

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

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

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

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 calls to the public, and there were no comments.
6. APPROVAL OF THE MINUTES
 - A. July 19, 2016 REGULAR MEETING. The Board reviewed the minutes of the July 19, 2016 Regular Meeting. A MOTION was made by Director Martin and was seconded by Director Murphy to accept the minutes with changes as noted. Directors Bippus and Martin pointed out errors for correction. The motion was unanimously APPROVED.
 - B. July 19, 2016 EXECUTIVE SESSION. The Board reviewed the minutes of the July 19, 2016 Executive Session. Chairperson Kloeber suggested one adjustment to the minutes. A MOTION was made by Director Martin and was seconded by Director Murphy to accept the minutes with changes as noted; the motion was unanimously APPROVED.
7. FINANCE
 - A. APPROVAL OF WARRANTS. Ms. Wilson informed the Board that fraud was attempted with a stolen check; however, it was caught and reported to the police. The Board reviewed the warrants issued in July. After questions, a MOTION was made by Director Martin and was seconded by Clerk Hirsch to accept the warrants as presented; 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. Director Martin commented that the

spreadsheet percentage formulas are incorrect for some of the accounts. Chairperson Kloeber asked if the separation of the Bear Jaw accounts is working well; Ms. Wilson replied that it is working fine.

8. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. Captain Katrales, Chapter Secretary/Treasurer, reported that Fill-the-Boot campaign to benefit the Muscular Dystrophy Association is on Labor Day weekend. The Chapter is working with the Chiefs to modify upcoming staffing, and they are working to plan a retirement events for Captains Henningsen and Newberry.
- B. BATTALION CHIEF'S REPORT. Chief Miller presented the Battalion Chief's Report including activity, incidents, and training in June. There were 51 calls for service in July.
- C. FIRE CHIEF'S REPORT. Chief Miller presented the Chief's Report for activity in July. Items of note include an IGA with the City of Flagstaff concerning Blue Card, which will be discussed later on the agenda, and an update regarding the Community Paramedic Program from Engineer Dobbe.

Engineer Dobbe provided information about the Community Integrated Paramedic Program and Community Health Improvement Plan (CHIP) and the apparent challenges they are facing. Chairperson Kloeber questioned why this item is not on the agenda as Chief Foreman had described in his report; Engineer Dobbe replied that the report is informational only. Chairperson Kloeber questioned whether the Paramedic Programs pose any liability for the District; Engineer Dobbe replied the proper medical controls are involved for approval and direction.

- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber informed the Board that as of August 10, there were no additional candidates that filed petitions to run for a position on the Board. It is probable that the election will be canceled.
- E. CORRESPONDENCE. The Board reviewed a thank you letter from Mormon Lake Fire District.

9. TOPICS OF DISCUSSION AND POSSIBLE LEGAL ACTION.

- A. CONSIDERATION TO ADJOURN TO EXECUTIVE SESSION TO DISCUSS THE SALE OF PARCELS 116-52-034-A & B PER A.R.S. § 38-431.03(A)(7). Chairperson Kloeber informed the Board that there is a signed contract to sell the property; however, he would like to go into executive session to discuss the details. A MOTION was made by Director Martin and was seconded by Director Bippus to adjourn to Executive Session; the motion was unanimously APPROVED.

The Board adjourned to Executive Session at 5:37 PM and reconvened to their regular meeting at 5:46 PM.

DISCUSSION AND POSSIBLE ACTION CONCERNING THE SALE OF PARCELS 116-52-034-A & B. Chairperson Kloeber requested the board ratify the approval of the details of the sale as reported in the Executive Session. A MOTION was made by Clerk Hirsch and was seconded by Director

Murphy to ratify the details as discussed in the Executive Session; the motion was unanimously APPROVED.

