

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

The regular meeting of the Highlands Fire District Board of Directors was held on Tuesday, July 19, 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 Robyn Martin and Director Brad Bippus were present.

Present from administrative staff were Chief Foreman, Battalion Chief Miller, 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 opened any call from the public; and there were no comments
6. APPROVAL OF THE MINUTES
 - A. June 21, 2016 REGULAR MEETING. The Board reviewed the minutes of the June 21, 2016 Regular Meeting. A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to accept the minutes with changes as noted; the motion was unanimously APPROVED.
7. FINANCE
 - A. APPROVAL OF WARRANTS. The Board reviewed the warrants issued in June. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to accept the warrants as presented. In regards to the Wells Fargo Statement, Chairperson asked about purchases made by Chief True at Best Buy and Walmart; Mrs. Wilson said she would inquire about the purchases. The motion was unanimously APPROVED.
 - B. REVIEW FINANCIAL REPORTS. 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. Mrs. Wilson provided information regarding the reserve funds. Chairperson Kloeber noted that training was underspent the budgeted amount. Chief Foreman informed the Board that Chief Miller will provide an explanation of training expenditures in the Battalion Chiefs' Report.

- C. REVIEW COCONINO COUNTY INTERESTING EARNING QUARTLY REPORT. The Board reviewed the County's Interesting Earning Report.

8. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. Captain Katrales, Chapter Secretary/Treasurer, reported that the Pancake Breakfast had a great turnout; there were about 550 breakfasts served. He thanked the Board for their participation. Chairperson Kloeber stated that he believes the process was perfectly done.

The Local assisted the County with parking duty at the rodeo; participants were invited to the VIP tent for dinner.

In addition, HFD personnel assisted Forest Highlands with their 4th of July Firewise event.

- B. BATTALION CHIEF'S REPORT. Chief Miller presented the Battalion Chief's Report including activity, incidents, and training in June. Chief Miller stated that June was their busiest month this year with 59 calls for service. Captain Blue, Engineers Howell and Sorenson, and Firefighters Modrell and Staskey preformed lifesaving actions to revive a Kachina Village patient. Chief Miller provided a report regarding training and correlating cost savings that occurred in FY 2016. He also informed the Board that a grant has been awarded through GFR that will cover costs of Blue Card Training.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Chief's Report for activity in June. He noted that a joint regional hiring process will be implemented. Job announcements for FFD, SFD and HFD have been posted. In addition, MLFD has hired a Fire Chief, and the IGA for Chief Administrative Services will expire at the end of the fiscal year as expected.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber had no additional information for a summary report.
- E. CORRESPONDENCE. The Board reviewed thank you letters from Fit Kids of Arizona, Flagstaff youth and Coconino County Career Center.

9. TOPICS OF DISCUSSION AND POSSIBLE LEGAL ACTION.

- A. CONSIDERATION TO SDJOURN TO EXECUTIVE SESSION TO DISCUSS THE SALE OF PARCELS 116-52-034-A & B PER A.R.S. § 38-431.03(A)(7). A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to go into Executive Session to discuss negotiations for the sale of real property. The motion was unanimously APPROVED. The Board adjourned to Executive Session at 5:26 PM and reconvened to their regular meeting at 5:55 PM.
- B. DISCUSSION AND POSSIBLE ACTION CONCERNING THE SALE OF PARCELS 116-52-034-A & B. Chairperson Kloeber reminded the Board that discussions occurring in Executive Session are confidential. He reiterated that the Board has unanimously agreed to put the property across the street on the market, and the parcels are currently listed. The Board has given prior authorization for the Chairperson, Clerk, and Chief to handle the negotiations. Chairperson Kloeber asked for a motion that would "allow him to pursue what was discussed in Executive Session." A MOTION

was made by Director Martin and was seconded by Director Murphy to authorize Chairperson Kloeber to continue discussions with our real estate agent as discussed in Executive Session. The motion was unanimously APPROVED. Chairperson Kloeber clarified that the Board has authorized him "to continue dealing with the agent as discussed during Executive Session."

- C. UPDATE REGARDING THE DISTRICT'S CAPITAL IMPROVEMENT PLAN. Chief Foreman informed the Board that a pre-construction meeting with County Community Development is scheduled for tomorrow. Once construction requirements are determined, the District may be in a better position to get a cost estimate for the project. The process for awarding a project contractor will need to be considered by the Board.
- D. CONSIDERATION TO RATIFY CHAIRPERSON AND CLERK'S SIGNATURES ON BOARD CERTIFICATION FOR THE FY 2017 BUDGET. Mrs. Wilson presented a document that was requested by the County Board of Supervisors to "certify" approval of the FY 2017 Budget. Chairperson Kloeber informed the Board that the document was signed and sent; however, he would like the Board to ratify its approval. A MOTION was made by Director Murphy and was seconded by Director Martin to ratify the Chairperson and Clerk's signatures on the *Board Certification* of the FY 2017 Budget. The motion was unanimously APPROVED.
- E. DISCUSSION AND CONSIDERATION TO APPROVE A SERVICE AGREEMENT FOR COST RECOVERY BY FIRE RECOVERY USE, LLC. Chief Foreman requested the item be tabled until the contract is reviewed by counsel. Months ago Tim McNeel, Deputy County Attorney, reviewed the contract and recommended changes; however, recently Brian Furuya, Deputy County Attorney, was asked to review the contract as well. The Board discussed who would be billed for emergency services. Chief Foreman said that generally the District would not bill our residents, but would primarily collect from insurance companies for service to people that are not taxpayers of the District.
- F. REVIEW FIRE BOARD TASK CALENDAR AND IDENTIFY POTENTIAL ITEM FOR NEXT MONTH'S AGENDA. The Board reviewed the *Fire Board Task Calendar*.

10. BOARD MEMBER COMMENTS. There were no further comments from the Board.

11. ADJOURNMENT. A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to adjourn; the motion was unanimously APPROVED. The meeting adjourned at 6:17 PM.

Respectfully submitted,

Jayne Jones
Administrative Assistant III