



# HIGHLANDS FIRE DISTRICT

## FIRE BOARD OF DIRECTORS REGULAR MEETING MINUTES • 3/20/18

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

Administrative staff present included Chief Dirch Foreman, 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 everyone.
5. CALL TO THE PUBLIC. Chairperson Kloeber dispensed with the call to the public.
6. APPROVAL OF THE MINUTES.
  - A. February 20, 2018 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. Director Kloeber informed the Board that he approved the VFIS crime coverage increase to \$100,000. The Board reviewed the warrants and credit card purchases paid in January. 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 the 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. In regards to the Bear Jaw Financial Report, there are several outstanding invoices which are due to be paid.
8. SUMMARY REPORTS & CORRESPONDENCE.

# HIGHLANDS FIRE DISTRICT

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- A. LOCAL CHAPTER 1505. Engineer Gross, Vice President UHFF Chapter 1505 reported that they have been working on budget and compensation survey information for the Budget Committee. In addition, they are preparing for the PFFA Convention in May.
  - B. BATTALION CHIEF'S REPORT. Chief Foreman presented the Battalion Chief's Report including individual activity, training, and incidents. There were 47 calls for service in February. The Board discussed the incidents of significance.
  - C. FIRE CHIEF'S REPORT. Chief Foreman presented the Fire Chief's Activity Report. Chief Foreman noted that Amazon purchases were identified, and they will continue to be reported in financials.
  - 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 today's Design Meeting was cancelled for lack of items to discuss. He informed the Board that the CUP and Design Review Overlay packages were submitted to the County last week. County Zoning and Planning Commission will discuss them at their April 25 meeting; the Board was invited to attend the meeting. Chief Foreman is awaiting the return of drawings for the pre-engineered metal building, and \$108,000 has been spent on the project to date. Director Bippus asked when construction is expected to begin; Chief Foreman believes not until June. The Board discussed the frustration involved with handling the County's additional CUP requirements. Chief Foreman also told the Board that there would be an unexpected expense of about \$7,500 for a Landscaping Plan.
  - B. UPDATE REGARDING FY 2019 BUDGET PROCESS. Chief Foreman informed the Board that the budgeting process was moving along, and there is another Committee meeting on April 26.
  - C. PRESENTATION OF ANNUAL FLAGSTAFF RANCH FIRE DISTRICT (FRFD) IGA OPERATIONAL REPORT; DISCUSS ADJUSTMENT TO CONTRACT FEE. Chief Foreman presented the Annual Flagstaff Ranch Operational Report. There were 11 calls for service in 2017; four were cancelled in route, and three were false alarms. Chief Foreman described the significant calls in FRFD. In addition, he explained that hydrant flowing testing is problematic because of associated water flow erosion. Chairperson Kloeber asked that Chief Foreman request a letter to confirm their desire to halt hydrant flow testing; he agreed.

The Board discussed adjusting the contract fee in the amount of the CPI as allowed in the IGA. Mrs. Wilson and Chief Foreman said FRFD should be notified of the adjustment for budgeting purposes.

# HIGHLANDS FIRE DISTRICT

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- D. CONSIDERATION TO APPROVE PROPOSAL REGARDING A CONTRACT FOR SERVICE IGA WITH COCONINO COUNTY. Chief Foreman informed the Board that he was approached by Coconino County Parks and Recreation with a request for a proposal to provide fire and emergency medical services in the Fort Tuthill County Park and potentially the Rodger Lake Natural Area. The County had a contract with City of Flagstaff, which has since elapsed. Chief Foreman has some concerns that still have to be investigated; however, he requested the Board's approval to move ahead with consideration of the concept based on the rates presented as well as legal review. After further discussion, a MOTION was made by Director Martin and was seconded by Clerk Hirsch to allow Chief Foreman to move forward on checking into a potential IGA; the motion was unanimously APPROVED.
- E. CONSIDERATION TO APPROVE HEALTH INSURANCE RENEWAL WITH KAIROS. Ms. Jones provided the Kairos renewal proposal for Health Insurance. Chief Foreman recommend the Board approve the renewal of the District's Health Insurance with Kairos with a 3% increase in premiums, additional plan options for personnel, and the inclusion of retiree benefits, which would be entirely paid for by the retiree. A MOTION was made by Director Murphy and was seconded by Director Martin to approve the Health Insurance renewal with Kairos; the motion was unanimously APPROVED.
- F. CONSIDERATION TO APPROVE CONFIRMATION OF MR. SCOTT TALBOOM AS CITIZEN MEMBER TO LOCAL BOARD. Ms. Jones informed the Board that Mr. Talboom's term on the PSPRS Local Board will expire on March 30, 2018; however, he has expressed an interest in serving another term. After discussion, a MOTION was made by Director Murphy and was seconded by Clerk Hirsch to approve the confirmation of Mr. Scott Talboom as citizen member on the PSPRS Local Board; the motion was unanimously APPROVED.
- G. 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 clerk Hirsch to adjourn; the motion was unanimously APPROVED. The meeting adjourned at 5:55 PM.

Respectfully submitted,

Jayne Jones  
Administrative Assistant III