- B. UPDATE REGARDING THE DISTRICT'S CAPITAL IMPROVEMENT PLAN. As noted in the Chief's report, Chairperson Kloeber and Chief Foreman met with architect and the County. There was discussion regarding the parking at Station 23. A meeting has been scheduled with the estimator at Loven Contracting on August 24 to get pricing for budgetary purposes. Director Martin asked if costs are still within the initial \$5,000 approved for the pre-planning phase. Chairperson Kloeber replied that Mr. Loven said they will provide an estimate regardless of the \$5,000 spending limit. Chairperson Kloeber described the build-out options, which will depend on the cost of the project.
- C. REVIEW, DISCUSS, AND CONSIDERATION TO APPROVE THE FORM OF THE SERVICE AGREEMENT WITH FIRE RECOVERY USA TO PROVIDE BILLING SERVICES FOR COST RECOVERY OF EMERGENCY SERVICES. The Board reviewed the revisions provided by counsel in the Service Agreement between Fire Recovery USA and HFD. Chairperson Kloeber recommended Board approve the form of the contract, which will be sent back to Fire Recovery for their consent prior to final approval. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve the changes made by the County Attorney to the service agreement with Fire Recovery USA and to forward the agreement back [to Fire Recovery USA] for their approval. The motion was unanimously APPROVED.
- D. CONSIDERATION TO APPROVE PARTICIPATION IN THE FUEL CARD SERVICE AGREEMENT BETWEEN WEX BANK AND THE NATIONAL JOINT POWER ALLIANCE (NJPA) AND AUTHORIZE CHIEF FOREMAN TO APPLY, ACCEPT PROGRAM TERMS, AND SIGN ON BEHALF OF HFD. Captain Erickson presented information regarding the WEX Fleet Card Program, and recommended the Board approve to utilize the program for the purchase of fuel for Bear Jaw apparatus and equipment. Amongst other benefits, the purchase cards will provide a tracking mechanism and gas savings. Chairperson Kloeber questioned why this program is not being applied to the entire District at this time. Captain Erickson replied that the intent was to apply it to Bear Jaw as a "trial run"; however, if the Board desires, the District's apparatus could be included. Chairperson Kloeber also wanted to know "why did it take so long" to implement this program. Ms. Wilson commented that P.J. Lingley, a new Bear Jaw employee, recently brought to their attention. A MOTION was made by Director Martin and was second by Clerk Hirsch to approve the agreement with WEX for the entire District, and to authorize Chief Foreman to complete the proper forms and signatures; the motion was unanimously APPROVED. Chairperson Kloeber noted that if the District is not included in the program, he would like to know why.
- E. CONSIDERATION TO APPROVE AN IGA WITH THE CITY OF FLAGSTAFF FIRE DEPARTMENT FOR THE ADMINISTRATION OF THE BLUE CARD TRAINING GRANT. The City of Flagstaff received a grant from FEMA and U.S. Department of Homeland for the Assistance to Firefighter Grant Program for certification of instructors to educate and train command staff and operations personnel and to purchase equipment for a portable incident simulator training center. Chief Miller explained how the grant will be implemented and that HFD will pay for costs that will be 90% reimbursed by the City through the grant award. A MOTION was made by Director Murphy and was seconded by Director Martin to approve the IGA with the City of Flagstaff Fire Department for the administration of the Blue Card Training Grant. The motion was unanimously APPROVED.

F. CONFIRM BOARD MEMBERS THAT WILL PARTICIPATE ON THE STRATEGIC PLANNING COMMITTEE. It was determined that Chairperson Kloeber and Director Murphy will serve on the Strategic Planning Committee.

G. REVIEW COMMUNITY SURVEY RESULTS. The Board reviewed the Community Survey results.

H. REVIEW FIRE BOARD TASK CALENDAR AND IDENTIFY POTENTIAL ITEM FOR NEXT MONTH'S AGENDA. The Board reviewed the 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 Director Martin to adjourn; the motion was unanimously APPROVED. The meeting adjourned at 6:18 PM.

Respectfully submitted,

Jayne Jones
Administrative Assistant III