

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS
REGULAR MEETING MINUTES
September 20, 2016

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

1. CALL TO ORDER. The meeting was called to order at 5:04 PM.
2. ROLL CALL. Chairperson Peter Kloeber, Clerk Jan Hirsch, Director Bill Murphy, and Director Brad Bippus were present. Director Robyn Martin was absent.

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 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. APPROVAL OF THE MINUTES.
 - A. AUGUST 16, 2016 REGULAR MEETING. The Board reviewed the minutes of the August 16, 2016 Regular Meeting. A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to accept the minutes as presented; the motion was unanimously APPROVED.
 - B. AUGUST 16, 2016 EXECUTIVE SESSION. The Board reviewed the minutes of the August 16, 2016 Execution Session. A MOTION was made by Director Murphy and was seconded by Director Bippus to accept the minutes as presented; the motion was unanimously APPROVED.
7. FINANCE
 - A. APPROVAL OF WARRANTS. The Board reviewed the warrants issued in August. Director Murphy commented that we appear to be having additional issues with Station 25 maintenance. A MOTION was made by Clerk Hirsch and was seconded by Director Murphy 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. Chairperson Kloeber asked Chief Foreman to keep the Board informed of any budgetary concerns. Director Murphy asked what was budgeted

in Account 644 Professional Services. Ms. Wilson replied that accounting, legal, and dispatch services [including \$16,180 payment for regional training coordinator] are paid from that account.

8. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. Captain Katrales, Chapter Secretary/Treasurer, thanked the Board for allowing them to speak each month. The Chapter participated in the Fill-the-Boot campaign for Muscular Dystrophy, and collected about \$3,000. In addition, they are hosting a Chili Dinner to benefit the Forest Highlands Foundation on Friday.
- B. BATTALION CHIEF'S REPORT. Chief Miller presented the Battalion Chief's Report including activity, incidents, and training in August. There were 51 calls for service in August.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Chief's Report for activity in August. Chief Foreman provided supporting information including the Fire Recovery Service Agreement's Agency Information Form will be returned to the company; the District will probably not get estimates from Loven Contracting until next week; three candidates will be hired from the joint hiring process conducted with Flagstaff Fire Department; the Blue Card Training Program is moving along; and the WEX Fuel Card Program has been implemented.

Chairperson Kloeber request additional information regarding the Premier EMS Agency. Chief Foreman explained that Premier EMS Agency status is granted by the Department of Health Services Bureau of Emergency Medicine to agencies that meet certain reporting requirements and have specific SOP in place. The District has begun in the process to gain the required status so funding will be made available to help offset cost of the program.

- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber had nothing to report.
- E. CORRESPONDENCE. The Board reviewed a letter from the Coconino County Recorder confirming the cancellation of the Election, and three Bear Jaw Crew Performance Rating reports.

9. TOPICS OF DISCUSSION AND POSSIBLE LEGAL ACTION.

- A. UPDATE REGARDING THE DISTRICT'S CAPITAL IMPROVEMENT PLAN. Chief Foreman reported that he and Chairperson Kloeber had a meeting with the estimator and architect for Loven Contracting regarding the concept plan and potential costs of the project to construct an Administrative Center. Chief Foreman informed the Board that they were able to visit the site and found existing utility stubs and electrical conduits. A meeting is scheduled for September 28th to discuss producing project estimates. Chairperson Kloeber commented that the estimator will be providing three estimate options for the Board's consideration. In addition, Chairperson Kloeber stated that the Board must select a procurement method that is appropriate and legal.
- B. UPDATE REGARDING THE STRATEGIC PLANNING PROCESS. Chief Foreman informed the Board that the committee had their first strategic planning meeting today. The committee reviewed the plan and identified items that should be updated. He believes that there will be no major changes to the plan, and it should be a relatively painless process.

- C. CONSIDERATION TO APPROVE THE SERVICE AGREEMENT WITH FIRE RECOVERY USA LLC TO PROVIDE BILLING SERVICES FOR THE DISTRICT'S COST RECOVERY OF EMERGENCY SERVICES. Chief Foreman presented a service agreement and resolution from Fire Recovery USA LLC for approval. He provided a brief history of the process that has occurred up to this point. After discussion about the form of the resolution, A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to approve the Service Agreement with Fire Recovery USA LLC to provide billing services for the District's cost recovery of emergency services. The motion was unanimously APPROVED.
- D. CONSIDER REQUEST FOR PUBLIC INFORMATION FOR A COMMERCIAL PURPOSE AND DETERMINE VALUE OF REPRODUCTION ON THE COMMERCIAL MARKET PER A.R.S. § 39-121.03. Ms. Jones informed the Board that the District received a commercial request for public information, and she requested the Board make a determination of the value on the commercial market as allowed by statute. Chief Foreman informed the Board the SmartProcure Inc. sells subscriptions online to access the data, which could cost from \$1,200 -\$5,000; he suggested the market value equal the average cost of a subscription at around \$3,000. After discussion, a MOTION was made by Clerk Hirsch and was seconded by Director Bippus that the value of the reproduction of public information requested by SmartProcure Inc. is \$3,000 on the commercial market; the motion was unanimously APPROVED.
- E. 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 Clerk Hirsch to adjourn; the motion was unanimously APPROVED. The meeting adjourned at 5:56 PM.

Respectfully submitted,

Jayne Jones
Administrative Assistant III