

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS  
MINUTES  
March 17, 2015

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

CALL TO ORDER. The meeting was called to order at 5:00 PM.

PLEDGE OF ALLEGIANCE, INVOCATION, 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. A list of the Board's legal responsibilities was provided for reference.

ROLL CALL. Chairperson Peter Kloeber, Clerk Jan Hirsch, Director Bill Murphy, Director Robyn Martin were present. Director Brad Bippus was absent.

Present from Administrative staff were Chief Dirch Foreman, Battalion Chief Eric True, 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.

*FEBRUARY 17, 2015 REGULAR MEETING.* The Board reviewed the minutes of the February 17, 2015 regular meeting. Chairperson Kloeber requested a revision to the discussion regarding fee schedules and cost recovery to say that he believes the District should not charge additional fees to tax paying residents unless an incident is a result of negligence; he also suggested changing the word "adjourn" to "recessed" in regards to the break. **A MOTION was made by Director Martin and was seconded by Director Murphy to accept the minutes as amended.** The motion was unanimously APPROVED. Chairperson Kloeber commented that it was a very long meeting, and the minutes were well done.

FINANCE.

*APPROVAL OF WARRANTS.* The Board reviewed the HFD & Bear Jaw warrants issued in February. 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 February HFD and Bear Jaw financial reports, including the Fund Balance Summary Report, and Cash Flow Projection Report.

## REPORTS & CORRESPONDENCE.

*LOCAL CHAPTER 1505.* There was no representation from Local 1505 present to report.

*BATTALION CHIEF'S REPORT.* Chief True presented the Battalion Chiefs' Activity, Training, and Incident reports for February; there were 38 calls for service.

*FIRE CHIEF'S REPORT.* Chief Foreman presented the Fire Chief's Report for February. Chairperson Kloeber wanted to know who will be serving as captain; Chief Foreman informed him that Katrales, Henningsen, Newberry, Blue, C. Pond, and Lopez are the current captains.

*FIRE BORAD CHAIRPERSON'S REPORT.* Chairperson Kloeber commented that much was accomplished at last month's meeting, and he appreciated the preparation and input from the Board. In addition, he complimented Ms. Jones for her work on the handbook.

*CORRESPONDENCE.* The Board reviewed a letter from Camp Verde FD thanking Chief True for his participation in their Captain's Assessment Center.

## TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. *UPDATE ON VOLUNTEER PENSION LEGAL REVIEW.* Chief Foreman informed the Board that that there is little to no progress on this project. Chief Foreman asked the Board to consider allowing him to discuss this issue with the County Attorney and perhaps the Attorney General; the Board agreed. Ms. Jones explained that it may be helpful visit Mr. Rogers if might help move the project forward; the Board agreed.
- B. *RATIFY RESOLUTION REGARDING IN INCLUSION OF PARCEL 116-12-100A INTO THE DISTRICT'S BOUNDARIES.* Ms. Jones informed the Board their prior resolution to include Parcel 116-12-110A in the District boundary was rejected by County because the request signature did not match the owners of record. She has since received a revised request document from the Corporation with the appropriate signatures, and asked the Board to ratify their decision. **A MOTION was made by Director Martin and was seconded by Clerk Hirsch to adopt the resolution as presented.** The motion was unanimously APPROVED.
- C. *CONSIDERATION TO APPROVE VFIS INSURANCE RNEWAL.* Ms. Jones presented the VFIS Insurance renewal from Wiatt Wong. Mr. Wong also prepared a presentation letter for the Board's review. Clerk Hirsch asked if Bear Jaw pays for a portion of the premium. Chief Foreman explained that Bear Jaw pays thier worker compensation premiums; however, figuring a portion applicable to the VFIS policy hasn't been considered. Chairperson Kloeber thought this was worth consideration for the next budget cycle. **A MOTION was made by Director Murphy and was seconded by Director Hirsch to accept the VFIS Insurance renewal as presented.** The motion was unanimously APPROVED. Chairperson Kloeber asked staff to thank Mr. Wong for his executive summary and will look forward to his presentation next year.

