

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
August 18, 2015

The regular meeting of the Highlands Fire District Board of Directors was held on Tuesday, August 18, 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 RESPONSIBILITIES. The Pledge of Allegiance was recited, a silent invocation was offered, and the District's Mission and Vision Statement were stated. The Board reviewed selected responsibilities from list provided them.

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

Present from administrative staff were Chief Dirch Foreman, Battalion Chief Todd Miller and Mrs. Robyn Wilson.

WELCOME VISITORS. Chairperson Kloeber welcomed visitors.

CALL TO THE PUBLIC. There were no comments.

APPROVAL OF THE MINUTES.

*JULY 21, 2015 REGULAR MEETING.* The Board reviewed the minutes of the July 21, 2015 regular meeting. A MOTION was made by Director Martin and was seconded by Director Murphy to accept the minutes as revised; the motion was unanimously APPROVED.

FINANCE.

*APPROVAL OF WARRANTS.* The Board reviewed the HFD & Bear Jaw warrants issued in July as well as the warrants and invoices from Flag Truck Center and Infinity Fire Communications that they inquired about at the July Board Meeting. 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. The Board also reviewed the Carryover/Surplus Detail spreadsheet that was presented by Mrs. Wilson. It is recommended that an additional \$30,000 of the surplus be put into the Capital Improvement Fund from the sale of the warehouse. This leaves an ending surplus of \$87,068 that will need to be distributed in the budget as determined

by the Board. Chairman Kloeber stated that the Board would be returning to this spreadsheet later in the meeting.

#### SUMMARY REPORTS & CORRESPONDENCE.

*LOCAL CHAPTER 1505.* Firefighter Modrell spoke on behalf of the Union. He said the Union BBQ that was scheduled on August 15<sup>th</sup> had been cancelled. The Union is planning on rescheduling the BBQ, but the future date has not yet been determined.

*BATTALION CHIEF'S REPORT.* Chief Miller presented the Battalion Chiefs' Individual Activity, Incidents, and Training Reports for July. He noted the department held the annual Pancake Breakfast and that Engineer Dobbe has been representing Highlands Fire in meetings for the Community Paramedic Program. Chief Miller and Chief True spent a great deal of time in July on employee evaluations. Chief Miller presented the call reports. He then told Chairman Kloeber that he was still working on the spreadsheet that he had requested, and he hoped to have it completed by the September Board Meeting.

*FIRE CHIEF'S REPORT.* Chief Foreman presented the Fire Chief's Report for July. He noted that the Bear Jaw Crew was presently at a fire in Idaho. Before they were in Idaho, they had an assignment in California. The crew was involved in the search and recovery of the body of David Ruhl who passed away on the Frog Fire. Chief True is also in Idaho with the Bear Jaw Crew in a training capacity.

Firefighter Staskey and Captain Blue have both completed their paramedic classes. The department is hoping they will both be able to attend the hospital orientation on the 26<sup>th</sup> of August.

*FIRE BORAD CHAIRPERSON'S REPORT.* Chairperson Kloeber informed the Board that he had nothing to report.

*CORRESPONDENCE.* The Board read through three letters of thanks for the Bear Jaw Crew.

#### EXECUTIVE SESSION.

A motion was made by Director Murphy and seconded by Director Martin for the board to move to adjourn to Executive Session to discuss employee salaries; the motion was unanimously APPROVED.

The Board adjourned to Executive Session at 5:23 P.M. The Executive session ended at 5:37 P.M., and the Board reconvened to regular session.

#### TOPICS OF DISCUSSION AND POSSIBLE LEGAL ACTION.

- A. *DISCUSSION AND POSSIBLE ACTION REGARDING EMPLOYEE SALARIES.* Chairman Kloeber said the Board has discussed the potential of granting a one-time employee bonus for full-time employees

of the district due to the fact that there is surplus money from last fiscal year. The Board had discussed using only \$50,000 of the \$87,068 surplus that was left. Director Murphy moves that \$50,000 be used for one-time employee bonuses to be distributed as the Chief and Labor Union decide, and the remainder of the surplus (\$37,068) be put into the Capital Improvement Fund. Director Martin seconds. The motion was unanimously APPROVED.

- B. *CONFIRM MEMBERS OF THE STRATEGIC PLANNING COMMITTEE; SCHEDULE STRATEGIC PLANNING COMMITTEE MEETING.* After some discussion, Chairperson Kloeber and Clerk Hirsch volunteered to be on the Chief's Strategic Planning Committee. A meeting was then scheduled to be before the next board meeting on September 15, 2015 at 3:30 P.M.
- C. *DISCUSSION REGARDING ACQUISITION OF PROPERTY AT 3322 OLD MUNDS HIGHWAY.* Chief Foreman described the location of the property at 3322 Old Munds Highway as being the 10 acre parcel located between the highway and St. 23. The property is landlocked by our property, the equestrian property, Forest Service land, and I-17. The property has been for sale for a long time. Chief Foreman received an e-mail from the property owner's lawyer asking if Highlands Fire would be interested in purchasing the property. Chief Foreman believes the asking price was around \$230,000. Highlands does not have a need for the property. A trade was discussed, but if we were to trade a property for this property, then we would not get the funds we are planning to use for future building.
- D. *DISCUSSION AND CONSIDERATION OF FEE FOR PUBLIC INFORMATION REQUEST OF HFD CHECK REGISTER (2010-2015) FROM SMARTPROCURE.* Chief Foreman explains that SmartProcure is a company that is attempting to build a database about items government organizations purchase. They plan to sell this database to vendors. They have submitted a records request to Highlands Fire for the check register from 2010-2015. Chairman Kloeber asked if we can deny them. Chief Foreman informed him that he talked to our attorney, Tim McNeel, and was told that we cannot deny the request, but we can charge for it. The question before the Board is how much would we like to charge? According to statute it has to be a "reasonable amount". Chief Foreman recommends we charge them according to our fee schedule that was approved just recently by the Board. Clerk Hirsch moves to use the fee schedule as a guide to charge SmartProcure for the records request cost. Director Martin seconds; the motion is unanimously APPROVED.
- E. *REVIEW COMMUNITY SURVEY RESULTS.* The Board reviewed the Community Survey results. Chairman Kloeber noted that all of the results were positive in nature.
- F. *REVIEW THE FIRE BOARD TASK CALENDAR.* The task calendar was reviewed. There were no comments.

ADJOURNMENT. Director Murphy moved to adjourn the meeting. The motion was seconded by Director Martin. The meeting adjourned at 6:03 P.M.

Respectfully submitted by,

Robyn Wilson, Administrative Assistant III