



# HIGHLANDS FIRE DISTRICT

## FIRE BOARD OF DIRECTORS REGULAR MEETING MINUTES • 07/16/19

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The regular meeting of the Fire Board of Directors was held on Tuesday, July 16, 2019 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. Board members present were Chairperson Kloeber, Clerk Hirsch, Director Martin, Director Bippus and Director Favazzo.

Administrative personnel present were Chief Foreman, Battalion Chief Greenwalt, and Ms. Jones.

3. PLEDGE OF ALLEGIANCE, INVOCATION, MISSION AND VISION STATEMENTS. The Pledge of Allegiance was recited, a silent invocation was offered, and the District's Mission and Vision Statements were stated. Board members recited selected statutory responsibilities.
4. WELCOME VISITORS. Chairperson Kloeber welcomed Chief Schulte from Mormon Lake Fire District.
5. CALL TO THE PUBLIC. Chairperson Kloeber dispensed with the call to the public.
6. APPROVAL OF THE MINUTES.
  - A. June 18, 2019 Regular Meeting. Ms. Jones presented the minutes for the Board's review. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve the minutes as presented; the motion was unanimously APPROVED.
  - B. July 1, 2019 Special Meeting Minutes. Ms. Jones presented the minutes for the Board's review. A MOTION was made by Director Martin and was seconded by Director Favazzo to approve the minutes as presented; the motion was unanimously APPROVED.
  - C. July 1, 2019 Executive Session. Ms. Jones presented the minutes for the Board's review. A MOTION was made by Director Martin and was seconded by Director Favazzo 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 June. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve the warrants as presented. After questions, the motion was unanimously APPROVED.

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## B. REVIEW FINANCIAL REPORTS.

Chief Foreman presented notes regarding the FY 2019 End of Year Budget for Mrs. Wilson in her absence. The District's carryover was \$1,427,518 with a positive surplus of \$27,518. Chief Foreman informed the Board that the surplus funds could be transferred in the Capital Account by resolution or kept in the General Fund. Chairperson Kloeber requested an item to discuss the surplus funds on the next agenda.

The Board reviewed the District's 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. Chairperson Kloeber commented that the financials look good considering what the District accomplished this last fiscal year.

## 8. SUMMARY REPORTS & CORRESPONDENCE.

A. LOCAL CHAPTER 1505. There was no report presented.

B. BATTALION CHIEF'S REPORT. Chief Greenwalt presented the Battalion Chief's Report including individual activity, incidents, and training. Chief Greenwalt informed the Board that much training was accomplished, and he congratulated Captain J. Pond for completing the Battalion Chief Task Book. There were a total of 43 calls for service in June.

C. FIRE CHIEF'S REPORT. Chief Foreman informed the Board that most of the items included in his report are also on the agenda for discussion later. He reviewed his progress of the Fire Chief's goals. Chief Foreman informed the Board that Mark Frost retired, and the Board discussed the District's lengthy history with his accounting firm.

D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber commented that during recent conversation with Representative Bob Thorpe, he was reminded of the legislation that increased State funding for Wildfire suppression.

E. CORRESPONDENCE. The Board reviewed a letter from Mogollon Rim Ranger District with a donation in memory of Judy White, and an excellent Crew Performance Rating Report for Bear Jaw.

## 9. TOPICS OF DISCUSSION AND POSSIBLE ACTION.

A. DISCUSS POTENTIAL FOR MERGER/CONSOLIDATION WITH MORMON LAKE FIRE DISTRICT (MLFD). Chief Foreman informed the Board that he, Chairperson Kloeber, and Mr. Loven visited MLFD Station to evaluate their station for future use. Chairperson Kloeber commented that the station is quite large with a lot of potential to modify space for living quarters. The Chief described the station, and Chairperson encouraged the Board to visit. Chairperson Kloeber thanked the Chief for sending the Board the MLFD Strategic Plan. Chief Foreman stated that additional forward movement will wait until the new legislation is effective.

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- B. CONSIDERATION TO APPROVE KAIROS EAPP PLAN. Chief Foreman requested the Board table this item until next month.
- C. REVIEW EXPLANATION OF RADIO PURCHASE. Chief Foreman informed the Board that the purchase receipts are provided in the Financials. It was a substantial Bear Jaw purchase for radio repair and related accessories.
- D. DISCUSS POTENTIAL FOR PURCHASING PARCEL #116-12-002-Z. Chief Foreman informed the Board that he was approached by a realtor interested in selling 10 acre lot adjacent to the District's property. After discussion, the Board concluded that although it might be a great opportunity, the District has no apparent use for the property, and the Board will take no action at this time.
- E. REVIEW FIRE BOARD TASK CALENDAR. Director Favazzo asked about Pancake Breakfast. Profit for the Pancake Breakfast was reported to be \$414 and 360 attendees. Chairperson Kloeber asked if they had over purchased food. Firefighter Kohl replied that he had purchased fewer products than usual; however, activity vendors cost \$450. He thanked the Board for their help. Chairperson Kloeber commented the he believes the expenses were awfully high; he asked if there was a lot food left over; Kohl said there was less than usual.

The Board reviewed the Fire Board Task Calendar.

- F. CONSIDERATION TO ADJOURN TO EXECUTIVE SESSION TO DISCUSS THE SALE OF FIRE STATION 21 PER A.R.S. § 38-431.03(7) *DISCUSSIONS OR CONSULTATIONS WITH DESIGNATED REPRESENTATIVES OF THE PUBLIC BODY IN ORDER TO CONSIDER ITS POSITION AND INSTRUCT ITS REPRESENTATIVES REGARDING NEGOTIATIONS FOR THE PURCHASE, SALE OR LEASE OF REAL PROPERTY*. Chairperson Kloeber told the Board that he saw no reason to call an Executive Session. He informed the Board that on July 5<sup>th</sup>, he instructed the agent drop the asking price to \$535,000 and has heard nothing since.
  - G. CONSIDERATION TO APPROVE DETAILS DISCUSSED IN EXECUTIVE SESSION RELATED TO THE SALE OF FIRE STATION 21.
10. BOARD MEMBER COMMENTS. Chairperson Kloeber asked Chief Foreman to inform the Board about the grant interview. Chief Foreman informed the Board that on July 22<sup>nd</sup>, District will to interview for a \$10,000 grant to help fund the Community Integrated Medicine Program.
11. ADJOURNMENT. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to adjourn; the motion was unanimously APPROVED.

The meeting adjourned at 6:07 PM.

Respectfully submitted,

Jayne Jones, Administrative Assistant III