



HIGHLANDS FIRE DISTRICT  
FIRE BOARD OF DIRECTORS  
REGULAR MEETING MINUTES • 9/19/17

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The regular meeting of the Fire Board of Directors was held on Tuesday, September 19, 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, Director Bill Murphy, Director Brad Bippus, and Director Robyn Martin were present.

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. In addition, 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.
6. APPROVAL OF THE MINUTES.
  - A. August 15, 2017 REGULAR MEETING MINUTES. The Board reviewed the August 15, 2017 regular meeting minutes. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve the minutes; Chairperson Kloeber suggested a grammatical correction to Item 9(E). The motion was unanimously APPROVED.
  - B. September 5, 2017 SPECIAL MEETING MINUTES. The Board reviewed the September 19, 2017 special meeting minutes. A MOTION was made by Director Martin and was seconded by Director Murphy to approve the minutes as presented; the motion was unanimously APPROVED.
7. FINANCE
  - A. APPROVAL OF WARRANTS. The Board reviewed the warrants issued in August. A MOTION was made by Director Martin and was seconded by Director Murphy to accept the warrants as presented. After questions, the motion was unanimously APPROVED.
  - 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. Chairperson Kloeber asked why overtime is over budget; Chief Foreman explained that it is due to employees that were out on medical leave.

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## 8. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. Engineer Gross, Local 1505 Vice President, informed the Board about supported charities.
- B. BATTALION CHIEF'S REPORT. Chief Foreman presented the Battalion Chief and Activity Report. There were 53 calls for service in August.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Fire Chief's Report; he noted that it is in the best interest of the District to auction off the 2003 F-550 Utility Truck as is (without repairs), and a resolution for the disposal of surplus property will be brought to the Board in October. In addition, the 160 acre Manterola lot is pending sale, and annexation paperwork has been provided to the new owner. Chief Foreman provided the Board with information about bay door options, and quotes have been requested.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber presented letters that were sent to Mr. Loven and Mr. Woodruff regarding the Board's selection of a Design/Build Team for the construction of Administrative Offices, Bear Jaw Facility, and Apparatus Bays.
- E. CORRESPONDENCE. The Board reviewed a thank you note from the Willett Family and NAU College of Social & Behavioral Sciences.

## 9. TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. CONSIDERATION TO APPROVE HFD EXECUTIVE DIRECTIVE #222 FACILITY USE AND FACILITY USE AGREEMENT; CONSIDERATION TO APPROVE RESOLUTION TO REVISE FACILITY USE FEE SCHEDULE IN FISCAL POLICY #141 FEE SCHEDULES. Chief Foreman reminded the Board that a request to use our facilities for ongoing meetings prompted discussion and advice from counsel. Mr. Furuya suggested the District implement a Facility Use Policy. The policy was crafted and reviewed by counsel. After discussion about ensuring that all groups have equal opportunity to use the facility, a MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve Executive Directive #222 Facility Use as presented; the MOTION was unanimously APPROVED.

The Board reviewed the Facility Use Agreement. A MOTION was made by Director Martin and was seconded by Director Murphy to approve the Facility Use Agreement as presented; the motion was unanimously APPROVED.

The Board reviewed the revision to Fiscal Policy Guideline 141 Schedule and resolution. A MOTION was made by Director Martin and was seconded by Clerk Murphy to approve the resolution to amend the fee schedule as presented; the motion was unanimously APPROVED.

- B. CONSIDERATION TO APPROVE RESOLUTION TO TRANSFER ALL EXCESS ASSETS IN THE AMOUNT OF \$17,262.43 FROM THE FIREFIGHTERS' RELIEF AND PENSION FUND, WHICH WERE APPLIED TO THE HFD ALTERNATE PENSION AND BENEFIT PLAN PER A.R.S. § 9-981, TO THE PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM (PSPRS) AS ALLOWED BY A.R.S. § 9-958, AND CLOSE THE HFD ALTERNATE PENSION AND BENEFIT PLAN ACCOUNT AT WELLS FARGO.

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Chief Foreman informed the Board that since the Board made the decision to pay out all benefits to the Volunteer Firefighters and close the Alternate Pension and Benefit Plan, legislation was enacted to allow for the transfer of excess assets in the fund to PSPRS. After discussion, a MOTION was made by Director Martin and was seconded by Clerk Hirsch to adopt the resolution to transfer all excess assets from the Alternate Pension and Benefit Plan to PSPRS as presented; the motion was unanimously APPROVED.

- C. DISCUSSION REGARDING THE PROJECT TO CONSTRUCT ADMINISTRATIVE OFFICES, BEAR JAW FACILITY AND APPARATUS BAYS. Chairperson Kloeber thanked everyone involved in the process, including the Selection Committee. He noted that the interview process went very well. Chairperson Kloeber contacted the Design/Build Teams to inform them of the results of the Board's decision to contract with Loven Contracting. Mr. Woodruff appreciated the call, and he was thankful for the opportunity to submit their proposal. Mr. Loven is looking forward to working with the District; he especially enjoys working on projects with community based organizations.

Chief Foreman informed the Board that this item will be revisited each month on the agenda as we move through the construction process. A meeting has been scheduled on September 27<sup>th</sup> with the Design/Build Team to discuss the next steps in the process. Chief Foreman hopes to present a Design/Build Contract for the Board's approval in October.

The Board discussed the potential for leveraging property to cover building costs if needed.

- D. REVIEW *FIRE BOARD TASK CALENDAR*; IDENTIFY POTENTIAL ITEMS FOR NEXT MONTH'S AGENDA. The Board reviewed the Board task Calendar.

10. BOARD MEMBER COMMENTS. There were no additional comments.

11. ADJOURNMENT. A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to adjourn; the motion was unanimously APPROVED. The meeting adjourned at 5:45 PM.

Respectfully submitted,

Jayne Jones  
Administrative Assistant III