

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
February 21, 2017

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

1. CALL TO ORDER. The meeting was called to order at 5:00 PM.
2. ROLL CALL. Chairperson Peter Kloeber, Clerk Jan Hirsch, Director Brad Bippus, and Director Robyn Martin were present. Director Bill Murphy was absent.

Present from administrative staff was Chief Foreman, 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. JANUARY 17, 2017 REGULAR MEETING MINUTES. The Board reviewed the January 17, 2017 regular meeting minutes. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to accept the minutes as discussed; the motion was unanimously APPROVED.

7. FINANCE

- A. APPROVAL OF WARRANTS. The Board reviewed the warrants issued in January. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to accept the warrants as presented. Director Martin requested more information regarding purchases made by Firefighter Cook. After additional questions, 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, Cash Flow Projection, and Levy Limit worksheet. Chief Foreman informed the Board that finances look good. Chairperson Kloeber pointed out that the Levy Limit Worksheet shows that revenue will increase about \$116,000 [\$2,991,290 – \$2,875,680 = \$115,610] for FY 2018.

8. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. Firefighter Giannola, Trustee, reported that members are in the process of signing a MOU for paycheck balancing and comp time; they are looking at a new health insurance for the department; and the VP election will occur in July. Upcoming charity events include a bowl-a-thon for Big Brothers/Big Sisters as well as sponsorship of the Rodeo.
- B. BATTALION CHIEF'S REPORT. The Board reviewed the Battalion Chief's Report and discussed the ice rescue in incident in Flagstaff Ranch.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Chief's Report for activity in December. Chief Foreman noted that he will continue to hold-off on sending out RFPS for the construction of the Admin Building until more information is available regarding PSPRS. The recruits graduated from the academy on January 20, and staffing has returned to normal. Battalion Chiefs have been instructing Blue Card training. As mentioned earlier, tax revenues are expected to increase about \$116,000 next fiscal year. Bear Jaw is negotiating an IGA with Camp Navajo for forestry services. The Compensation Committee is working on the health care insurance renewal. Staff has requested a quote for worker compensation insurance through a Special Districts Workers Compensation Pool (SDWCP). Chief Foreman met with Bill Ring, Coconino County Attorney; and he is open to attending a Fire Board meeting, if the Board desires. The budgeting process meetings will begin in April, and Board representation on the committee should be confirmed; Chairperson Kloeber agreed to ask Director Murphy if he wishes to participate. Chairperson Kloeber asked if the Board should discuss deferring the purchase of staff vehicles pending the outcome of the PSPRS decisions. Chief Foreman informed the Board that he will be out of the office for the week prior to as well as the week of the Wildfire Academy where he will serve as Deputy IC.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber noted the GFR Fire Academy Graduation was quite impressive; they did a great job.
- E. CORRESPONDENCE. There was no correspondence presented.

10. TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. CONSIDERATION TO APPROVE THE HINTION BURDICK AUDIT PROPOSAL. Mrs. Wilson presented a proposal from Hinton Burdick CPAs for auditing services. After brief discussion, a MOTION was made by Director Martin and was seconded by Clerk Hirsch to accept the proposal as presented; the motion was unanimously APPROVED.
- B. CONSIDERATION TO APPROVE VFIS INSURANCE POLICY RENEWAL. A letter and VFIS proposal from Wiatt Wong was presented. After a brief discussion, a MOTION was made by Director Martin and was seconded by Director Bippus to approve the VFIS Policy for the coming plan year; the motion was unanimously APPROVED.

C. CONSIDERATION TO APPROVE RESOLUTION PERTAINING TO THE SUBMISSION OF PROJECTS FOR CONSIDERATION IN ARIZONA'S 2018 HIGHWAY SAFETY GRANT. A resolution pertaining to the Arizona Highway Safety Grant was presented to the Board for consideration. A MOTION was made by Director Martin and was seconded by Director Bippus to accept the resolution #2017-02-23 as presentation; the motion was unanimously APPROVED.

D. CONSIDERATION TO APPROVE REVISIONS TO THE FOLLOWING HR POLICY GUIDELINES:

- a. 30.03 CLASSIFICATION/JOB DESCRIPTION
- b. 30.04 EMPLOYMENT CATAGORIES
- c. 40.04 SICK LEAVE

Chief Foreman informed the Board the policy revisions clarify and conform to current practices, as well as comply with recent changes to Arizona statute. A MOTION was made by Clerk Hirsch and was seconded Director Martin by to accept the HR Policy #30.03, 30.04, and 40.04 revisions as presented. In regards to Policy #40.04, Chairperson Kloeber suggested changing the scope to "all employees"; staff agreed. The amended motion was unanimously APPROVED.

E. DISCUSS CONTRACT FOR EMERGENCY SERVICE IGA WITH FLAGSTAFF RANCH FIRE DISTRICT (FRFD) AND POTENTIAL RENEWAL; CONSIDERTION TO ADJUST CONTRACT FEE. Chairperson Kloeber informed the Board that the contract for service IGA with FRFD is due to expire on June 30, 2017, and FRFD will be sending out RFPs. The question before the Board is whether to reply, and if so, at what amount. Chief Foreman told the Board that the contract has been reviewed by counsel; however, the amount of the fee will need to be determined. There was a contract regarding limiting the District's liability for hydrant testing. The Board discussed proposals that could potentially be submitted by other fire protection agencies.

F. DISCUSS CONTRACT FOR ADMINISTRATIVE SERVICES IGA WITH MORMON LAKE FIRE DISTRICT. Chief Foreman informed the Board that HFD has provided about 21 hours of administrative support since December 21, 2016, and Mrs. Wilson has not been over burdened with the increased workload.

G. PRESENTATION OF 2016 BEAR JAW FIRE & FUELS REPORT. Captain Erickson presented the 2016 Bear Jaw Fire & Fuels Annual Report, and noted the following: Pinewood hired PJ Lingley as Crew Assistant Supv.; the crew cut 95 acres near Baderville and treated a total of 10,833 acres, of which 10,031 acres were off-district managed fires; 85 days were spent on fire assignments; and "the crew had numerous training opportunities". In addition, Captain Erickson informed the Board that Kachina Village is now an official Firewise Community; a Firewise Educational event will be held on June 3<sup>rd</sup> at Raymond Park. Chairperson Kloeber provided information about Firewise reporting based upon his experience; he also requested that the Bear Jaw Report include a comparison chart of prior years.

H. PRESENTATION OF COMMUNITY SURVEY RESULTS. Ms. Wilson presented positive results of the Community Survey.

I. REVIEW FIRE BOARD TASK CALENDAR; IDENTIFY POTENTIAL ITEMS FOR NEXT MONTH'S AGENDA. The Board reviewed the Task Calendar.

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

11. ADJOURNMENT. A MOTION was made by Clerk Hirsch and was seconded by Director Martin to adjourn; the motion was unanimously APPROVED. The meeting adjourned at 6:00 PM.

Respectfully submitted,

Jayne Jones  
Administrative Assistant III