



HIGHLANDS FIRE DISTRICT

FIRE BOARD OF DIRECTORS REGULAR MEETING MINUTES • 03/18/20

The regular meeting of the Fire Board of Directors was held on Wednesday, March 18, 2020 at Station 23 Administration, 3350 Old Munds Highway, Flagstaff, Arizona. (The meeting was rescheduled to March 18 due to elections on March 17.)

1. CALL TO ORDER. The meeting was called to order at 5:00 PM.
2. ROLL CALL. Board members present were Chairperson Kloeber, Clerk Favazzo, Director Bippus, and Director Martin; Director Hirsch was absent.

Administrative personnel present were Chief Foreman, Battalion Chief True, Ms. Jones, and Mrs. Wilson.

3. PLEDGE OF ALLEGIANCE, INVOCATION, MISSION AND VISION STATEMENTS. The Pledge of Allegiance was recited, a silent invocation was offered, and selected Board responsibilities were stated.
4. WELCOME VISITORS. Chairperson Kloeber welcomed visitor Gene Reda, a District resident who may consider serving on the Board.
5. CALL TO THE PUBLIC. Chairperson Kloeber opened the call to the public; there were no comments.
6. RECOGNITION. Chairperson Kloeber recognized Robyn Martin for her outstanding service on the Board, and presented a gift in appreciation for 6 years of service. Chairperson Kloeber told Director Martin that she has been a key figure on the Board, and she will be missed very much.
7. APPROVAL OF THE MINUTES.

- A. February 18, 2020 Regular Meeting. Ms. Jones presented the minutes for the February 18 regular meeting. A MOTION was made by Director Martin and was seconded by Clerk Favazzo to approve the minutes as presented. The motion was unanimously APPROVED.
- B. March 9, 2020 Special Meeting. Ms. Jones presented the minutes for the March special meeting. A MOTION was made by Director Martin and was seconded by Director Bippus to approve the minutes as presented. The motion was unanimously APPROVED.

8. FINANCE

- A. APPROVAL OF WARRANTS. Mrs. Wilson presented the warrants and credit card purchases paid in February for the Board's review. A MOTION was made by Director Martin and was seconded by Director Bippus to accept the warrants as presented. After questions, the motion was unanimously APPROVED.

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- B. REVIEW FINANCIAL REPORTS. The Board reviewed the District's General Fund, Capital Fund, and Bear Jaw Fund Financial Reports including the Profit/Loss Budget Overviews, Bank Reconciliation, County's Fund Balance Summary, and Cash Flow Projection. Mrs. Wilson noted that the County accidentally put \$26,193 in the General Fund, but has since been moved to the Capital Fund.

9. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. There was no report provided by the Local 1505.
- B. BATTALION CHIEF'S REPORT. Chief True presented the Incident Report; there were 50 calls for service in February.

(10. C.) DISCUSS DISPATCH SERVICE FEES. Chief True clarified that the District's Dispatch Service Fee is calculated based on the number of calls for service, and he provide information about the billing process for agencies in Northern Arizona.

- C. FIRE CHIEF'S REPORT. Chief Foreman informed the Board that key items for discussion are later on the agenda.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Again, Chairperson Kloeber thanked Robyn Martin for her outstanding service.
- E. CORRESPONDENCE. The Board reviewed a letter from Pat Staskey of Flagstaff Fire Department thanking Chief Miller for his response to a fire assignment in Flagstaff.

10. TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. DISCUSS PROCESS TO APPOINT A BOARD MEMBER TO SERVE THE REMAINDER OF ROBYN MARTIN'S TERM ON THE BOARD. Chairperson Kloeber reviewed the process used to fill the last vacancy on the Board. He informed the Board that he has reached out to some potential candidates. Chief Foreman confirmed that a notice will be posted on Facebook and Nextdoor social media sites. The Board discussed the selection process.
- B. DISCUSS DISPATCH SERVICE FEES. This agenda item was discussed during the Battalions Chief's Summary Report.
- C. DISCUSS FIRE STATION 25 NATURAL GAS REGULATOR REPAIR. Chief Foreman provided a Staff Briefing regarding the necessary to repair to natural gas line at Fire Station 25.
- D. UPDATE REGARDING DISTRICT MIL RATE AND POTENTIAL LEGISLATION RELATED TO THE MIL RATE CAP. Chief Foreman provided a Staff Briefing regarding the amount generated from a 0.10 change in the mil rate, which would amount to \$105,805 at the current NAV. The Board discussed the potential for legislative change to the mil rate cap.

