



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES • 1/16/18

The regular meeting of the Fire Board of Directors was held on Tuesday, January 16, 2018 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; and Director Brad Bippus was absent.

Administrative staff present included Chief Dirch Foreman, Battalion Chief Todd Miller, Ms. Jayme Jones, and Mrs. Robyn Wilson.

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. In addition, the Board recited selected Board responsibilities.
4. WELCOME VISITORS. Chairperson Kloeber welcomed staff.
5. CALL TO THE PUBLIC. Chairperson Kloeber dispensed with the call to the public.
6. APPROVAL OF THE MINUTES.
 - A. December 19, 2017 Regular Meeting. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve the minutes as presented; the motion was unanimously APPROVED.
7. FINANCE
 - A. APPROVAL OF WARRANTS. The Board reviewed the warrants and credit card purchases paid in December. After questions, A MOTION was made by Director Martin and was seconded by Director Murphy to accept the warrants as presented; the motion was unanimously APPROVED.
 - B. REVIEW FINANCIAL REPORTS. The Board reviewed HFD General Fund, Capital Fund, and Bear Jaw Fund Financial Reports, including the Bank Reconciliation, Profit/Loss Budget Overviews, County's Fund Balance Summary, and Cash Flow Projection.
 - C. COCONINO COUNTY INTEREST EARNING REPORT. The Board reviewed the Interest Earning Report; there were no comments.
8. SUMMARY REPORTS & CORRESPONDENCE.

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- A. LOCAL CHAPTER 1505. Captain Katrales, Treasurer UHFF Chapter 1505 reported they have been working with management on various SOPs, and they made a donation of \$500 to assist with funeral expenses for the family that succumbed to carbon monoxide poisoning.
 - B. BATTALION CHIEF'S REPORT. Chief True presented the Battalion Chief's Report including individual activity, training, and incidents in December. In addition he provided an end of year incident report for 2014 - 2017.
 - C. FIRE CHIEF'S REPORT. Chief Foreman presented the Fire Chief's Activity Report. Chief Foreman noted that the probationary firefighter will graduate on February 2, 2018, and he invited the Board to attend. Other items of note will be discussed later on the agenda.
 - D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber had nothing further to report.
 - E. CORRESPONDENCE. There was no correspondence for review.
9. TOPICS OF DISCUSSION AND POSSIBLE ACTION.
- A. UPDATE REGARDING CONSTRUCTION OF ADMINISTRATIVE OFFICES, BEAR JAW FACILITY AND APPARATUS BAYS. Chief Foreman informed the Board that there was a construction meeting on December 23, 2017, and building design was discussed. The contractor will begin preparing for meetings with the County.
 - B. CONSIDERATION TO APPROVE EXECUTIVE DIRECTIVE #305 TAKE HOME VEHICLES. Chief Foreman informed the Board that more language was added specifically to address the use of vehicles by "non-District personnel". After discussion, a MOTION was made by Director Martin, and was seconded by Clerk Hirsch to approve the Executive Directive #305 Take Home Vehicles as presented. The motion was unanimously APPROVED.
 - C. CONSIDERATION TO APPROVE HR POLICY #10.14 RESIDENCY REQUIREMENTS AND ASSOCIATED EXECUTIVE DIRECTIVE #224 RESIDENCY REQUIREMENTS. Chief Foreman requested the Board table this item; the Board agreed.
 - D. CONSIDERATION TO APPROVE TO PURCHASE A VEHICLE FOR BEAR JAW. Captain Erickson requested "the Board allow non-tax dollars to be spent on a fourth crew vehicle ..." Captain Erickson explained that because last fire season was very profitable, there is money available to purchase a pick-up truck for his use. Chairperson Kloeber asked if the purchase was budgeted, and if it could wait until the next budget cycle. Captain Erickson said the purchase could wait; however, it may be critical to have for the next fire season. Chief Foreman informed the Board that the purchase was approved by the Bear Jaw management team. The Board discussed whether or not Bear Jaw pays for vehicle insurance; Chief Foreman clarified that each Bear Jaw vehicle is registered and insured by a participating agency, and Bear Jaw submits payment to the agency to reimburse the cost for insurance as well as maintenance and repairs.

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After further discussion, a MOTION was made by Director Martin and was seconded by Clerk Hirsch to allow access to the [Bear Jaw] funds to buy a Bear Jaw crew vehicle; the motion was unanimously APPROVED.

- E. CONSIDERATION TO APPROVE POLLING PLACE AGREEMENT WITH COCONINO COUNTY ELECTIONS. Ms. Jones presented the Coconino County Elections Polling Place Agreement for the Board's consideration. A MOTION was made by Director Murphy and was seconded by Director Martin to approve the agreement as presented. Chairperson Kloeber requested the County strike "(Mountaineire)" from the agreement. The motion was unanimously APPROVED.
 - F. CONSIDERATION TO RESCHEDULE MAY 15, 2018 FIRE BOARD MEETING DUE TO CONFLICT WITH MAY 15, 2018 ELECTION. The Board discussed options for rescheduling the May meeting. After discussion, a MOTION was made by Director Murphy and was seconded by Clerk Hirsch to reschedule the May 15 meeting to May 16; the motion was unanimously APPROVED.
 - G. DISCUSSION REGARDING PINE DEL WATER SYSTEM. Chief Foreman informed the Board that he received a letter from Brian Peckham regarding the inadequate water supply in Pine Del, and he briefly provided historical account of Mr. Peckham's claims. In addition, Chief Foreman informed the Board about a fully involved structure fire that occurred in Pine Del, the emergency services provided, and outreach efforts to help improve the water system. Chief Foreman said that this is a lengthy and convoluted case involving the City of Flagstaff, and the Board is welcome to review records for a broader understanding of the situation. Chief Foreman will follow-up the City Risk Manager to discussion inspection of the hydrants. Chairperson Kloeber suggested a request to the City for hydrant flow tests is done in writing; Chief Foreman agreed.
 - H. REVIEW OF FIRE BOARD HANDBOOK. Ms. Jones presented the HFD Fire Board Handbook for the Board's review. Board members thought there were no revisions necessary. A MOTION was made by Clerk Hirsch and was seconded by Director Murphy to accept the Fire Board Handbook [including Bylaws] as approved on January 19, 2016 with no changes; the motion was unanimously APPROVED.
 - I. 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 additional comments.
11. ADJOURNMENT. A MOTION was made by Director Murphy and was seconded by Director Martin to adjourn; the motion was unanimously APPROVED. The meeting adjourned at 6:03 PM.

Respectfully submitted,

Jayne Jones
Administrative Assistant III