

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS
REGULAR MEETING MINUTES
February 16, 2016

The regular meeting of the Highlands Fire District Board of Directors was held on Tuesday, February 16, 2016 at Station 21, 2838 Kona Trail, Flagstaff, Arizona.

1. CALL TO ORDER. The meeting was called to order at 5:00 PM.
2. 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, Ms. Jayme Jones, and Mrs. Robyn Wilson.

3. PLEDGE OF ALLEGIANCE, INVOCATON, 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.
4. WELCOME VISITORS. Chairperson Kloeber welcomed visitors.
5. CALL TO THE PUBLIC. Chairperson Kloeber dispensed with the call to the public.
6. RECOGNITION & SPECIAL AWARDS
 - A. PRESENTATION OF APPRECIATION PLAQUE TO BILL MURPHY. Chief Foreman presented a plaque to Director Murphy in recognition of five years of service as a member on the Fire Board. Director Murphy appreciated the gift. Chairperson Kloeber congratulated Director Murphy.
7. APPROVAL OF THE MINUTES
 - A. JANUARY 19, 2016 REGULAR MEETING. The Board reviewed the minutes of the January 19, 2016 Regular Meeting. Director Martin pointed out errors for correction. A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to accept the minutes as discussed; the motion was unanimously APPROVED.
8. FINANCE
 - A. APPROVAL OF WARRANTS. The Board reviewed the HFD & Bear Jaw warrants issued in January. After questions, A MOTION was made by Director Martin and was seconded by Director Murphy to approve the warrants as presented; the motion was unanimously APPROVED.

- B. 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.

9. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. Engineer Gross, Chapter Vice President, reported that Firefighter Cook has recently joined the Union. The Chapter will be participating on the Compensation Committee, Budget Committee, and they have been "working hard to keep overtime in check." The Big Brother/Big Sister Bowl-a-thon and Pancake Breakfast are both in the near future. There will be three Union members attending the convention in June.
- B. BATTALION CHIEF'S REPORT. Chief Foreman presented the Battalion Chief's Report including activity, incidents, and training in January. He noted that the Kachina Village North Project appears to be moving forward with development. Chairperson Kloeber requested that the impact of this project be included in the Staffing and Deployment Analysis.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Fire Chief's Report. Chief Foreman noted that 1989 Utility Truck sold for \$6000 at auction online, and the 2006 Chevy Rescue will also be sold. In addition, he noted that the bay heater at Station 25 was inspected by Boyer Heating and Cooling, and the orifices were rated for less than 5000 feet. The orifices were replaced, and the heater seems to be working properly. Also, the District received our limited property value from the county; we expect a 2.4% increase, which will bring about \$21,000 additional tax revenue.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber had nothing to report.
- E. CORRESPONDENCE. There was no correspondence presented.

10. TOPICS OF DISCUSSION AND POSSIBLE LEGAL ACTION.

- A. DISCUSSION REGARDING JOINT MANAGEMENT AGREEMENT WITH PONDEROSA FIRE DISTRICT. Chief Foreman informed the Board that Ponderosa FD has no intention of pursuing a joint management arrangement with HFD.
- B. DISCUSSION AND CONSIDERATION TO APPROVE METHOD OF SALE OF PARCELS 116-52-034 A & B. Chief Foreman acknowledged that the Board approved to sell the property across the street; however, it is yet to be decided how to sell the property. He suggested engaging a realtor such as the Village Land Shoppe to list the property; the Board agreed. Chief Foreman informed the Board that he would get a contract together for approval. A MOTION was made by Director Martin and was seconded by Director Murphy to use the Village Land Shoppe to sell parcels 116-52-034 A & B as we did in the sale last year, having the Board Chair, in conjunction with the Board Clerk and Fire Chief, be responsible for dealing with the Village Land Shoppe; the motion was unanimously APPROVED.

- C. CONSIDERATION TO APPROVE RESOLUTION PERTAINING TO THE SUBMISSION OF PROJECTS FOR CONSIDERATION IN ARIZONA'S 2017 HIGHWAY SAFETY PLAN. Captain Blue recommended the Board approve the resolution for the State as the Board has done in previous years. A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to approve the resolution pertaining to the submission of projects for consideration in Arizona's 2017 Highway Safety Plan; the motion was unanimously APPROVED. Chairperson Kloeber requested a history report of the Highway Safety Grants we have applied for and received.
- D. UPDATE REGARDING 7710 WORKER'S COMPENSATION INSURANCE PROPOSAL. Mrs. Wilson provided the Board with data comparing worker compensation insurance coverage from Copperpoint and 7710. Chief Foreman recalled that the Board preferred to wait until the end of the fiscal year to cancel with Copperpoint to avoid cancelation fees.
- E. DISCUSSION REGARDING POTENTIAL REPRESENTATION ON THE COMPENSATION COMMITTEE. It was established that Clerk Hirsch and Director Bippus are currently serving on the Compensation Committee and will continue to serve for another year.
- F. DISCUSSION REGARDING POTENTIAL REPRESENTATION ON THE CAPITAL PROJECT TEAM. After discussion about the division of responsibilities amongst Board members, it was determined that Chairperson Kloeber and Clerk Hirsch will serve on the Capital Project Team. The Capital Project Team will meet tomorrow at 2:00 PM. In addition, Chairperson Kloeber and Director Murphy will serve on the Budget Committee.
- G. REVIEW COMMUNITY SURVEY. The Board reviewed the Community Survey Results. Director Martin suggested that sending surveys by email might produce a better response. Chairperson Kloeber agreed that it is a good idea; however, it may be inappropriate to request email addresses on critical emergency calls.
- H. REVIEW BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar.

11. ADJOURNMENT. The meeting adjourned at 6:03 PM.

Respectfully submitted,

Jayne Jones
Administrative Assistant III