

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
September 15, 2015

The regular meeting of the Highlands Fire District Board of Directors was held on Tuesday, September 15, 2015 at Station 21, 2838 Kona Trail, Flagstaff, Arizona.

CALL TO ORDER. The meeting was called to order at 5:05 PM.

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 Eric True, and Ms. Jayme Jones.

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.

WELCOME VISITORS. Chairperson Kloeber welcomed visitors.

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

APPROVAL OF THE MINUTES.

*JULY 21, 2015 EXECUTIVE SESSION.* The Board reviewed the minutes of the July 21, 2015 Executive Session Minutes. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve the minutes as presented; the motion was unanimously APPROVED.

*AUGUST 18, 2015 REGULAR MEETING.* The Board reviewed the minutes of the August 18, 2015 Regular Meeting Minutes. A MOTION was made by Director Martin and was seconded by Director Murphy to approve the minutes as presented; the motion was unanimously APPROVED.

*AUGUST 18, 2015 EXECUTIVE SESSION.* The Board reviewed the minutes of the August 18, 2015 Executive Session Minutes. A MOTION was made by Director Murphy and was seconded by Director Martin to approve the minutes as presented; the motion was unanimously APPROVED.

FINANCE.

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

*FINANCIAL REPORT.* The Board reviewed the monthly HFD and Bear Jaw financial reports, including the Bank Reconciliation Reports, Profit/Loss Budget Overviews, County's Fund Balance Summary Reports, and Cash Flow Projections. Chief Foreman answered Fire Board's questions.

SUMMARY REPORTS & CORRESPONDENCE.

*LOCAL CHAPTER 1505.* Engineer Gross reported the BBQ scheduled on August 15 was cancelled.

*BATTALION CHIEF'S REPORT.* Chief True reviewed the Battalion Chief and Activity Report. Chief True announced that Firefighter Staskey and Captain Blue have passed the National Registry for Paramedic certification.

*FIRE CHIEF'S REPORT.* Chief Foreman presented the Fire Chief's Report for August. He noted that we have had a very active fire season with people working in Idaho, California, Washington, and New Mexico. He also informed the Board of a fatality incident, which has resulted in several complaints being filed. Legal counsel has been alerted, and there does not appear an immediate cause for concern. In addition, Chief Foreman informed the Board of legislative action that has recently occurred; a study committee has been formed to discuss rural area, fire district funding and taxation. AFDA is focusing efforts in three major areas: 1) Tax cap reform; 2) PSPRS reform; and 3) FDAT cap reform.

*FIRE BOARD CHAIRPERSON'S REPORT.* Chairperson Kloeber inquired about the status of the ipads requested for the Board. Chief True suggested the Board meet to train in preparation of utilizing ipads at next month's Board meeting; Ms. Jones was asked to schedule a training work session.

*CORRESPONDENCE.* The Board reviewed an email from SmartProcure; they withdrew their request for public records for a commercial purpose due to the fees. The Board reviewed a letter thanking Chief Foreman's for his participation at Fire School last year. The Board was presented a copy of Arizona Daily Sun article re: Flagstaff crews fighting Fire in the Northwest.

TOPICS OF DISCUSSION AND POSSIBLE LEGAL ACTION.

- A. *DISCUSSION REGARDING CONTRACT FOR SERVICE OR POTENTIAL MERGER/JOINT MANAGEMENT AGREEMENT BETWEEN HFD AND FRFD.* Chief Foreman informed the Board that due to a change in the way ISO ratings are evaluated, FRFD's rating is due to increase next year. As a result, FRFD has approached Flagstaff to inquire about a rate for a service contract. It appears that FRFD is likely to pursue a contract with the city.
- B. *REVIEW THE FIRE BOARD TASK CALENDAR.* The Board discussed whether the audit would be presented at the October meeting.

ADJOURNMENT. Director Martin moved to adjourn the meeting; the motion was seconded by Clerk Hirsch. The meeting adjourned at 5:55 P.M.

Respectfully submitted by,  
Jayme Jones, Administrative Assistant III