



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES • 8/15/17

The regular meeting of the Fire Board of Directors was held on Tuesday, August 15, 2017 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. Chairperson Peter Kloeber, Clerk Jan Hirsch, and Director Robyn Martin were present; Director Brad Bippus arrived at 5:08 PM, and Director Bill Murphy was absent.

Administrative staff present included Chief Dirch Foreman, Ms. Jayme Jones, and Mrs. Robyn Wilson.

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 required by statute.
4. WELCOME VISITORS. Chairperson Kloeber welcomed visiting staff members.
5. CALL TO THE PUBLIC. Chairperson Kloeber dispensed with the call to the public. Chairperson Kloeber noted that there was a quorum with three Board members in attendance.
6. APPROVAL OF THE MINUTES.
 - A. JULY 18, 2017 REGULAR MEETING MINUTES. The Board reviewed the July 18, 2017 regular meeting minutes. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve the minutes of the July 18, 2017 meeting; the motion was unanimously APPROVED.

7. FINANCE

- A. APPROVAL OF WARRANTS. The Board reviewed the warrants issued in July. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to accept the warrants as presented. After questions, the motion was unanimously APPROVED.

(Director Bippus arrived at the meeting at 5:08 PM.)

New chairs and uniform were shown to the Board. Chairperson Kloeber thanked Robyn for providing descriptive notes on the Check Run Reports.

- B. REVIEW FINANCIAL REPORTS. The Board reviewed HFD General Fund, Capital Fund, and Bear Jaw Financial Reports, including the Bank Reconciliation, Profit/Loss Budget Overviews, County's Fund Balance Summary, and Cash Flow Projection for July.

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8. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. Engineer Gross, Local 1505 Vice President, informed the Board the Pancake Breakfast raised \$2400 for the charities account. Participation and donations will be provided to benefit the Kirk Smith Golf Tournament and Tyler Stewart Golf Tournament and other charities.
- B. BATTALION CHIEF'S REPORT. Chief Foreman presented the Battalion Chief and Activity Report. He informed the Board about noteworthy incidents and answered questions. There were 74 calls for service in July.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Fire Chief's Report; he noted that several of the items are on the agenda for discussion and possible action. He informed the Board that the transfer case failed on his vehicle and repairs cost about \$2300. In addition he reported that there have been two potentially major medical events with line staff members, and management is revisiting the possibility of employing "floaters" to improve staffing levels more efficiently.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber had nothing further to report.
- E. CORRESPONDENCE. The Board reviewed a thank you note from Fit Kids of Arizona and email from Pete Walka, Battalion Chief at Guardian Medical Transport regarding a job well done on a cardiac arrest code on July 4.

9. TOPICS OF DISCUSSION AND POSSIBLE ACTION

- A. CONSIDERATION TO APPROVE FISCAL POLICY GUIDELINES 131 CAPITALIZATION. Chief Foreman informed the Board this policy is being presented to clarify the District's capitalization practice. After review of the policy, a MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve Fiscal Policy Guideline 131 Capitalization as presented; the motion was unanimously APPROVED.
- B. DISCUSSION AND POSSIBLE ACTION REGARDING REPAIRS AND/OR DISPOSAL OF THE 2003 F-550 UTILITY VEHICLE; CONSIDERATION TO APPROVE RESOLUTION TO DISPOSE OF SURPLUS PROPERTY. Chief Foreman informed the Board that the 2003 F-550 Utility Vehicle (Snow Plow vehicle platform) has suffered catastrophic engine failure; and he reviewed options for addressing the problem. Considering the expense of repairs, he recommended the Board consider disposing of the vehicle in its current condition; however, there may be additional options to be investigated. Chairperson Kloeber suggested refurbishing the Brush Truck to extend its life, and surplus the Utility Vehicle. Chief Foreman said they he would prefer not taking the working Brush Truck out of service. The Board decided to table the issue until more information is made available.

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- C. CONSIDERATION TO APPROVE RESOLUTION TO DISPOSE OF SURPLUS EQUIPMENT. Chief Foreman recommended the Board approve disposal of surplus equipment as stated. After discussion, a MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve Resolution # 08-15-2017(9)(D); the motion was unanimously APPROVED.
- D. DISCUSSION AND POSSIBLE ACTION REGARDING THE SPRINKLER SYSTEM AT FIRE STATION 25. Chief Foreman explained a series of issues that occurred with the sprinkler system at Station 25 and associated repair costs. Board members wanted to know if there is any way to alert staff if the compressor is overloaded. After further discussion, a MOTION was made by Clerk Hirsch and was seconded by Director Martin to approve the repairs of the sprinkler system at Station 25; the motion was unanimously APPROVED.
- E. DISCUSSION AND POSSIBLE ACTION REGARDING THE SELECTION OF A DESIGN/BUILD TEAM FOR THE CONSTRUCTION OF THE ADMINISTRATIVE OFFICES, BEAR JAW FACILITY, AND APPARATUS BAYS. Chief Foreman informed the Board that several invitations to submit a proposal were sent to Design/Build Teams, and the District received four proposals. The Selection Committee narrowed down the selection to two teams, which will be interviewed by the Board to make a final decision. The Board agreed to attempt conducting the interviews on September 5, and they reviewed the interview questions.
- F. CONSIDERATION TO CONFIRM MEMBERS REPRESENTING THE FIRE BOARD ON THE STRATEGIC PLANNING COMMITTEE. Director Martin expressed an interest in serving on the Strategic Planning Committee. Chairperson Kloeber confirmed that he and Director Martin will serve on the committee.
- G. REVIEW FIRE BOARD TASK CALENDAR; IDENTIFY POTENTIAL ITEMS FOR NEXT MONTH'S AGENDA. The *Fire Board Task Calendar* was reviewed.

10. BOARD MEMBER COMMENTS.

11. ADJOURNMENT. A MOTION was made by Director Martin and was seconded by Director Bippus to adjourn; the motion was unanimously APPROVED. The meeting adjourned at 6:13 PM.

Respectfully submitted,

Jayne Jones
Administrative Assistant III