D. *CONSIDERTION TO APPROVE AGREEMENT FOR REPESENTATION BY THE COCONINO COUNTY ATTORNEY'S OFFICE FOR FY 2016.* Chief Foreman presented a letter from the County Attorney's office asking the district to confirm re-engagement with the County to provide legal counsel for the District. Chief Foreman described how responsive Mr. McNeel has been and how pleased he is with his service. The Board discussed who should have the authority to contact the County Attorney's Office; Chairperson Kloeber believed that the Fire Chief and Board should have the authority. After further discussion, a MOTION was made by Clerk Hirsch and was seconded by Director Murphy to approve the agreement with the Coconino County Attorney's Office for legal representation in FY 2016. The motion was unanimously APPROVED. The Board requested Chief Foreman provide a formal resolution as an attachment to the agreement.

E. *CONSIDERATRION TO APPROVE VILLAGE LAND SHOPPE, INC AS THE DISTRICT'S REAL ESTATE AGENT.* Chief Foreman presented a Real Estate Agency Disclosure an Election document, and recommended the Board approve The Village Land Shoppe to represent the District's sale of property on Tolani Trail. Director Martin agreed with Mr. McNeel's suggestion to have a termination date on the agreement. Chief Foreman suggested he contact the Village Land Shoppe to revise the contract to include a termination date. A MOTION was made by Director Hirsch and was seconded by Director Murphy to accept [The Village Land Shoppe as our Real Estate Agent as designated on] the Real Estate Agency Disclosure and Election Form with the provision that there is a written termination date. The Board agreed that the termination date should be at a minimum 90 days and within a maximum of 6 months, and the District should only accept fair market value for the property. The motion was unanimously APPROVED.

F. *PRESENTATION OF BEAR JAW ANNUAL REPORT.* Chairperson Kloeber informed the Board that the Bear Jaw Annual Report will be tabled until next month.

G. *PRESENTATION OF FLAGSTAFF RANCH FIRE DISTRICT (FRFD) OPERATIONAL REPORT.* Chief Foreman provided the Board with a written Operational Briefing for FRFD, and he reviewed the report in detail. Chief Foreman explained that the 10 minute response goal is probably unrealistic, and 12-13 minutes is more practical based on actual experience. In regards to assessments, training, and interface with FRFD, Chief Foreman is confident that we are meeting the intent of our IGA. Chief Foreman informed the Board that he will begin working on a draft impact statement considering that FRFD has shown recent interest in merging with HFD.

In addition, Chief Foreman provided the Board with a copy of the IGA between HFD and FRFD. Chairperson Kloeber informed the Board that he received an email from Mr. Barlow, FRFD Board Chair, which discussed a three to five year extension to the IGA. Chairperson Kloeber reminded the Board that because a termination to the IGA would require 12 months' notice, the Board needs to review the IGA each year in May. Chairperson Kloeber suggested that a letter be drafted to FRFD to include information about a potential rate increase as well as a tactful mention of the response times.

H. *CONSIDERATION TO APPROVE FIRE BOARD HANDBOOK.* Chairperson Kloeber informed the Board that he reviewed the Draft Handbook, suggested revisions, and now finds the Handbook

ready for approval. Director Martin commented that she had not reviewed the entire electronic draft because it did not come through on her computer in its entirety; she would like to review the hard copy. A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to approve the Fire Board Handbook [including additional grammatical corrections as necessary]. The motion was unanimously APPROVED.

- I. *REVIEW FIRE BOARD TASK CALENDAR.* The Board reviewed the Board Task Calendar, and discussed the logistics for dealing with the FRFD Contract for IGA Service.

BOARD MEMBER COMMENTS. There were no further comments.

ADJOURNMENT. The meeting adjourned at 5:58 PM.

Respectfully submitted,

Jayne Jones, Administrative Assistant III