

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS  
MINUTES  
April 14, 2015

The regular meeting of the Highlands Fire District Board of Directors was held on Tuesday, April 14, 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, 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. The Board recited a few of the responsibilities from the Board Responsibility list provided them.

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

Present from Administrative staff were Chief Dirch Foreman, Battalion Chief Todd Miller, Ms. Jayme Jones and Mrs. Robyn Wilson. Battalion Chief True was present with the HFD Honor Guard.

WELCOME VISITORS. Chairperson Kloeber welcomed visitors.

CALL TO THE PUBLIC. Chairperson Kloeber dispensed with the call to the public.

BADGE PINNING CEREMONY. Chief Foreman welcomed the newly promoted personnel and their families to the meeting. He informed the audience that HFD seeks to employ individuals who mirror our core values of preparedness, respect, initiative, duty, and empathy. But most importantly we seek people of good character, good organizational fit, and good work ethic. He introduced and saluted the HFD Honor Guard. Captain Blue, Engineer Poggi-Jenkins, and Firefighter each received their badge, which was pinned to their uniform by their respective spouses. Chief Foreman encouraged personnel to love what you do, excel in it completely, act with integrity, demonstrate accountability, and empower others.

APPROVAL OF THE MINUTES.

*MARCH 17, 2015 REGULAR MEETING.* The Board reviewed the minutes of the March 17, 2015 regular meeting. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to accept the minutes as presented; the minutes were unanimously APPROVED.

FINANCE.

*APPROVAL OF WARRANTS.* The Board reviewed the HFD & Bear Jaw warrants issued in March. After questions, a MOTION was made by Director Murphy and was seconded by Ditrctor Martin to approve the warrants as presented. The motion was unanimously APPROVED.

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

*COCONINO COUNTY QUARTERLY INTEREST EARNINGS.* Chairperson Kloeber commented that it seems odd that there is such a variance from quarter to quarter.

#### REPORTS & CORRESPONDENCE.

*LOCAL CHAPTER 1505.* Captain Erickson reported that Local 1505 & Bear Jaw made donations to benefit Joey Schmider of Flagstaff Interagency Hotshots to help alleviate the financial burdens in his battle with cancer.

*BATTALION CHIEF'S REPORT.* Chief Miller presented the Battalion Chiefs' Activity, Training, and Incident reports for March; there were 43 calls for service. Chief Miller thanked the Board for their support in allowing Chiefs Miller and True the opportunity to attend the AFCA Conference.

*FIRE CHIEF'S REPORT.* Chief Foreman presented the Fire Chief's Report for March. Chief Foreman informed the Board that he met with Mr. McNeel regarding our Volunteer Pension issue; hopefully there will be some resolution at some point. In addition, he informed the Board that most of the pending legislation proposed to assist fire districts are dead; however, on bill passed to address some "housekeeping" issues. Director Martin commented that Chief Foreman should be commemorated for being offered the position of Deputy Incident Commander of the AZ Wildfire Academy.

*FIRE BORAD CHAIRPERSON'S REPORT.* Chairperson Kloeber had nothing further to report.

*CORRESPONDENCE.* The Board reviewed a thank you letter from the Village Land Shoppe for the Department's participation at their Easter event.

#### TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. *PRESENTATION OF FY 2016 PROPOSED BUDGET.* Mrs. Wilson presented the proposed FY 2016 Budget, and she reviewed several highlights. Mrs. Wilson informed the Board that they will be expected to approve the Budget for posting and publishing at the May meeting. She asked the Board to advise her if a work session is needed prior to the May meeting.
- B. *BEAR JAW ANNUAL REPORT.* Captain Erickson presented the Bear Jaw Annual Report. Captain Erickson informed the Board that he has been spending time on a project to encourage the District to become a Firewise community. Captain Erickson informed the Board that \$71,126.23 was rolled into the District General Fund for the FY 2016. Captain Erickson also informed the Board that after consideration of the revenue the Bear Jaw Crew generates; the District only spent about \$50,000 to employ the three full-time fuels management positions at HFD.

C. *CONSIDERATION TO APPROVE HEALTH INSURANCE RENEWAL.* Ms. Wilson informed the Board that the Compensation Committee recommends the Board approve the medical insurance renewal with APEHP, which will offer the same plan options that the District is currently using. Employee premiums for those selecting to participate in the PPO Co-pay plan option will share a small portion of the cost with the District; whereas, employee premiums for the HDHP will continue to be entirely covered by the District. The District will continue to pay a subsidy of 50% of the HDHP dependent premium for employees covering dependents on their plan. **A MOTION was made by Clerk Hirsch and was seconded by Director Murphy to accept the medical renewal as presented.** The motion was unanimously APPROVED.

D. *APPROVAL OF FIRE BOARD BYLAWS.* Chairperson Kloeber explained that the Fire Board Handbook was approved; however, he believes that the Bylaws should be approved separately. **A MOTION was made by Director Martin and was seconded by Director Murphy to accept the bylaws as presented.** The motion was unanimously APPROVED.

E. *REVIEW FIRE BOARD TASK CALENDAR.* The Board reviewed the Board Task Calendar.

BOARD MEMBER COMMENTS. There were no further comments.

ADJOURNMENT. The meeting adjourned at 6:15 PM.

Respectfully submitted,

Jayne Jones, Administrative Assistant III