



# HIGHLANDS FIRE DISTRICT

FIRE BOARD OF DIRECTORS  
REGULAR MEETING MINUTES • 03/19/19

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The regular meeting of the Fire Board of Directors was held on Tuesday, March 19, 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 Greenwalt, 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 the District's Mission and Vision Statements were stated. Board members recited selected statutory responsibilities.
4. WELCOME VISITORS. Chairperson Kloeber welcomed visitors.
5. CALL TO THE PUBLIC. Chairperson Kloeber dispensed with the call to the public.
6. APPROVAL OF THE MINUTES.
  - A. January 15, 2019 Executive Session. Clerk Hirsch 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. February 19, 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 with corrections as stated; the motion was unanimously APPROVED.
7. FINANCE
  - A. APPROVAL OF WARRANTS. The Board reviewed the warrants and credit card purchases paid in February. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to accept the warrants as presented.
  - 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 commented that everything is looking good; outstanding invoices have been collected from the State for fire assignments.

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## 8. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. Engineer Gutierrez reported Local Chapter 1505 sponsored two teams in the Big Sisters/Big Brothers Bowl-a-thon, and 1505 elections are to be conducted soon.
- B. BATTALION CHIEF'S REPORT. Chief Greenwalt presented the Battalion Chief's Report of individual activity, incidents, and training. There were 39 calls for service in February.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Fire Chief's Report. He noted that the Arizona Wildfire and Incident Management Academy was attended by 810 students, 106 instructors, 57 support personnel, 20 volunteers, and 232 vendors. Chief Foreman asked Clayton Ahrendt introduced himself to the Board, and he informed the Board that a new shoulder patch design is being prepared.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber had nothing to report.
- E. CORRESPONDENCE. Chief Foreman explained an email from Ms. McConnell regarding welfare checks.

## 9. TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. CONSIDERATION TO APPROVE EMPLOYEE HEALTH INSURANCE FOR FY 2020. Ms. Jones recommended the Board consider approving the Health Insurance Renewal with Kairos. Fendley Benefits Consultants provided staff with options for employee health insurance, and staff concluded that the current plan remains to be the most economical option. After discussion, a MOTION was made by Director Favazzo and was seconded by Clerk Hirsch to approve the insurance renewal as presented; the motion was unanimously APPROVED.
- B. CONSIDERATION TO APPROVE *THE COOPERATIVE GREATER FLAGSTAFF AREA INTERGOVERNMENTAL AGREEMENT (IGA)*. Chief Foreman presented the Cooperative Greater Flagstaff Area Mutual Aid IGA for the Board's consideration. He informed them that the IGA has been approved by the City Counsel and has been reviewed by counsel. A MOTION was made by Director Martin and was seconded by Director Favazzo approve the IGA as presented; the motion was unanimously APPROVED.
- C. CONSIDERATION TO APPROVE XEROX LEASE AND SERVICE AGREEMENTS. Ms. Jones informed the Board that our Xerox machine has had compatibility issues with the newer computer's operating systems. Staff discovered that leasing a new machine is a viable option. After discussion, A MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve the lease and service agreements for the Xerox machine as presented; the motion was unanimously APPROVED.
- D. REVIEW FIRE BOARD TASK CALENDAR. 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 Martin and was seconded by Clerk Hirsch to adjourn; the motion was unanimously APPROVED.

The meeting adjourned at 5:37 PM.

Respectfully submitted,

Jayme Jones, Administrative Assistant III