

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS
REGULAR MEETING MINUTES
June 20, 2017

The regular meeting of the Highlands Fire District Board of Directors was held on Tuesday, June 20, 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, and Director Robyn Martin were present; Director Brad Bippus was absent.

Administrative staff Chief Dirch Foreman, Ms. Jayme Jones, and Mrs. Robyn Wilson was present; Battalion Chief Todd Miller arrived later.

3. PLEDGE OF ALLEGIANCE, INVOCATION, 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 visiting staff members.
5. CALL TO THE PUBLIC. There were no members of the public present; Chairperson Kloeber dispensed with the call to the public
6. APPROVAL OF THE MINUTES.
 - A. MAY 16, 2017 REGULAR MEETING MINUTES. The Board reviewed the May 16, 2017 regular meeting minutes. A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to accept the minutes as presented; the motion was unanimously APPROVED.
 - B. JUNE 2, 2017 REGULAR MEETING MINUTES. The Board reviewed the June 2, 2017 regular meeting minutes. A MOTION was made by Director Martin and was seconded by Director Murphy to accept the minutes as presented; the motion was unanimously APPROVED.
7. FINANCE
 - A. APPROVAL OF WARRANTS. The Board reviewed the warrants issued in May. A MOTION was made by Director Martin and was seconded by Director Murphy to accept the warrants as presented; the motion was unanimously APPROVED. Chief Foreman presented an expense report regarding the bay doors. After discussion, Chairperson Kloeber asked that Chief Foreman ask around to determine if the charges are in the normal range.

- 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. Chief Foreman commented that finances look very good.

8. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. Captain Pond informed the Board that the Chapter elected new officers; Engineer Gross was reelected as Vice President, Firefighter Gutierrez was elected as Trustee, and Captain Katrales will remain as Secretary. The Pancake Breakfast will be on July 2nd, and the Chapter will support the Rodeo and Tyler Stewart Memorial Golf Tournament.
- B. FIRE CHIEF'S REPORT. Chief Foreman presented the Fire Chief's Report; many items reported will be discussed later on the agenda. He noted that 13 hours of staff time was dedicated to Mormon Lake, he is serving on the Community Development Advisory Group, the tender has been listed with Brindlee Mountain Apparatus for \$90,000, and FRFD may be getting an automatic response from FFD, which could result in a re-evaluation of their ISO rating.

Wildfire Season in in full swing, the Bear Jaw Crew was assigned to the No Bar Fire, E-233 was assigned to the Highline Fire, Captain Erickson was assigned to the Fry Fire as Division Supervisor, and Chief Foreman has been attending cooperator meetings associated with the Boundary Fire.

- C. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber had nothing further to report.
- D. CORRESPONDENCE. The Board reviewed several letters; one from SDWCP, one from Mr. & Mrs. Spriggs, and five thanking the Bear Jaw Crew.
- E. BATTALION CHIEF'S REPORT. Chief Foreman reported that the District ran 48 calls in May; busiest month this year. Chief Foreman provided information about a structure fire that occurred in Mountaineer that had minimal damage.

9. TOPICS OF DISCUSSION AND POSSIBLE ACTION

- A. PUBLIC HEARING REGARDING THE HIGHLANDS FIRE DISTRICT FY 2018 BUDGET PER A.R.S. 48-805.02(A) AND CONSIDERATION TO APPROVE THE RESOLUTION TO ADOPT THE PROPOSED FY 2018 BUDGET. Chairperson Kloeber noted that there were no members of the Public present. A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to approve the Highlands Fire District, General Fund, FY 2018 Budget for posting; the motion was unanimously APPROVED.

In addition, A MOTION was made by Director Martin and was seconded by Director Murphy to approve the Budgets for Capital Funds and Bear Jaw for the FY 2018; the motion was unanimously APPROVED.

