



HIGHLANDS FIRE DISTRICT  
FIRE BOARD OF DIRECTORS  
REGULAR MEETING MINUTES • 2/20/18

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The regular meeting of the Fire Board of Directors was held on Tuesday, February 20, 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, Director Bill Murphy, Director Brad Bippus, and Director Robyn Martin were present; and Clerk Jan Hirsch was absent.

Administrative staff present included Chief Dirch Foreman, Battalion Chief Eric True, 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 A.R.S. Board responsibilities.
4. WELCOME VISITORS. Chairperson Kloeber welcomed visitors Wiatt Wong, President VFIS of Arizona; Kevin Schulte, Fire Chief Mormon Lake Fire District, and HFD staff members.
5. CALL TO THE PUBLIC. Chairperson Kloeber opened the call to the public; there were no comments.
6. APPROVAL OF THE MINUTES.
  - A. January 16, 2018 Regular Meeting. A MOTION was made by Director Martin and was seconded by Director Murphy to approve the minutes as presented. Director Martin suggested making a correction to a spelling error. The motion was unanimously APPROVED as amended.
7. FINANCE
  - A. APPROVAL OF WARRANTS. The Board reviewed the warrants and credit card purchases paid in December. Director Kloeber asked about Amazon purchases made by Captain J. Pond; Mrs. Wilson stated that she was not provided receipts. Chief True informed the Board that Pond often purchases light bulbs from Amazon. After additional 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 were presented with 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.

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## 8. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. Engineer Gross, Vice President UHFF Chapter 1505 reported they have been working on the budget and compensation survey. The Union donated \$500 to benefit Big Brothers/Big Sisters, and they will sponsor two teams in a bowl-a-thon. Donations were made to benefit the families of recent fallen firefighters. The union also took the new firefighters and their families out to dinner to get acquainted.

Chairperson Kloeber returned to the Financial Report (Item 7. B. on the agenda) to allow the Board to ask questions. Director Bippus asked a question regarding the reconciliation report. There were no further questions or comments.

- B. BATTALION CHIEF'S REPORT. Chief True presented the Battalion Chief's Report including individual activity, training, and incidents. There were 45 calls for service in January. He noted that many HFD personnel participated in supporting the GFR Recruit Academy.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Fire Chief's Activity Report. In addition, Chief Foreman informed the Board that has transitioned budget work to Chief True, and he served as incident commander on a wildfire in Camp Navajo for about three days.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber informed the Board that during Budget meetings there has been very good, strategic dialogue happening.
- E. CORRESPONDENCE. There was no correspondence for review.

## 9. TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. CONSIDERATION TO APPROVE DISTRICT'S LIABILITY INSURANCE WITH VFIS; PROPOSAL PRESENTED BY MR. WIATT WONG. Chairperson Kloeber introduced Mr. Wong. He informed the Board he had come to present the VFIS Insurance Renewal Proposal for the 10<sup>th</sup> year. He provided the Board with information related to the educational opportunities offered by VFIS and described VFIS claims performance. HFD has had 18 claims in the past five years, and the average claim was paid within 17 days; some were paid in a single day. VFIS takes pride in providing quality claim service, and their policies are customized for fire and EMS organizations. Mr. Wong explained the addition of Fraudulent Impersonation coverage; he recommended the District consider increasing crime coverage to \$50,000. Chairperson Kloeber asked for the cost to increase to \$100,000; Mr. Wong agreed to check the rate. VFIS also added coverage for Cyber Extortion, and Mr. Wong recommended increasing the coverage for Privacy Crisis to \$250,000. Chief Foreman suggested the Board approve all of the coverage increases as recommended by Mr. Wong. After further discussion, a MOTION was made by Director Martin and was seconded by Director Murphy to accept the VFIS proposal, including the recommended coverage increases, and increase to Crime coverage to \$100,000 if the additional premium cost is in agreement with Chairperson Kloeber. The motion was unanimously APPROVED.

Chairperson Kloeber requested that all future insurance claims are reported to the Board.

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- B. DISCUSSION REGARDING ACCEPTANCE OF UNSOLICITED INSURANCE PROPOSAL AND POTENTIAL PERIODIC RFP RELEASES. To ensure the Board is exercising their due diligence, the Board discussed requesting insurance proposals on a periodic basis as opposed to accepting quotes every year. Director Martin informed the Board that it is cumbersome for staff to provide the necessary information for unsolicited quotes, and an RFP process every couple of years would have less impact. The Board discussed professional services that the District should be reviewed periodically; those identified were accounting, insurance, radio service, website hosting, etc. Chairperson Kloeber suggested that reviews be scheduled on different years to spread the workload. The Board agreed that a RFP process should be done every five years unless a particular need arises. In addition, the Board discussed reviewing proposals by committee, and/or hearing proposal presentations at special meetings instead of regular meetings.
- C. UPDATE REGARDING CONSTRUCTION OF ADMINISTRATIVE OFFICES, BEAR JAW FACILITY, AND APPARATUS BAYS. Chief Foreman informed the Board that a construction meeting was held today, and Mr. Loven presented a 90% complete plan for both buildings. The plans are still under review. They discussed minor design adjustments that could impact costs. Plans for the pre-engineered metal building will be sent to the company to order materials. In addition, a meeting with the County is planned to begin the permitting process.
- D. (Agenda Item E.) CONSIDERATION TO APPROVE HR POLICY 310.16 CRIMINAL RECORDS MANAGEMENT. Chief Foreman respectfully asked the Board to table this item until the policy is reviewed by the Department of Public Safety, Noncriminal Justice Compliance Team; the item was tabled.
- E. (Agenda Item D.) REVIEW BEAR JAW FIRE & FUELS PROGRAM REPORT PRESENTED BY AUGUST FOREMEN, FIRE & FUELS TECHNICIAN II. Squad Boss August Foreman presented the 2017 Bear Jaw Fire & Fuels Program Annual Report. Mr. Foreman noted that Robert Ortiz was hired by Pinewood to fill a Squad Boss position, and Jared McIntyre and Alex Willie were hired by Highlands as permanent-seasonal personnel. The 2017 Fire Season was perhaps the busiest season to date. The crew responded to 32 fire assignments, working 138 days off-district. In addition, they accomplished 55 acres of fuels reduction work and 1700 acres of prescribed fire. Foreman also described the crew's training accomplishments. Chairperson Kloeber requested the Board be provided a five year comparison report of the program, and Captain Erickson agreed to prepare a report.
- F. CONSIDERATION TO APPROVE RESOLUTION PERTAINING TO THE SUBMISSION OF PROJECTS FOR CONSIDERATION IN ARIZONA'S 2019 HIGHWAY SAFETY PLAN. Chief Foreman informed the Board that this is an annual resolution to apply for an award. A MOTION was made by Director Martin and was seconded by Director Murphy approve the resolution for the 2019 Highway Safety Plan; the motion was unanimously APPROVED.
- G. REVIEW COMMUNITY SURVEY RESULTS. Mrs. Wilson presented Community Survey results.
- H. REVIEW FIRE BOARD TASK CALENDAR; IDENTIFY POTENTIAL ITEMS FOR NEXT MONTH'S AGENDA. The Board reviewed the Fire Board Task Calendar.

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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 6:16 PM.

Respectfully submitted,

Jayne Jones  
Administrative Assistant III