

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
March 21, 2017

The regular meeting of the Highlands Fire District Board of Directors was held on Tuesday, March 21, 2017 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 Brad Bippus were present. Director Robyn Martin was absent.

Present from administrative staff was Chief Dirch Foreman, Battalion Chief 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 visitors.
5. CALL TO THE PUBLIC. Chairperson Kloeber dispensed with the call to the public.
6. APPROVAL OF THE MINUTES
  - A. FEBRUARY 21, 2017 REGULAR MEETING MINUTES. The Board reviewed the February 21, 2017 regular meeting minutes. Director Murphy denied making a second to the motion to approve the warrants presented on February 21. A MOTION was made by Clerk Hirsch and was seconded by Director Bippus to accept the minutes as discussed; the motion was unanimously APPROVED.
  - B. FEBRUARY 28, 2017 SPECIAL MEETING MINUTES. The Board reviewed the February 28, 2017 special meeting minutes. A MOTION was made my Director Murphy and was seconded by Director Hirsch to approve the minutes as presented; the motion was unanimously APPROVED.
7. FINANCE
  - A. APPROVAL OF WARRANTS. The Board reviewed the warrants issued in February. A MOTION was made by Director Murphy and was seconded by Clerk Hirsch 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, Profit/Loss Budget Overviews, County's Fund Balance Summary, and Cash Flow Projection. Chief Foreman noted that payroll is slightly under budget, and office supplies are over due to a one-time payment. Chairperson requested Ms. Wilson correct an error on the *Bear Jaw Profit Loss Statement*.

## 8. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. Captain Katrales, Trustee, reported the Chapter sponsored two teams at the Bowl for Kids' Sake event to benefit Big Brother/Big Sisters. The Chapter will donate money to sponsor a "chute" at the Rodeo, and they will also support Sgt. Larkin's participation in the Police Unity Tour.
- B. BATTALION CHIEF'S REPORT. Chief True presented the Battalion Chief Activity Report including incidents that occurred in February; there were 28 calls for service.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Fire Chief Report. He noted that staff is working on the budget and the Compensation Committee continues to work on our health care renewal. ADOT began working on 89A; there will be daytime delays and night time closures until the fall of 2017. The Arizona Wildfire Academy was very successful with 711 students, 80 instructors, and 47 staff members.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber informed the Board about the Arizona Wildland-Urban Interface & Firewise Summit being held at the Doubletree Inn on March 29-30; Chief Foreman will be speaking at the event.
- E. CORRESPONDENCE. There was no correspondence presented.

## 10. TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. UPDATE REGARDING EMERGENCY SERVICE IGA WITH FLAGSTAFF RANCH FIRE DISTRICT (FRFD). Chief Foreman recapped that FRFD Board sent an RFP for an Emergency Service IGA, and HFD responded with the base rate of \$120,000. HFD has not heard back from FRFD; however, a decision should be made at their next board meeting on March 30.
- B. UPDATE REGARDING PSPRS LAWSUIT. Chief Foreman informed the Board the latest news from PSPRS is that pension reforms that increased employee contributions were found to be unconstitutional. This decision will result in refunding the excess contributions; however, it has not yet been determined how and when the refunds will occur.
- C. DISCUSSION AND POSSIBLE ACTION TO DEFER THE PURCHASE OF STAFF VEHICLES. Chief Foreman informed the Board that he intends to defer the purchase of staff vehicles until we know more about the financial impact of potential PSPRS refunds. Currently, capital purchases are included in the budget, and it may be feasible make the purchases "sooner versus later" as planned in the Staffing and Deployment Analysis. He suggested that two BC command vehicles be replaced, and he could utilize his current vehicle until his retirement. The Budget Committee should review all available options.
- D. DISCUSSION AND POSSIBLE ACTION REGARDING THE SCOPE, DEFERRAL, AND/OR CONSTRUCTION OF ADMINISTRATIVE BUILDING AND GARAGE FACILITIES. In regards to the building construction, the financial impact of the PSPRS situation should be taken into consideration. Perhaps the size and scope of the project should be reevaluated, and the RFP

should not be released until the specifics are determined. Chairperson Kloeber commented the limiting the scope of the project may not yield a significant cost savings. Chief Foreman recommended that there be “slight delay” in moving forward with this project. The temporary placement of the Bear Jaw Crew at Station 21 was discussed. Chief Foreman believes that staff and the crew should move to the Station 23 site at one time.

