

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
July 18, 2017

The regular meeting of the Highlands Fire District Board of Directors was held on Tuesday, July 18, 2017 at Station 23, 3350 Old Munds Highway, 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 arrived at 5:30 PM.

From Administrative staff, Chief Dirch Foreman, Battalion Chief True, Ms. Jayme Jones, and Mrs. Robyn Wilson were present.

3. PLEDGE OF ALLEGIANCE, INVOCATION, 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 Board responsibilities required by statute.
4. WELCOME VISITORS. Chairperson Kloeber welcomed visiting staff members.
5. CALL TO THE PUBLIC. Chairperson Kloeber provided requirements regarding comments from the public. There were no public comments.
6. APPROVAL OF THE MINUTES.

A. JUNE 20, 2017 REGULAR MEETING MINUTES. The Board reviewed the June 20, 2017 regular meeting minutes. A MOTION was made by Director Martin and was seconded by Director Murphy to accept the minutes with changes as discussed. Director Martin pointed out a correction to item 8. A. to change the spelling of "Gold" to Golf". There were no further comments. The motion was unanimously APPROVED.

7. FINANCE

A. APPROVAL OF WARRANTS. The Board reviewed the warrants issued in June. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to accept the warrants as presented. After questions, Chairperson Kloeber's suggestion to adding warrant numbers to the report. The motion was unanimously APPROVED.

B. REVIEW FINANCIAL REPORTS. The Board reviewed the June, fiscal year end, HFD and Bear Jaw Financial Reports, including the Bank Reconciliation, Profit/Loss Budget Overviews, County's Fund Balance Summary, and Cash Flow Projection.

8. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. Captain Katrales, Chapter Secretary, thanked the Board for allowing him to address the Board. He informed them that the Chapter had nothing new to report. Clerk Hirsch asked who won the raffle; Captain Katrales was not aware of the winner because he did not attend the Pancake Breakfast.
- B. BATTALION CHIEF'S REPORT. Chief True presented the Battalion Chief's Report including individual activity, training, and incidents. There were 82 calls recorded in June. Chairperson Kloeber asked if 82 is a record number of calls; Chief Ture said he would check.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Fire Chief's Report; he noted that 9.5 hours of staff time was dedicated to Mormon Lake, he is serving on the Community Development Advisory Group, the water tender was successfully sold, the Hall/Parker refunds were paid to employees on July 6, 2017, and the request for a 30 year amortization period was approved by the PSPRS Board of Trustees.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber thanked Board members for their serve at the Pancake Breakfast.
- E. CORRESPONDENCE. The Board reviewed a thank you letter from Linda Vaughan for work on the Crusher Fire in Forest Highlands, and an excellent Crew Performance Rating for Bear Jaw.

9. TOPICS OF DISCUSSION AND POSSIBLE ACTION

- A. INTRODUCTION OF MR. WILLIAM RING, COCONINO COUNTY ATTORNEY AND MR. BRIAN FURUYA, DEPUTY COUNTY ATTORNEY; PRESENTATION AND GENERAL DISCUSSION REGARDING LEGAL SERVICES PROVIDED BY THE COCONINO COUNTY ATTORNEY'S OFFICE. Chief Foreman introduced Mr. Ring to the Board, and introduced Board members and staff. Mr. Ring complimented Chief Foreman for taking the initiative to meet him. Mr. Ring shared information about his background, association with Kachina Village Fire District and other Fire Districts in the County, and the work of the Count Attorney's Office. Mr. Ring informed the Board that Mr. Furuya works in the Civil Division, which handles Special Districts in their overall mission to preserve and protect the community sense of justice and fairness. After a detailed presentation and description of County Attorney's Office workload, Mr. Ring emphasized his dedication to gun safety, and he provided gun locks to be distributed to the public. Chairperson Kloeber informed Mr. Ring that Mr. Furuya has done an exceptional job representing the District, and thanked Mr. Ring for visiting. Mr. Furuya briefly addressed Board, and he reiterated the County Attorney's commitment to serve fire districts.
- B. UPDATE REGARDING THE DISTRICT'S REQUEST TO PROPOSAL (RFP) PROCESS FOR THE CONSTRUCTION OF THE ADMINISTRATIVE/BEAR JAW FACILITY. Chief Foreman informed the Board that staff distributed several letters to invite providers to request a RFP document if interested. The July 10, 2017 walk-through site visit was only attended by one contractor. Chief Foreman informed the Board that he intends to present proposals at the August meeting.

- C. UPDATE REGARDING THE COST OF MAINTENANCE FOR THE FIRE STATION'S BAY DOORS. Chief Foreman presented a Bay Door Maintenance and Repair Report as requested by the Board. Chief Foreman reviewed his report, and he believes that the maintenance cost is reasonable. Director Murphy thanked Chief Foreman for this thorough report.
  - D. COMMUNITY SURVEY REPORT FOR APRIL – JUNE 2017. The Board reviewed the Community Survey results. Chairperson Kloeber commented the return rate was normal, and the responses were really great.
  - E. REVIEW FIRE BOARD TASK CALENDAR; IDENTIFY POTENTIAL ITEMS FOR NEXT MONTH'S AGENDA. The *Fire Board Task Calendar* was reviewed.
10. BOARD MEMBER COMMENTS. Director Martin asked how the lunch program was going; Chief Foreman said very well with an average of ten recipients a day.
11. ADJOURNMENT. A MOTION was made by Clerk Hirsch and was seconded by Director Martin to adjourn; the motion was unanimously APPROVED. The meeting adjourned at 6:05 PM.

Respectfully submitted,

Jayne Jones  
Administrative Assistant III