- B. CONSIDERATION TO APPROVE RELEASE OF THE REQUEST FOR PROPOSAL (RFP) FOR THE DESIGN AND CONSTRUCTION OF THE ADMIN/CREW FACILITY. Chief Foreman clarified that this item was approved at the June 2, 2017 Special Meeting; however, the Board requested to see the final version of the RFP. It was noted that the suggestions made by Chairperson Kloeber (e.g. the number of offices, adjustment of the square footage to 3,000 sq. ft., and size of the bays) are not reflected in the version provided, but have been noted. Chief Foreman explained the implementation schedule. Chairperson Kloeber commented that contractors are very busy right now. The Board discussed methods for soliciting contractors; they agreed on sending letters and/or emails to local contractors.
- C. DISCUSSION AND POSSIBLE ACTION REGARDING THE MANNER AND METHOD OF PAYMENT FOR THE PSPRS PARKER/HALL CONTRIBUTION REFUNDS. Chief Foreman informed the Board that PSPRS strongly recommends that employers and fire boards work closely with their Local PSPRS Boards to decide on the method and manner of repayment. Chief Foreman explained that it is in the best interest of the District to pay the refunds in a lump as soon as possible as to not accumulate any additional interest. Associated interest rates have not been determined yet, but pre-judgement interest probably should also be paid soon after determined. After discussion, a MOTION was made by Director Martin and was seconded by Director Murphy to recommend reimbursement of payments in a lump sum at the beginning of FY 2018; the motion was unanimously APPROVED.
- D. CONSIDERATION TO APPROVE CHANGE OF LOCATION OF THE FIRE BOARD MEETINGS TO FIRE STATION 23, 3350 OLD MUNDS HWY, FLAGSTAFF AZ. Due to the modification of the conditional use permit (CUP) for Station 21; all public meetings will be held at Fire Station 23, 3350 Old Munds Hwy beginning in July. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to move fire board meetings to Station 23 starting in July; the motion was unanimously APPROVED. A notice was signed to be sent to the County Board of Supervisors.
- E. DISCUSSION REGARDING HFD FACILITY USE. Ms. Jones informed the Board that after consideration and consultation with legal counsel, staff recommends the Board allow use of District the Hirsch Center for purposes which serve the public interest at a rate comparable to fair rental value. After discussion, the Board tabled this item until policy, facility use agreement, rules, and fee schedule are completed.
- F. CONSIDERATION TO APPROVE THE PURCHASE OF THREE (3) COMMAND VEHICLES. Chief Foreman informed the Board that recommends approval to purchase three (3) command vehicles in FY 2018. Chief Foreman explained that \$105,000 and \$36,000 is budgeted in Capital and Operating accounts respectively. Chairperson Kloeber asked why some of the expenses are budgeted in the operating account; Chief Foreman and Ms. Wilson explained that some of the items added to outfit new apparatus are not capital expenses (e.g. lights bars, radios, etc.). Chairperson Kloeber commented that it does not seem logical. After discussion, a MOTION was made by Director Murphy and was seconded by Director Martin to approve the purchase of three command vehicles and outfitting for emergency response; the motion was unanimously APPROVED.

- G. CONSIDERATION TO APPROVE A CAPITAL EXPENDITURE TO REMOVE LARGE PILE OF DIRT ON THE STATION 23 SITE. Chief Foreman explained that he recommends leveling the dirt mound on the Station 23 lot prior to the construction of the Administrative/Bear Jaw Facilities. This may help avoid potential erosion controls required by County Community Development. A plan has been developed to complete the project in-house by renting the necessary equipment. After discussion, a MOTION was made Director Martin and was seconded by Clerk Hirsch to allocate funds not to exceed \$5000 to flatten the pile of dirt at Station 23; the motion was unanimously APPROVED.
- H. DISCUSSION AND POSSIBLE ACTION TO REBRAND THE HIGHLANDS FIRE DISTRICT. Chief Foreman recommended the District be rebranded to use “Highlands Fire District”, as opposed to “Highlands Fire Department,” including updating the District’s logo. Chief Foreman assured the Board the associated cost would be minimal. The new “brand” will be phased in gradually via normal replacement cycles. After discussion, a MOTION was made by Director Murphy and was seconded by Clerk Hirsch to approve rebranding Highlands Fire from “Department” to “District”; the motion was unanimously APPROVED.
- I. CONSIDERATION TO APPROVE COUNTY ATTORNEY REPRESENTATION OF THE HIGHLANDS FIRE DISTRICT. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve resolution 2017-06-20 (9)(I) authorizing the engagement of the Coconino County Attorney as the District’s Attorney for FY 2018; the motion was unanimously APPROVED.
- 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. Director Martin asked how the lunch program was going; Chief Foreman said very well with an average of ten recipients a day.
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 6:22 PM.

Respectfully submitted,

Jayne Jones
Administrative Assistant III