- E. CONSIDERATION TO APPROVE RESOLUTION TO SELL (1) ONE WATER TENDER AS SURPLUS PROPERTY. Chief Foreman presented a historical account of the water tenders, changes to the ISO rating system, improved mutual aid arrangements, actual usage of the tenders, and need for additional revenue as reasons to recommend that one tender be sold as surplus property. Captain Pond informed the Board that there would be significant savings in maintenance and insurance cost, and he agreed that the department may not need both tenders. Chairperson Kloeber commented that the sale of the tender would provide the revenue to purchase the command vehicles. After further discussion, A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to approve the resolution to sell the 2004 Water Tender as surplus property; the motion was unanimously APPROVED.
- F. CONSIDERTION TO APPROVE RESOLUTION TO SELL JOHN DEERE SNOWBLOWER AS SURPLUS PROPERTY. Engineer Gutierrez explained that due to the limited capabilities of the aging John Deere snowblower, a new snowblower was purchased. He recommended that the John Deere snowblower be sold as excess surplus property for approximately \$200 - \$300. A MOTION was made by Clerk Hirsch and was seconded by Director Murphy to approve the resolution to sell the John Deere snowblower as surplus property; the motion was unanimously APPROVED.
- G. DISCUSSION AND POSIBLE ACTION TO DEFER THE FIRE CHIEF, GRADE 10; STEP 7 SCHEDULED PAY INCREASE. Chief Foreman informed the Board that once again he is asking the Board to defer his step increase, which will have a positive impact on the District’s finances; he is satisfied with his current rate of pay. A MOTION was made by Director Hirsch and was seconded by Director Murphy to accept the Chief’s request to defer his annual step increase; the motion was unanimously APPROVED.
- H. DISCUSSION REGARDING FIRE CHIEF SUCCESSION AND REGIONALIZATION. Chief Foreman informed the Board that in August of 2021, he will have 25 years of service and intends to retire. He believes that it is not too early for the Board to begin thinking about how to replace the Fire Chief. One of their many options is to promote from within and ask the Battalion Chiefs’ about their interest in potentially accepting the position. Other options may include joint management agreements, fire authorities, mergers and consolidations, etc., since State legislators are pushing for fewer independent governmental entities. To accomplish making these kinds of changes, the process may take time, so he recommended the Board start investigating the possibilities.

Chairperson Kloeber asked the Board to provide their initial thoughts. Clerk Hirsch believes fire districts are changing rapidly, and “we should sit back and watch; we are not in place where we have to make a decision right now.” Chairperson Kloeber stated that he is biased toward preserving the District. Chief Foreman agreed that HFD is strong, and we might consider developing partnerships as opposed having to be “saved”. Chief True believes that operationally, we should continue to improve equipment integration and working capacities

with other entities as well as see what happens with legislation over the next few years. Chairperson Kloeber hopes that the District will not have to approach this topic because of a financial burden, and changes considered should promote benefits to operations. He suggested that a meeting with the Summit Board may be very enlightening. The Board discussed “shared work” arrangements of other fire protection entities around the State.

- I. DISCUSSION REGARDING MODIFICATION OF CONDITIONAL USE PERMIT (CUP) FOR STATION 21. Chief Foreman informed the Board that the Station 21 CUP requires having the additional parking spaces across the street. Since the lots were sold, the District needs to have the CUP modified. Chief Fisher is currently working on the application process; and a citizen participation meeting has been scheduled. Planning and Zoning will make a determination at the hearing on April 26<sup>th</sup>.
- J. CONSIDERATION TO APPROVE AND ACKNOWLEDGE RATE INCREASE FOR PAYROLL PROCESSING AND ACCOUNTING SERVICES PERFORMED BY HINTON BURDICK CPAS. Ms. Wilson recommended the Board accept the price increase for payroll processing and accounting services. A MOTION was made Director Murphy and was seconded by Clerk Hirsch to approve the rate increase as presented; the motion was unanimously APPROVED.
- K. REVIEW *FIRE BOARD TASK CALENDAR*; IDENTIFY POTENTIAL ITEMS FOR NEXT MONTH’S AGENDA. The Board reviewed the *Fire 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 Murphy to adjourn; the motion was unanimously APPROVED. The meeting adjourned at 6:30 PM.

Respectfully submitted,

Jayne Jones  
Administrative Assistant III