



HIGHLANDS FIRE DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

Notice is hereby given that a regular Fire Board Meeting will be held on **Tuesday, March 15, 2016 at 5:00 PM at Station 21, 2838 Kona Trail, Flagstaff, Arizona.**

1. **Call to Order**
2. **Roll Call** - Chairman Kloeber, Clerk Hirsch, Director Murphy, Director Bippus, and Director Martin
3. **Pledge of Allegiance, Invocation, Mission and Vision Statements, and Board Responsibilities**
 - A. Pledge of Allegiance
 - B. Invocation
 - C. Mission - The Highlands Fire District is an emergency service and community oriented organization dedicated to protecting the lives and property of its residents and visitors through emergency medical services, fire suppression, fire prevention, and public education
 - D. Vision - The Highlands Fire District will be recognized for the highest standards, levels of trust, innovation, and accountability while exceeding community expectations. We will succeed by developing and maintaining strategic partnerships, hiring and promoting quality people, and positioning the District for fiscal sustainability, both now and in the future
 - E. Review Selected Board Responsibilities
4. **Welcome Visitors**
5. **Call to the Public** - *In accordance with A.R.S. 38-431.0 1(H), any person may address the Board on any matter within the jurisdiction of the Board. The Board may respond to criticism, ask staff to review a matter, or ask that the matter be put on a future agenda. The Board shall not discuss or take legal action on matters raised unless the matters are properly noticed for discussion and legal action.*
6. **Approval of Minutes**
 - A. February 16, 2016 Regular Meeting
7. **Finance**
 - A. Warrants
 - B. Financial Report
8. **Summary Reports & Correspondence** - *In accordance with A.R.S. 538-431.02(K), the Board shall not propose, discuss, deliberate, or take legal action on any matter in the following summary reports.*
 - A. IAFF Local Chapter 1505 Summary Report
 - B. Battalion Fire Chief's Summary Report
 - C. Fire Chief's Summary Report
 - D. Fire Board Chairperson's Summary Report
 - E. Correspondence
9. **Topics of Discussion and Possible Legal Action**
 - A. Consideration to approve Fire District Insurance Policy
 - a. Presentation of VFIS proposal by Wiatt Wong
 - b. Review of ESIP proposal from Cindy Elbert Insurance Services, Inc.
 - B. Discussion and/or consideration to approve 7710 Worker Compensation Insurance
 - C. Consideration to approve IGA with Mormon Lake FD for shared services including temporary services of the Fire Chief
 - D. Discussion regarding Capital Improvement Plan
 - E. Discussion regarding procurement of a bond for capital expenses
 - F. Consideration to approve Employee Purchasing Card Program with Wells Fargo
 - G. Consideration to approve HR Policy revisions:
 - a. HR Policy # 40.23 Travel Expense & Per Diem
 - b. HR Policy # 40.22 Educational Assistance & Incentive
 - H. Review Fire Board Task Calendar
10. **Board Member Comments**
11. **Adjournment**

In compliance with the American with Disabilities Act, if you need special assistance to participate in a meeting, please contact Jayme Jones at (928) 525-1717. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangement to assure accessibility to the meeting.