

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL MEETING MINUTES
February 28, 2017

The Special meeting of the Highlands Fire District Board of Directors was held on February 28, 2017 at Station 21, 2838 Kona Trail, Flagstaff, Arizona.

1. CALL TO ORDER. The meeting was called to order at 1:00 PM
2. ROLL CALL. Pete Kloeber, Jan Hirsch, Bill Murphy, Robyn Martin, and Brad Bippus were present.

Present from administrative staff was Chief Dirch Foreman, Ms. Jayme Jones, and Mrs. Robyn Wilson.

3. DISCUSSION AND POSSIBLE ACTION REGARDING CONTRACT FOR EMERGENCY SERVICES IGA WITH FLAGSTAFF RANCH FIRE DISTRICT (FRFD). Chairperson Kloeber informed the Board that the District had received a Request of Proposal (RFP) for Emergency Services from FRFD. The Board discussed whether to submit an RFP for Emergency Services; Director Martin commented that she believed the Board had already decided to submit a RFP at the last meeting.
 - A. DETERMINE SERVICE FEE. In regards to the service fee, Chairperson Kloeber suggested the fee be increased to \$120,000. A MOTION was made by Director Martin and was seconded Director Bippus by to go with a service fee of \$120,000 for the FRFD contract. After discussion, the motion was unanimously APPROVED.
 - B. CONSIDERATION TO APPROVE CONTRACT FOR SUBMITTAL TO FRFD. In regards to the contract, A MOTION was made by Director Martin and was seconded by Director Murphy to approve the contract, which has already been reviewed by counsel and to submit to FRFD. The motion was unanimously approved.

Chief Foreman informed the Board that he added item 3.13 in the draft contract, which requests FRFD to consider HFD providing Administrative and Board support at an additional fee of \$18,000. This item could be handled as an addendum or separate IGA. Chairperson Kloeber suggested that this option should be included in the cover letter with the District's proposal submittal.

4. ADJOURNMENT. The meeting adjourned at 1:32 PM.

Respectfully submitted,

Jayme Jones
Administrative Assistant III