

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
January 19, 2016

The regular meeting of the Highlands Fire District Board of Directors was held on Tuesday, January 19, 2016 at Station 21, 2838 Kona Trail, Flagstaff, Arizona.

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

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

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

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 Statements were stated. The Board also recited selected Board responsibilities.

WELCOME VISITORS. Chairperson Kloeber welcomed visitors.

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

APPROVAL OF THE MINUTES.

*DECEMBER 15, 2015 REGULAR MEETING.* The Board reviewed the minutes of the December 15, 2015 Regular Meeting Minutes. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to accept the minutes as discussed; the motion was unanimously APPROVED.

FINANCE.

*APPROVAL OF WARRANTS.* The Board reviewed the HFD & Bear Jaw warrants issued in December. After questions, A MOTION was made by Director Murphy and was seconded by Director 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 Bank Reconciliation Reports, Profit/Loss Budget Overviews, County's Fund Balance Summary Reports, and Cash Flow Projection, and staff answered questions.

SUMMARY REPORTS & CORRESPONDENCE.

*LOCAL CHAPTER 1505.* Captain Katrales, Chapter Secretary, reported Firefighter Cook's membership has been accepted, and he attended the AFDA Conference.

*BATTALION CHIEF'S REPORT.* Chief Miller presented the Battalion Chief and Activity Report. He noted that end of year call volume increased by 60 calls for service in 2015; responses from each station were equally balanced.

*FIRE CHIEF'S REPORT.* Chief Foreman presented the Fire Chief's Report. Chief Foreman noted that he had also attended the AFDA Conference, and he has worked to provide AFDA with information about Fire Chiefs and Fire Board member in our area. Chief Foreman informed the Board of legislation regarding PSPRS Reform, which has the potential of reducing employer contribution in coming years.

*FIRE BOARD CHAIRPERSON'S REPORT.* Chairperson Kloeber reported that he had given Chief Foreman his evaluation in written format.

*CORRESPONDENCE.* There was no correspondence presented.

TOPICS OF DISCUSSION AND POSSIBLE LEGAL ACTION.

A. *CONSIDERATION TO APPROVE CHIEF FOREMAN'S GOALS FOR 2016.* Chairperson Kloeber provided the Board with a matrix of potential goals. Chief Foreman described his idea of pertinent goals. After discussion, the Board identified several goals as follows:

- Implement a cost recovery program
- Sell surplus property and apparatus
- Implement capital improvement projects
- Maintain a strong presence in local, regional, and statewide emergency management groups
- Develop an Acting Battalion Chief Program
- Update Position Duty Statements and Job Descriptions
- Review and update the Fire District Staffing and Deployment Analysis
- Continue efforts toward a Community Integrative Paramedicine Program

A MOTION was made by Director Martin and was seconded by Clerk Hirsch to accept goals 1, 2, 3, 6, 11, 12, 14, and 15 [as identified on the Proposed Chief's Goals Matrix] for Chief Foreman's goals in 2016; the motion was unanimously APPROVED. (Motion amended below.)

B. *CONSIDERATION TO APPROVE 2016 STRATEGIC PLAN.* Chairperson Kloeber opened the discussion regarding the 2016 Strategic Plan. Captain Katrales noted grammatical errors for correction. Chairperson Kloeber commented that the plan has a new fresh look, and he asked if all of the Chief's goals are included in plan goals. Chief Foreman affirmed that most are included. Chairperson Kloeber suggested an additional goal for Chief Foreman to assess benefits of mergers, consolidations, and joint operating alternatives.

A MOTION was made by Director Martin and was seconded by Clerk Hirsh to amend Chief Foreman's 2016 goals to also include:

- Assess benefits of mergers, consolidations, and joint operating alternatives

The motion was unanimously APPROVED.

A MOTION was made by Clerk Hirsch and was seconded by Director Murphy to accept the Highlands Fire District Fire and Emergency Strategic Plan for 2016 with changes as noted; the motion was unanimously APPROVED.

Chairperson Kloeber thanked staff for the final product. Clerk Hirsch agreed, and said she liked the use of the photos; the Board agreed. Chairperson Kloeber commented that he believes that the District's publications are very well done.

- C. *COINSIDERATION TO APPROVE RESOLUTION AUTHORIZING THE SALE OF SUPPLUS REAL ESTATE BY HIGHLANDS FIRE DISTRICT.* Chief Foreman identified the parcels across the street from Station 21 that he would like to sell. Director Hirsch commented that she has concerns about selling the property at this time because of the need for parking spaces. Chief Foreman stated hypothetically that if the property sold tomorrow, he sees no downside. Chief Foreman confirmed that the money from the sale is needed to implement the next phase of the Capital Improvement Projects. After further discussion, a MOTION was made by Director Murphy and was seconded by Director Martin to authorize the sale of surplus real estate [Parcel # 116-52-034A and Parcel # 116-52-034B] by Highlands Fire District; the motion was unanimously APPROVED.
- D. *DISCUSSION AND/OR CONSIDERTAION TO APPROVE 7710 PROPOSAL TO PROVIDE THE DISTRICT WITH WORKERS COMPENSATION INSURANCE.* Chief Foreman informed the Board that after researching our options; it would be more beneficial to consider entertaining 7710 after our term with Copperpoint expires at the end of the fiscal year. No specific action was requested from the Board at that time.
- E. *DISCUSSION AND OR CONSIDERATION TO APPROVE APPOINTMENT OF CITIZEN MEMBER TO THE PSPRS LOCAL BOARD.* Chairperson Kloeber informed the Board that he spoke with Mr. Johnson, and he agreed to serve another term on the PSPRS Local Board. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to accept Mr. Fred Johnson as a citizen member on the PSPRS Local Board; the motion was unanimously APPROVED.
- F. *DISCUSSION AND/OR COSIDERATION TO APPROVE FIRE BOARD HANDBOOK.* Chairperson Kloeber informed the Board that he provided suggestions for Ms. Jones to revise the Fire Board Handbook. Changes included updating the Mission and Vision Statements, updating the order of business in the bylaws, and information about utilizing iPads and assigned email addresses for department business. A MOTION was made by Director Martin and was seconded by Director Murphy to approve the Fire Board Handbook with changes as discussed; the motion was unanimously APPROVED.
- G. *REVIEW BOARD TASK CALENDAR.* The Board reviewed the Board Task Calendar.

ADJOURNMENT. The meeting adjourned at 6:11 PM.

Respectfully submitted,  
Jayme Jones, Administrative Assistant III