

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
MAY 16, 2017

The regular meeting of the Highlands Fire District Board of Directors was held on Tuesday, May 16, 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 Bill Murphy, Director Brad Bippus and Director Robyn Martin were present.

Present from administrative staff was Chief Dirch 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 visitors; attending was Wiatt Wong, Pastor Elias Reyes, and several members of his congregation.
5. CALL TO THE PUBLIC. Chairperson Kloeber allowed for comments from the public; there were no comments.
6. APPROVAL OF THE MINUTES
  - A. APRIL 18, 2017 REGULAR MEETING MINUTES. The Board reviewed the April 18, 2017 regular meeting minutes. **MOTION was made by Director Martin and was seconded by Director Murphy to accept the minutes as discussed.** Chairperson Kloeber requested a correction to the date of an event. The motion was unanimously APPROVED.

7. TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. CONSIDERATION TO APPROVE RENTING STATION 23 HIRSCH CENTER FOR WEEKLY CHURCH SERVICES. Chief Foreman informed the Board that he received a request for the use of Station 23 Hirsch Center for church services, but the item was tabled until counsel could be consulted. The question was asked of counsel; however, he has not yet responded. The Board agreed to table the item until counsel can provide guidance.
- B. CONSIDERATION TO APPROVE PROPOSAL FOR RENEWAL OF WORKERS' COMPENSATION COVERAGE WITH 7710 INSURANCE (Benchmark Insurance). The Board welcomed Mr. Wiatt Wong; he presented a proposal for Worker's Compensation Insurance renewal with a significant discount due to the District's improved E-Mod, and their competitive pricing by

7710. In addition, Mr. Wong explained the services provided through SHIELD Risk Management Initiative. After questions, a MOTION was made by Director Murphy and was seconded by Director Martin to approve the proposal from 7710 (Benchmark Insurance) for Worker's Compensation coverage; the motion was unanimously APPROVED.

## 7. FINANCE

- A. APPROVAL OF WARRANTS. The Board reviewed the warrants issued in April. A MOTION was made by Director Martin and was seconded by Director Murphy to accept the warrants as presented. After questions, the Board requested a report regarding the maintenance and repairs of bay doors. 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.

## 8. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. Engineer Gross, Chapter Vice President, reported that the Chapter will sponsor the rodeo in June and will also help with parking. The Chapter is preparing for Pancake Breakfast on July 2<sup>nd</sup>, and the Board was invited to assist with serving. Elections for a Vice president and Trustee are currently being conducted.
- B. BATTALION CHIEF'S REPORT. The Board reviewed the Battalion Chiefs' report and discussed a rescue incident that occurred in Flagstaff Ranch FD. There were 47 calls for service in April.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Fire Chief's Report. He noted that the Station 21 CUP modification was granted by the Planning and Zoning Commission with the condition that no public meetings will be held in the Kmetko Center. Chief Foreman recommended that Fire Board meetings be moved to Station 23 in July.

The water tender was offered for sale to the City of Avondale for \$90,000; however, the offer was rejected. The District will proceed with a sale by auction.

The Dispatch IGA with the City of Flagstaff is still under review by counsel.

Chief Foreman presented a report from Engineer Dobbe regarding the CHIP (Community Health Community Improvement Plan) and Paramedic Programs. Engineer Dobbe has been working with several health related agencies to develop programs.

- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber had nothing to report.
- E. CORRESPONDENCE. The Chief Foreman presented the 2017 Final Report for the Arizona Wildfire and Incident Management Academy for the Board to review.

## 9. TOPICS OF DISCUSSION AND POSSIBLE ACTION

- C. CONSIDERATION TO APPROVE FY 2018 HIGHLANDS FIRE DISTRICT BUDGET FOR POSTING. Chief Foreman informed the Board that the intent of this item is to approve the FY 2018 Budget for posting. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve the Highlands Fire District, General Fund, FY 2018 Budget for posting; the motion was unanimously APPROVED.

The Board discussed posting the Capital Fund and Bear Jaw Budgets. Mrs. Wilson informed the Board that posting is not legally required. Chief Foreman believes that in an effort to provide transparency, posting all budgets is recommended; the Board agreed. A MOTION was made by Director Martin and was seconded by Director Murphy to post the Bear Jaw and Capital Fund proposed Budgets for FY 2018; the motion was unanimously APPROVED.

Chairperson Kloeber asked specific questions about the Line Item Budget.

- D. CONSIDERATION TO APPROVE LETTER OF DECLARATION TO JPMORGAN CHASE BANK. Mrs. Wilson informed the Board that Coconino County is utilizing JPMorgan Chase Bank beginning in FY 2018, and they require a Letter of Declaration. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to sign and approve the Letter of Declaration for JPMorgan Chase Bank; the motion was unanimously APPROVED.
- E. DISCUSSION AND CONSIDERATION TO SELECT DESIRED FORM OF DISTRIBUTION FOR HFD'S SHARE OF APEHP POOL ASSESTS. Chief Foreman informed the Board that the District is due \$732 APEHP from APEHP pooled assets to be paid in the form of a check or pre-paid account. After discussion, a MOTION was made by Director Martin and was seconded by Clerk Hirsch to request a check for the distribution of \$732 from the APEHP pool; the motion was unanimously APPROVED.
- F. DISCUSSION REGARDING FLAGSTAFF RANCH FIRE DISTRICT'S (FRFD) ISO PUBLIC PROTECTION CLASSIFICATION (PPC) RATING. Chief Foreman informed the Board that FRFD's ISO rating changed to PPC 10 effective January 2017; new rates are beginning to increase property owner's premiums. FRFD has been kept fully informed of the situation; nevertheless, they selected HFD to provide emergency services. Insurance carriers have been calling; they are also aware of the problem; however, many of them rely on ISO ratings. Chief Foreman has requested ISO reconsider the classification, but he is uncertain whether ISO will improve the rating.
- G. DISCUSSION AND POSSIBLE ACTION REGARDING CONSTRUCTION OF ADMIN/CREW FACILITY. Chief Foreman presented the request for proposal (RFP) for the construction of the Admin/Bear Jaw Facility. The RFP was reviewed by counsel, and it was approved by the Board [on December 20, 2016]. There are minor revisions related to the scope of the project – the number of bays was reduced and covered parking added. In addition, Chief Foreman would like to expend capital money to eliminate the "dirt mountain" on the Station 23 site.

Chairperson Kloeber suggested the Strategic Planning/Budget Committee meet to discuss the financial impact of the construction, PSPRS contributions, etc. and make a recommendation to the Board in June about whether to move forward with construction.

- H. DISCUSSION REGARDING ARTICLE FOR HFD SUMMER NEWSLETTER. Chairperson Kloeber informed staff that he would write an article for the newsletter that will be distributed at the Pancake Breakfast.
- I. REVIEW COMMUNITY SURVEY RESULTS. The Board reviewed the Community Survey results. There were very positive comments.
- J. REVIEW FIRE BOARD TASK CALENDAR; IDENTIFY POTENTIAL ITEMS FOR NEXT MONTH'S AGENDA. The *Fire Board Task Calendar* was reviewed.

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

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 6:26 PM.

Respectfully submitted,

Jayne Jones  
Administrative Assistant III