

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS
REGULAR MEETING MINUTES
November 15, 2016

The regular meeting of the Highlands Fire District Board of Directors was held on Tuesday, November 15, 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 Brad Bippus and Director Robyn Martin were present.

Present from administrative staff was Chief Foreman, Battalion Eric True, 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 visitor Chief Kevin Schulte of Mormon Lake Fire District.
5. CALL TO THE PUBLIC. Chairperson Kloeber opened the call to the public; there were no comments.
6. APPROVAL OF THE MINUTES.
 - A. OCTOBER 18, 2016 WORK SESSION. The Board reviewed the minutes of the October 18, 2016 Work Session. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to accept the minutes as presented; the motion was unanimously APPROVED.
 - B. OCTOBER 18, 2016 REGULAR MEETING. The Board reviewed the minutes of the October 18, 2016 Regular meeting. A MOTION was made by Director Murphy and was seconded by Director Martin to accept the minutes as presented; the motion was unanimously APPROVED.
 - C. OCTOBER 18, 2016 EXECUTIVE SESSION. The Board reviewed the minutes of the October 18, 2016 Execution Session. A MOTION was made by Director Martin and was seconded by Director Murphy to accept the amended minutes as discussed; the motion was unanimously APPROVED.
7. FINANCE
 - A. APPROVAL OF WARRANTS. The Board reviewed the warrants issued in October. After questions, A MOTION was made by Director Martin 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. Chief Foreman commented that the General Fund is well under budget, with the exception of accounts associated with unpredictable wildland assignments.

8. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. Captain Pond, Chapter Trustee, commented that 1505 has little to report, but they are currently working with a Local Charity.
- B. BATTALION CHIEF'S REPORT. Chief True presented the Battalion Chief's Report including activity, incidents, and training in August. There were 44 calls for service in October.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Chief's Report for activity in October. HFD participated in the Forest Highlands Golf Day. Chief Foreman informed the Board that he had received recognition for work with the Greater Flagstaff Forests Partnership. He also noted that Engineer Casey Modrell received a Firefighter of the Year Award presented by the Exchange Club of Flagstaff.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber reported that the sale of the property across the street closed on November 4th.
- E. CORRESPONDENCE. The Board reviewed a memo from PJ Lingley, Asst. Crew Supt. thanking those who helped with the Bear Jaw hiring process and letter from Chief Schulte of Mormon Lake Fire District asking for administrative assistance.

9. TOPICS OF DISCUSSION AND POSSIBLE LEGAL ACTION.

- A. CONDUCT ELECTIONS OF FIRE BOARD CHAIRPERSON AND CLERK. Director Martin nominated Pete Kloeber to serve as Fire Board Chairperson; Chairperson Kloeber accepted. There were no additional nominations. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to reappoint Pete Kloeber as Fire Board Chairperson. The motion was unanimously APPROVED.

Director Martin nominated Jan Hirsch to serve as Fire Board Clerk; Clerk Hirsch accepted. There were no additional nominations. A MOTION was made by Director Martin and was seconded by Director Murphy to reappoint Jan Hirsch as Fire Board Clerk. The motion was unanimously APPROVED.

- B. RENEW OATH OF OFFICE AND CONFLICT OF INTEREST STATEMENTS. The members of the Board stood to take their loyalty oath, and the written oaths were signed and notarized. In addition, the Board renewed their *Conflict of Interest Statement*.

- C. DISCUSS POTENTIAL ADMINISTRATIVE IGA WITH MORMON LAKE FIRE DISTRICT. Chairperson Kloeber welcomed Chief Schulte to the meeting. Chief Schulte informed the Board that due to the unexpected resignation of his administrative assistant, he would appreciate help with his administrative responsibilities. The Board reviewed a draft of an Administrative Service IGA. The Board discussed the recommended fee schedule for the service, and potential workload for HFD staff. Mrs. Wilson believes the time involved in providing adequate assistance would be minimal. Chairperson Kloeber questioned the term of the proposed agreement. Chief Foreman told the Board that the agreement has been reviewed by Mr. Wong from a liability perspective, and he found the agreement acceptable. The IGA is currently being reviewed by counsel, and consideration for approval will be requested in December.
- D. UPDATE REGARDING CAPITAL IMPROVEMENT PROJECT FOR THE ADMINISTRATION & CREW FACILITIES. Chief Foreman provided an update regarding the project to build the Administrative & Crew Facilities. Chief Foreman recommended that Board consider waiving *Fiscal Policy Guideline 152 Purchasing*, IV. G. regarding purchases greater than \$50,000, as authorized in guideline IV. A. of the policy. In addition, he further recommended the Board authorize the use of an alternate procurement as described in the Staff Briefing presented. After discussion, a MOTION was made by Director Martin and was seconded by Director Bippus to approve Chief Foreman's recommendations as presented; the motion was unanimously APPROVED.
- E. UPDATE REGARDING THE 2017 STRATEGIC PLAN; PRESENT DRAFT PLAN FOR BOARD REVIEW. The Board reviewed a draft 2017 Strategic Plan. Director Martin suggested revising the *Brief History* to exclude "volunteer" from the text. Chief Foreman suggested revising the *10 Fast Facts* to include the amount of tax revenue budgeted. The Board was informed that the plan will be updated with current incident, training, wildland, and survey statistics. In addition, finance charts will be condensed to provide space for apparatus replacement schedule and photos. Chairperson Kloeber requested the Board pay close attention to the *Goals & Objectives* and provide Chief Foreman with their final input on the draft strategy. Chief Foreman informed the Board that a final draft will be presented at the December meeting.
- F. DISCUSSION REGARDING FIRE CHIEF'S ANNUAL EVALUATION; DISTRIBUTE PERTINENT INFORMATION AND EVALUATION FORM FOR DECEMBER'S EVALUATION. Chairperson Kloeber informed the Board that Chief Foreman's annual evaluation will be conducted in December. Ms. Jones provided the Chief's Activity Reports for 2016 for the Board's review. Chief Foreman provided the Board with his self-evaluation. Chairperson Kloeber asked Board members to prepare and contemplate ratings prior to the December meeting.
- G. REVIEW COMMUNITY SURVEY RESULTS. The Board reviewed the accumulative Community Survey for the past year. Chairperson Kloeber questioned a negative comment on the survey; Mrs. Wilson explained that the answer is misleading because HFD did not have any contact with them.
- 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 Clerk Hirsch and was seconded by Director Martin to adjourn; the motion was unanimously APPROVED. The meeting adjourned at 6:44 PM.

Respectfully submitted,

Jayne Jones
Administrative Assistant III