



# HIGHLANDS FIRE DISTRICT

## BOARD OF DIRECTORS REGULAR MEETING

Notice is hereby given that a regular Fire Board meeting will be held on **Tuesday, December 20, 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. November 15, 2016 Regular Meeting

### 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. Consideration to adjourn to Executive Session to discuss the following:

- A. Discussion regarding Coconino County Attorney Consent and Waiver associated 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 or consultation for legal advice with the attorney or attorneys of the public body*. (Consultation with Mr. Furuya, Deputy County Attorney, will be delivered 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 consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, 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.*

## 10. Topics of Discussion and Possible Legal Action

- A. Consideration to approve IGA for Administrative Services between MLFD and HFD.
- B. Consideration to approve Chief Foreman's Annual Evaluation; discuss and determine Chief Foreman's goals for 2017.
- C. Consideration to approve Highlands Fire District 2017 Fire & Emergency Services Strategic Plan.
- D. Discussion regarding PSPRS Employer Contribution impacts.
- E. Consideration to approve Request for Proposal (RFP) for qualified design-build teams to provide architectural design and construction services for a new combined Administrative Office/Wildfire Hand Crew Facility and Apparatus Bays.
- F. Presentation of the 2016 update of Highlands Fire Department Staffing & Deployment.
- G. Discussion regarding staffing for the Highlands Fire District for the past ninety days.
- H. Consideration to approve the Letter of Declaration for Wells Fargo.
- I. Review Fire Board Task Calendar; identify potential items for next month's agenda.

## 11. 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.*

## 12. 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: December 13, 2016

by Peter Kloeber, Fire Board Chairperson

Agenda posted: December 16, 2016; 12:00 PM

by Jayme Jones, Administrative Assistant III