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- E. UPDATE REGARDING CHIEF'S PLANNING COMMITTEE/BUDGET PREPARATION. Chief Foreman informed the Board that there are three prospective budgets for further consideration. Decisions about Worker's Compensation rates and economic predicament will significantly impact the Budget.
- F. CONSIDERATION TO APPROVE EMPLOYEE MEDICAL INSURANCE COVERAGE FOR FISCAL YEAR 2021. The proposal from Kairos for medical insurance was presented. The Board was informed that the proposal included a 6% increase in the premium over last year. Chief Foreman recommendation we renew the health insurance with Kairos. After discussion, a MOTION was made by Director Martin and was second by Clerk Favazzo to approve the Kairos Medical Insurance renewal for FY 2021 as presented. The motion was unanimously APPROVED.
- G. DISCUSS LEGISLATION RELATED TO FIREFIGHTER PRESUMPTIVE CANCER AND ASSOCIATED WORKER COMPENSATION RATE INCREASES; CONSIDER POTENTIAL OPTIONS FOR PROVIDING WORKER COMPENSATION INSURANCE FOR FISCAL YEAR 2021. Chief Foreman informed the Board of the irrefutable presumptive cancer bill, which has caused a commotion within the workers' compensation (WC) insurance market. 7710 informed us there would be a 270% rate increase, and Copperpoint pulled out the market for fire districts entirely. Since then several members of the Arizona Fire District Association joined to create Arizona Fire District Workers' Compensation Pool (AFDWCP) managed by Ashton Tiffany. The pool is preparing to offer WC for 160% increase of our current premium. Chief Foreman is working towards joining this pool. If the legislation passes, the pool is asking the State for money to capitalize the fund. Chairperson Kloeber said that the Board needs to see the proposed numbers prior to making a decision about joining the pool. Chief Forman told the Board that entering the pool may also reduce rates for medical insurance. The Board agreed that Chief Foreman should pursue a path to joining the pool.
- H. CONSIDERATION TO APPROVE AUDITING SERVICE AGREEMENT WITH HINTON BURDICK CPAS & ADVISORS FOR FISCAL YEARS ENDING JUNE 30, 2020, 2021 AND 2022. INCLUDED RELATED DISCUSSION ON CONTINUING THE QUARTERLY REVIEWS AS PART OF THE ACCOUNTING SERVICES CONTRACT WITH STEVENS & CO. Ms. Wilson presented a proposal from Hinton Burdick CPAs for auditing services agreement at a rate not to exceed \$11,000, which is an increase of \$1750.

Chairperson Kloeber asked if the \$6,000 quarterly reviews conducted by Stevens & Co. are needed. The Board discussed the purpose of the reviews. Since the quarterly reviews are included in the contract with Steven & Co, we would need to renegotiate the contract to exclude them. Chairperson Kloeber asked that staff to discuss eliminating the reviews with Stevens & Co.

After discussion, A MOTION was made by Director Martin and was seconded by Clerk Favazzo to approve the auditing service agreement as presented. The motion was unanimously APPROVED.

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- I. PRESENTATION OF FLAGSTAFF RANCH OPERATIONAL REPORT & CONTRACT FOR SERVICE IGA FEES. Chief Foreman informed the Board that the FRFD Operational Report was not available and will be presented at the April meeting. Chairperson Kloeber will determine the CPI rate increase and will inform staff and will be presented for approved at the May meeting.
 - J. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Task Calendar.
11. BOARD MEMBER COMMENTS. There were no additional comments.
12. ADJOURNMENT. A MOTION was made by Director Martin and was seconded by Clerk Favazzo to adjourn; the motion was unanimously APPROVED. The meeting adjourned at 6:42 PM.

Respectfully submitted,

Jayme Jones, Administrative Specialist