

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
January 17, 2017

The regular meeting of the Highlands Fire District Board of Directors was held on Tuesday, January 17, 2017 at Station 21, 2838 Kona Trail, Flagstaff, Arizona.

1. CALL TO ORDER. The meeting was called to order at 5:02 PM.
2. ROLL CALL. Chairperson Peter Kloeber, Clerk Jan Hirsch, Director Bill Murphy, Director Brad Bippus, and Director Robyn Martin were present.

Present from administrative staff was Chief Foreman, Battalion Chief Eric True, Ms. Jayme Jones, and Mrs. Robyn Wilson.

3. PLEDGE OF ALLEGIANCE, INVOCATON, 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. 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. DECEMBER 20, 2016 REGULAR MEETING MINUTES. The Board reviewed the December 20, 2016 regular minutes. After the Board noted grammatical changes, a MOTION was made by Director Martin and was seconded by Director Murphy to accept the minutes as discussed; the motion was unanimously APPROVED.
  - B. DECEMBER 20, 2016 EXECUTIVE SESSION MINUTES. The Board reviewed the December 20, 2016 Executive Session minutes. A MOTION was made by Director Murphy and was seconded by Director Martin to accept the minutes as presented; the motion was unanimously APPROVED.
7. FINANCE
  - A. APPROVAL OF WARRANTS. The Board reviewed the warrants issued in December. 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 monthly HFD and Bear Jaw Financial Reports, including the Bank Reconciliation, Profit/Loss Budget Overviews, County's Fund Balance Summary, and Cash Flow Projection.

- C. COCONINO COUNTY INTEREST EARNINGS REPORT. The Board reviewed the quarterly interest earning report.

8. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. Engineer Gross, Chapter Vice President, reported Local 1505 made several donations around Christmas time, and they are considering organizing a toy drive for next year. The Big Brother/Big Sister Bowl-a-thon will take place in February. Newly hired firefighters have completed the GFR Academy training.
- B. BATTALION CHIEF'S REPORT. Chief True presented the December Incident Report. There were 39 calls for service in December. He informed the Board about a tree that fell on a house during a wind storm. Chief True noted that Blue Card training will be provided with grant funds.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Chief's Report for activity in December. He briefly noted that he attended the AFDA Conference in Laughlin, and many of the items on the report are action items for discussion later in the meeting. Chief Foreman informed the Board that about four work hours were spent on administrative services for MLFD in the past month.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber had nothing specific to report.
- E. CORRESPONDENCE. The Board reviewed a thank you letter from Diane Weinberg regarding the attempt made to save her husband last July. Chief True informed the Board that he has visited Mrs. Weinberg, and she is very gracious and thoughtful person.

10. TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. DISCUSS BUDGETARY IMPACT OF PSPRS EMPLOYER CONTRIBUTIONS. Chief Foreman informed the Board that the PSPRS employer contribution rate is increasing to 34% of payroll. There is no simple solution for improving the financial situation of the fund, but new legislation will hopefully result in it getting better in the long term. Chief Foreman informed the Board that the PSPRS Local Board and personnel have been informed of the situation. Chief Foreman suggested the Board consider an override election in November to help off-set budgetary shortfalls.
- B. UPDATE OF CAPITAL IMPROVEMENT PLAN TO CONSTRUCT AN ADMINISTRATIVE CENTER & GARAGE/S. Chief Foreman requested the Board consider holding off on releasing the requests for proposals (RFP) in case modifications are needed relative to impending information from PSPRS; the Board agreed.
- C. REVIEW OF *FIRE BOARD HANDBOOK*. After review, the Board had no recommended revisions.
- D. CONSIDERATION TO APPROVE *FISCAL POLICY GUIDELINES #141 FEE SCHEDULE TO CONFORM TO FIRE RECOVERY RATES*. Chief Foreman stated that the Board passed the decision for Fire

Recovery USA to collect recovery fees, and this policy revision conforms to their rates.

A MOTION was made by Director Murphy and was seconded Clerk Hirsch by to approve the amendment to Fiscal Policy Guidelines #141; the motion was unanimously APPROVED.

E. CONSIDERATION TO APPROVE THE FOLLOWING HR POLICY GUIDELEINS.

- a. *10.09 Probationary Periods*
- b. *40.04 Sick Leave*
- c. *40.16 Bereavement*

Chief Foreman requested the Board table the approval of *HR Policy 40.04 Sick Leave* due to legislative changes that were enacted. A MOTION was made by Director Martin and was seconded Director Bippus to accept the *HR Policy Guidelines 10.09 and 40.16 (tabling 40.04)*; the motion was unanimously APPROVED.

F. REVIEW FIRE BOARD TASK CALENDAR; IDENTIFY POTENTIAL ITEM FOR NEXT MONTHS AGENDA.  
The Board reviewed the Board Task Calendar.

10. BOARD MEMBER COMMENTS. There were no further comments from the Board.

11. ADJOURNMENT. A MOTION was made by Director Murphy and was seconded by Director Martin to adjourn; the motion was unanimously APPROVED. The meeting adjourned at 5:40 PM.

Respectfully submitted,

Jayne Jones  
Administrative Assistant III