

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS  
MINUTES  
May 19, 2015

The regular meeting of the Highlands Fire District Board of Directors was held on Tuesday, May 19, 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.

CALL TO THE PUBLIC. Chairperson Kloeber allowed for comments from the public; however, there were no comments made.

WELCOME VISITORS. Chief Foreman introduced Mr. Tim McNeel, Deputy County Attorney. Chairperson Kloeber welcomed Mr. McNeel to the regular meeting of the Fire Board.

APPROVAL OF THE MINUTES.

*APRIL 14, 2015 REGULAR MEETING.* The Board reviewed the minutes of the April 14, 2015 regular meeting. Director Bippus requested a correction to a spelling error. A MOTION was made by Director Murphy 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 April. After questions, a MOTION was made by Director Martin and was seconded by Clerk Hirsch 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 Profit /Loss Budget Overview, Bank Reconciliation, County Fund Balance Summary, and Cash Flow Projection Reports.

## REPORTS & CORRESPONDENCE.

*LOCAL CHAPTER 1505.* Captain Katrales reported that Local 1505 made a charitable donation to Cub Scout Pack 201 for camp and uniform and membership scholarships benefiting children in need. Captain Katrales will be attending the PPFA Convention at the end of May. The Local will be conducting officer elections in June.

*BATTALION CHIEF'S REPORT.* Chief Foreman presented the Battalion Chiefs' Activity, Training, and Incident reports for April; there were 40 calls for service. He pointed out that the PFAC Drill was held on April 29; it was a very large scale multiagency drill. Chief Miller was an evaluator for the BC testing process for Central Yavapai Fire District. Chief Foreman provided information about "Blue Card" simulation.

*FIRE CHIEF'S REPORT.* Chief Foreman presented the Fire Chief's Report for April. In addition, Chief Foreman informed the Board that the Miller Coors Company sponsors the "Protect Our West" program and has generously donated to the Wildland Firefighter Foundation. The Arizona Wildfire and Incident Management Academy (AWIMA) are being honored for their role in Protecting Our West through education at Friday night's Diamondbacks game against the Cubs on May 22, 2015. AWIMA has graciously offered the Opening Pitch to the Bear Jaw Crew. The crew has selected Max Fischenich, a senior crew member for the role. Fischenich played baseball throughout High School and will represent the crew nicely. This opportunity has been given to Bear Jaw for their fire suppression fuels treatment efforts across the west and their commitment to AWIMA as staff, instructors, and students. Arizona Public Service has also donated tickets to Bear Jaw for the game so the entire 20 person crew can attend as well.

*FIRE BORAD CHAIRPERSON'S REPORT.* Chairperson Kloeber attended a National Forest Risk Management seminar with Chief Foreman, and he commends their level of organizational management and planning. He was also impressed by the amount of respect that our Fire Chief and Firefighter have earned by their peers.

*CORRESPONDENCE.* The Fire Board reviewed an email from Candice Kutrosky of Arizona State Forestry Division commending Fuels Techs August Foreman and Lance Kohl for their medical and field training of the AZ State Winslow Handcrews.

## TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. *CONSIDERATION TO APPROVE TO PUBLISH FY 2016 PROPOSED BUDGET.* Ms. Wilson presented the Notice of Public Hearing and Proposed FY 2016 HFD & Bear Jaw Budgets for the Board's review. She informed the Board that the District must post the Public Hearing Notice in three locations and on the website at least 20 days before the public hearing, and requested approval of the proposed budget. After discussion, a MOTION was by Director Murphy and was seconded by Director Martin to approve the Proposed FY 2016 Budgets for publication.

Director Bippus pointed out a spelling error. The motion was unanimously APPROVED.

- B. CONSIDERATION TO APPROVE REAL ESTATE CONTRACT FOR THE SALE OF THE WAREHOUSE AT 2386 TOLANI TRAIL.* Chief Foreman presented a contract with the Village Land Shoppe to represent the District in selling the property at 2386 Tolani Trail. He informed the Board that the contract has been reviewed by legal counsel. It was noted that Board action should be reflected in the meeting minutes. A MOTION was made by Director Martin and was seconded by Director Murphy to accept the [right to sell listing] contract to sell the warehouse as presented. Director Bippus pointed out a spelling error. The motion was unanimously APPROVED. The Board discussed selecting a member of the Board as an authorized negotiator at the next meeting.
- C. REVIEW CONTRACT FOR SERVICE IGA WITH FLAGSTAFF RANCH FIRE DISTRICT (FRFD).* Chairperson Kloeber reminded the Board that to cancel the service contract with FRFD, notice must be provided 12 months in advance. In addition, the Board needs to address fee modifications if applicable. This year the CPI is slightly negative, and there will be no fee increase or decrease. Mr. McNeel stated that due to the fact that he is representing both HFD and FRFD, we may need to insert a conflict waiver provision statement; he will research the need and get back with Chief Foreman. Chairperson Kloeber requested that the FRFD Contract for Service IGA is on next month's agenda for a decision if termination of the contract is intended for the FY 2017 (July 1, 2016 – June 30, 2017).
- D. CONSIDERATION TO APPROVE RENEWAL OF IGA WITH AZ STATE FORESTRY DIVISION.* Chief Foreman recommended renewal of an IGA that has existed for ten years or more. Chief Foreman informed that the IGA has been reviewed and signed by Mr. McNeel. A MOTION was made by Clerk Hirsch and was seconded by Director Martin to approve the IGA as presented. The motion was unanimously APPROVED.
- E. COMMUNITY SURVEY RESULTS.* Ms. Wilson presented the Community Survey result. Chairperson stated that everything appears positive as usual. Chairperson Kloeber reviewed a few of the community comments, and he thanked personnel for earning these great comments.
- F. REVIEW FIRE BOARD TASK CALENDAR.* The Board reviewed the Fire Board Task Calendar.

BOARD MEMBER COMMENTS. There were no further comments.

ADJOURNMENT. The meeting adjourned at 6:00 PM.

Respectfully submitted,

Jayne Jones, Administrative Assistant III