



HIGHLANDS FIRE DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

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

In accordance with A.R.S. § 38-431.02, any item on this agenda and any other matters related thereto will be subject to Board consideration, discussion, approval, or other action.

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. October 18, 2016; 3:00 PM Work Session

B. October 18, 2016; 5:00 PM Regular Meeting

C. October 18, 2016; 5:40 PM Executive Session

7. Finance

A. Warrants

B. Financial Report

8. **Summary Reports & Correspondence** - *In accordance with A.R.S. §38-431.02(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. Conduct election of Fire Board Chairperson and Clerk
- B. Renew Oath of Office and Conflict of Interest Statements
- C. Discuss potential Administrative IGA with Mormon Lake Fire District
- D. Update regarding Capital Improvement Project for the Administration & Crew Facility
 - a. Consideration to waive the use of *Fiscal Policy Guideline 152 Purchasing; IV. G. Purchases greater than \$50,000* as authorized in IV. A. of the guidelines
 - b. Consideration to authorize the use of an alternative Request for Proposal (RFP) process for procurement of Design/Build (D/B) services for construction of the Administration/Bear Jaw Crew Facility
 - c. Draft RFP for Board review
- E. Update regarding FY 2017 Strategic Plan; present draft plan for Board review
- F. Discussion regarding Fire Chief's Annual Evaluation; pertinent information and evaluation form distributed for December's evaluation
- G. Review Community Survey Results
- H. Review Fire Board Task Calendar; identify potential items for next month's agenda

10. Board Member Comments - *Board member's comments are meant to inform and clarify, and no legal action will be taken. Only Board members may speak.*

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.

Agenda approved on November 11, 2016
by Peter Kloeber, Fire Board Chairperson

Agenda posted on November 11, 2016 at 5:10 PM
by Jayme Jones, Administrative Assistant III