

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

The regular meeting of the Highlands Fire District Board of Directors was held on Tuesday, December 20, 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, and Director Robyn Martin were present. Director Brad Bippus was absent.

Present from administrative staff was Chief Foreman, Battalion Chief Todd 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 opened the call to the public; there were no comments.
6. APPROVAL OF THE MINUTES.
 - A. NOVEMBER 15, 2016 REGULAR MEETING. A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to accept the minutes. Director Martin pointed out two grammatical errors for correction. The motion was unanimously APPROVED.
7. FINANCE
 - A. APPROVAL OF WARRANTS. The Board reviewed the warrants issued in November. The Board had no comments or 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. Chairperson Kloeber commented that everything looks good; Chief Foreman agreed.
8. SUMMARY REPORTS & CORRESPONDENCE.
 - A. LOCAL CHAPTER 1505. Captain Katrales, Chapter Trustee, commented that Chapter members have been working diligently with management to staff stations while firefighters attend the GFR Training Academy. In addition, they have provided donations to the family of Captain Chris Fitzmaurice of Phoenix FD that died in an ATV accident, the family of Kyle Romero of Pinewood

FD, as well as helping two families in Kachina Village for the holidays, and the Flagstaff Family Food Bank. Chairperson Kloeber suggested that since the donations are paid from proceeds of the pancake breakfast, the public should be made aware that this is specifically how the money is used.

- B. BATTALION CHIEF'S REPORT. Chief Miller presented November's Battalion Chief's Report including activity, incidents, and training in August. There were 38 calls for service in November.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Chief's Report for activity in November. Chief Foreman noted that he attended a Fire Science Company Officer Course, attended Mormon Lake FD Board Meeting, and met with the Firefighter Recruits. In addition, he attended Summit FD Board meeting as the AFDA Area Rep. to inform them of their roles as board members. Furthermore, he and Chris Kazian of Sedona FD attended a Planning and Zoning meeting regarding improving communications. Lastly, Kachina North Project is underway.

Chief Foreman presented Chairperson Kloeber with his 15 Years of Service Plaque and expressed appreciation his service to the Fire Board and community.

- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber commented that he believes it has been a good year for the District, and there are good things on the horizon.
- E. CORRESPONDENCE. The Board reviewed a complementary letter regarding the Bear Jaw Crew from Alan and Christine Frederickson, Certificates from County Election for members Kloeber, Bippus, and Martin, and a letter from Copper County Fire & Medical Authority for Chief True's help with a Captain's Assessment Center.

9. CONSIDERTATION TO ADJOURN TO EXECUTIVE SESSION TO DISCUSS THE FOLLOWING:

- A. Discussion regarding Coconino Attorney Consent and Waiver association with the Intergovernmental Agreement (IGA) for Administrative Services between Mormon Lake Fire District (MLFD) and Highlands Fire District (HFD) per A.R.S. § 38-431.03(A)(3), which allows for *discussion for consultation for legal advice with the attorney or attorneys of the public body*. (Consultation with Mr. Furuya, Deputy County Attorney, will be available telephonically.)
- B. Discussion regarding Chief Foreman's Annual Evaluation and Goals for 2017 per A.R.S § 38-431.03(A)(1) , which allows for *discussion or consultation of employment, assignment appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee, or employee of any public body, except the , the exception of salary discussion, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting.*

After discussion, a MOTION was made by Director Martin and was seconded by Clerk Hirsch to go into Executive Session to discuss Chief Foreman's Evaluation, but will not discuss the IGA Waiver and Consent Item; the motion was unanimously APPROVED. Chairperson Kloeber asked Chief Foreman to contact Mr. Furuya to inform him the Board would not need his advice regarding the Consent and Waiver Item. The Board adjourned to Executive Session at 5:22 PM. The Board reconvened to Regular Meeting at 5:31 PM.

10. TOPICS OF DISCUSSION AND POSSIBLE LEGAL ACTION.

- A. CONSIDERATION TO APPROVE IGA FOR ADMINISTRATIVE SERVICES BETWEEN MORMON LAKE FIRE DISTRICT (MLFD) AND HIGHLANDS FIRE DISTRICT (HFD). The Board reviewed the Administrative Service IGA. Director Murphy clarified that the IGA is for clerical duties for a two year term, and he asked if the staff was in agreement. Ms. Jones & Mrs. Wilson stated that they were not opposed. Chairperson Kloeber asked for an explanation of the \$10,000 fee. Chief Forman stated that the fee equals about 16 hours per month @ Administrative Assistants hourly rates. After discussion, a MOTION was made by Director Murphy for approval of the IGA for Administrative Services between HFD and MLFD; the motion was unanimously APPROVED. Chairperson Kloeber asked that a review of the IGA be done in 10 months.

Chairperson Kloeber requested the minutes reflect that the Board understands and accepts the Consent and Waiver conditions of the IGA as explained by the Deputy County Attorney.

- B. CONSIDERATION TO APPROVE CHIEF FOREMAN'S ANNUAL EVALUATION; DISCUSS & DETERMINE CHIEF FOREMAN'S GOALS FOR 2017. The Board discussed the Chief's Annual Evaluation in Executive Session. The Board determined that the ratings are as follows: Communication – Exceeds; Fiscal Management – Exceeds; Training – Exceeds; Safety – Satisfactory; Public Relations – Exceeds; Management – Exceeds; Leadership – Exceeds; State of the Department – Exceeds; and Overall Evaluation – Exceeds. A MOTION was made by Director Martin and was seconded by Director Murphy to approve Chief Foreman's evaluation for 2016 as stated; the motion was unanimously APPROVED. Chairperson Kloeber said that the Board appreciates the Chief's hard work and keeping the Board well informed.

