications. After further discussion, a MOTION was made by Director Martin and was seconded by Director Murphy to initiate new Highlands Fire email accounts for Board members. The motion was unanimously APPROVED.
- I. *DISCUSSION REGARDING PURCHASING TABLETS FOR FIRE BOARDS MEMBERS.* Chief True informed the Board that he has researched tablet use for Board members. Sedona Fire District has implemented a program, which he explained to the Board. There are several options to discuss including member’s use restrictions as well as tablet screen and memory size, brand, and cost. The Board agreed that the Apple iPad would be preferred. After further discussion, a MOTION was made by Director Bippus and was seconded by Director Martin to authorize staff to purchase a minimum of five and maximum of ten iPad Air tablets, and the use restriction software. The motion was unanimously APPROVED.
- J. *COMMUNITY SURVEY RESULTS.* The Board discussed an inconsistent response on the Community Survey. Chief Foreman assured the Board the he would check into it.

K. *REVIEW FIRE BOARD TASK CALENDAR.* The Board reviewed the Board Task Calendar. Chief Foreman informed the Board that the Bear Jaw annual report was tabled until next month. Ms. Jones informed the Board that Wiatt Wong is not available present the VFIS Insurance Renewal next meeting. Chairperson Kloeber asked that Mr. Wong provide the Board with written presentation materials.

BOARD MEMBER COMMENTS. There were no further comments.

ADJOURNMENT. The meeting adjourned at 5:58 PM.

Respectfully submitted,

Jayme Jones, Administrative Assistant III