



# HIGHLANDS FIRE DISTRICT

FIRE BOARD OF DIRECTORS  
REGULAR MEETING MINUTES • 05/21/19

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The regular meeting of the Fire Board of Directors was held on Tuesday, May 21, 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, and Director Favazzo. Director Bippus was absent.

Administrative personnel present were Chief Foreman, Battalion Chief Miller, Mrs. Wilson, 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 staff.
5. CALL TO THE PUBLIC. Chairperson Kloeber dispensed with the call to the public.
6. APPROVAL OF THE MINUTES.
  - A. April 16, 2019 Regular Meeting. 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.
  - B. April 16, 2019 Executive Session. Clerk Hirsch present the minutes for the Board's approval. A MOTION was made by Director Martin and was seconded by Director Favazzo to approve the minutes with an adjustment to the minimum price per Chairperson Kloeber's request\*; the motion was unanimously APPROVED.  
\* Revision required for the record.

7. FINANCE

- A. APPROVAL OF WARRANTS. The Board reviewed the warrants and credit card purchases paid in March. A MOTION was made by Director Martin and was seconded by Director Favazzo to accept the warrants as presented; the motion was unanimously APPROVED.
- B. REVIEW FINANCIAL REPORTS. 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. Chief Foreman reviewed the budgets and stated that the District is in good shape.

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## 8. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. There was no report presented.
- B. BATTALION CHIEF'S REPORT. Chief Miller presented the Battalion Chief's Report including individual activity, incidents, and training. Chief Miller recognized Caleb Brown and Jared McIntyre for stepping up to fill the vacant firefighter positions. There were a total of 45 calls for service in April.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Fire Chief's Report. He informed the Board that he will present a Legislative Report at the next meeting. In addition, they have been working on an alternative compensation policy for Battalion Chiefs. Chief Foreman recognized the efforts of the Bear Jaw Crew's Wildfire Preparedness Day Project. The Crew moved 2377 cubic yards of debris off of private property in Kachina Village and Mountaineer; it was a very successful project.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber reported that Forest Highlands is one of seven Firewise sites selected to participate in a 24 month pilot program called Sites of Excellence.
- E. CORRESPONDENCE. The Board reviewed two thank you letters from District residents.

## 9. TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. UPDATE REGARDING POTENTIAL MERGER/CONSOLIDATION WITH MORMON LAKE FIRE DISTRICT (MLFD). Chief Foreman informed the Board that he spoke to MLFD Board to discuss a potential merger/consolidation with the District, and they are very interested in the prospect. Chief Schulte and he have been analyzing the pros and cons. Further action will wait until after legislative changes that may simplify the process; he briefly explained the proposed process. The Board discussed aspects of MLFD's administration and operations.
- B. REVIEW COMMUNITY INTEGRATIVE PARAMEDICINE (CIP) PROGRAM REPORT. Captain Dobbe presented a Staff Briefing about the Community Integrated Paramedicine (CIP) Program, and he answered questions.
- C. REVIEW 2019 ARIZONA WILDFIRE AND INCIDENT MANAGEMENT ACADEMY REPORT. Chief Foreman presented the final report of the Arizona Wildfire and Incident Management Academy. Although, the report was not completely included in the Board Packet, Chief Foreman provide statistics in the final report. There were 800 students, 931 class certificates were issued, 45 courses held, and 20 vender booths. In addition, Arizona Department of Forestry trainees participated, and there were invaluable Academy Donors. Chief Foreman thanked the Board for allowing him to serve as the Incident Commander.
- D. CONSIDERATION TO APPROVE ENTERING INTO THE APPLICATION PROCESS TO BECOME A STEM EDUCATION VISTA PARTNER SITE. Chief Foreman informed the Board that initially we had wanted a VISTA member to help the District with our Records Management Program;

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however, we entered the process late in the year and did not believe there was time to develop a program to apply. Later we learned that there was adequate time, and they encouraged us to continue with the application process. With approval the District would need to commit \$7,000 to cover the VISTA member's stipend. After discussion, a MOTION was made by Director Martin and was seconded by Clerk Hirsch to apply to become a STEM VISTA Partner Site; the motion was unanimously APPROVED.

- E. CONSIDERATION TO APPROVE 7710 INSURANCE COMPANY, WORKERS COMPENSATION PROPOSAL AND TACTICAL ATHLETE HEALTH & PERFORMANCE INSTITUTE (TAHPI) PROPOSAL. Chief Foreman and Chief Miller provided information about 7710 Insurance and the TAHPI Program. A renewal proposal was presented with a \$20,000 reduction in the rate. After discussion, a MOTION was made by Director Martin and was seconded by Director Hirsch to approve the 7710 Insurance Workers Compensation Insurance Proposal and TAHPI Proposal; the motion was unanimously APPROVED.
- F. CONSIDERATION TO APPROVE POSTING & PUBLISH THE FY 2020 BUDGETS. Ms. Wilson recommended the Board to take is to approve the FY 2020 Budgets for posting. After discussion, a MOTION was made by Director Martin and was seconded by Director Favazzo to approve to post and publish the General Fund, Capital Fund and Bear Jaw Fund with changes as discussed. The motion was unanimously APPROVED.
- G. DISCUSSION REGARDING RESIDENCY POLICY. Chief Foreman informed the Board that new legislation was enacted that would prohibit the District to have residency requirement for firefighters, with an exception for executive officers. Chief Foreman will obtain a legal opinion regarding the definition of an executive officer, the policy will be revised to comply, and will be brought to the Board for approval.
- H. CONSIDERATION TO APPROVE RESOLUTION AUTHORIZING THE DISPOSAL OF SURPLUS EXERCISE EQUIPMENT. Chief Foreman recommended the Board allow staff to dispose of surplus exercise equipment. A MOTION was made by Director Favazzo and was seconded by Director Martin to authorize the disposal of surplus property; the motion was unanimously APPROVED.
- I. REVIEW COMMUNITY SURVEY RESULTS. Ms. Wilson informed the Board that the Community Survey Results will be presented in June.
- J. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar, and discussed the Pancake Breakfast. The Board requested Director Favazzo submit an article for the newsletter.
- K. 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*. No action was taken.
- L. CONSIDERATION TO APPROVE DETAILS DISCUSSED IN EXECUTIVE SESSION RELATED TO THE SALE OF FIRE STATION 21. No action was taken.

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10. BOARD MEMBER COMMENTS. There were no additional comments.

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 6:21 PM.

Respectfully submitted,

Jayme Jones, Administrative Assistant III