Chief's annual Goals and Objectives for 2016 were assessed as follows:

- Sell surplus property and apparatus – Complete;
- Implement capital improvement projects – Ongoing;
- Maintain a strong presence in local, regional, and statewide emergency management groups – Complete;
- Develop an Acting Battalion Chief Program – Progress noted;
- Updated Position duty statements and job descriptions – Progress noted;
- Review and Update the Fire District Staffing and Deployment Analysis – Complete;
- Continue efforts toward a Community Integrative Paramedicine Program – Progress noted;
- Assess benefits of mergers, consolidations, and joint operating alternatives – Complete; and
- Implement a cost recovery program – Completed.

The Chief's Goals and Objectives for 2017 were identified as follows:

- Sell surplus property and apparatus;
- Implement capital improvement projects;
- Maintain a strong presence in local, regional, and statewide emergency management groups;
- Develop an Acting Battalion Chief Program

- Continue efforts towards a Community Integrative Paramedicine Program; and
- Assess benefits of mergers, consolidations, and joint operating alternatives.

After discussion, a MOTION was made by Director Martin and was seconded by Clerk Hirsch to accept the Chief's Goals and Objectives as stated; the motion was unanimously APPROVED. Chief Foreman thanked the Board for their efforts in providing an evaluation and identifying goals for 2017. He also appreciates the Highlands team that supports him, including the Board.

- C. CONSIDERATION TO APPROVE *HIGHLANDS FIRE DISTRICT 2017 FIRE & EMERGENCY SERVICES STRATEGIC PLAN*. The *2017 Fire and Emergency Service Strategic Plan* was presented to the Board. Chairperson Kloeber noted that there are a few items in the plan that will be updated at the end of the year. In addition, minor corrections were noted on page 15 and 20. After discussion, a MOTION was made by Director Martin and was seconded by Director Murphy to accept the Strategic Plan as amended; the motion was unanimously APPROVED.
- D. DISCUSSION REGARDING PSPRS EMPLOYER CONTRIBUTION IMPACTS. Chief Foreman informed the Board that the PSPRS contribution will increase to 33.31% of payroll in FY 2018. Chief Foreman provided an explanation for the significant contribution increases occurring around the state. In addition, impacts of the Hall case (contribution refunds) are yet to be determined. Meetings with PSPRS are scheduled at the AFDA Board meeting and Conference, which may provide additional information.
- E. CONSIDERTION TO APPROVE REQUEST FOR PROPOSAL (RFP) FOR QUALIFIED DESIGN-BUILD TEAMS TO PROVIDE ARCHITECTURAL DESIGN AND CONSTRUCTION SERVICE FOR A NEW COMBINED ADMINISTRATIVE OFFICE/WILDFIRE HAND CREW FACILITY AND APPARATUS BAYS. The Board reviewed the RFP for Design-Build Services. Items for consideration suggested by counsel included warranty and performance bond. Chief Foreman informed the Board that his intention is to release the RFP after the first of the year. A MOTION was made by Director Martin and was seconded by Director Murphy to approve the RFP as discussed for 2017; the motion was unanimously APPROVED.
- Chairperson Kloeber asked whether the budgetary impact of the increasing PSPRS contribution rates will conflict with the continuance of the construction project. In other words, he asked, can the FY 2018 Budget include both expenses? Chief Foreman believes that it may work if the construction price is limited. In short, there are still too many unknowns related to issues with PSPRS to be sure.
- F. PRESENTATION OF THE 2016 UPDATE OF HIGHLANDS FIRE DEPARTMENT STAFFING & DEPLOYMENT ANALYSIS. Chief Foreman presented the 2016 Staffing and Deployment Analysis. The plan focuses on how to best deliver services with consideration given to current fire science research and safety. The Board discussed mutual aid agreements with the City of Flagstaff, and they found the report very informative.
- G. DISCUSSION REGARDING STAFFING FOR THE HIGHLANDS FIRE DISTRICT FOR THE PAST NINETY DAYS. Chairperson Kloeber informed the Board that he had requested this information as it relates to recent staffing. Chief Foreman presented a staff briefing explaining the importance

of the Regional Fire Academy, which has had temporary impact on staffing levels. Staffing adjustments are made frequently to produce the best scenario possible.

H. CONSIDERATION TO APPROVE THE LETTER OF DECLARATION FOR WELLS FARGO. Mrs. Wilson presented a Letter of Declaration for the Board's approval. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve the Letter of Declaration for Wells Fargo; the motion was APPROVED.

I. REVIEW FIRE BOARD TASK CALENDAR AND IDENTIFY POTENTIAL ITEMS FOR NEXT MONTH'S AGENDA. The Board reviewed the Board Task Calendar. The Board Handbook will be reviewed next month.

10. BOARD MEMBER COMMENTS. Director Martin commented that she believes the District is doing a great job; Board members agreed. Chairperson Kloeber wished everyone a Merry Christmas.

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 6:54 PM.

Respectfully submitted,

Jayne Jones
Administrative Assistant III