



# HIGHLANDS FIRE DISTRICT

## BOARD OF DIRECTORS REGULAR MEETING

Notice is hereby given that a regular Fire Board Meeting will be held on **Tuesday, May 17, 2016 at 5:00 PM at Station 21, 2838 Kona Trail, Flagstaff, AZ.**

**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. April 19, 2016 Regular Meeting
- B. April 19, 2016 Executive Session

**7. Finance**

- A. Warrants
- B. Financial Report
- C. Coconino County Interest Earnings

**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. Update regarding capital improvement plan for Station 23 site
- B. Follow-up discussion regarding the FY 2017 Budget
- C. Consideration to approve Arizona State Forestry Division Cooperative IGA
- D. Consideration to approve *Fiscal Policy Guidelines*:
  - a. #141 Fee Schedules
  - b. #151 Payroll
  - c. #152 Purchasing
  - d. #153 Purchasing & Charge Cards
  - e. #154 Travel Expenses
  - f. #160 Surplus Property
- D. Presentation of information regarding November 8, 2016 General Election of three HFD Fire Board members; Directors Bippus, Martin, and Kloeber's terms are expiring November 30, 2016.
- E. Discussion regarding authorship of Fire Board article for the *Highlands Fire Dragon* newsletter to be distributed on July 3.
- F. Review Community Survey Report
- G. Discuss and/or take possible action related to latent defects of fire stations.

**10. Board Member Comments.** *Comments limited to announcements, review of Board Task Calendar, and identifying key issues for next month's agenda.*

**11. Adjournment**