

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL MEETING MINUTES  
November 1, 2017

The Special meeting of the Highlands Fire District Board of Directors was held on November 1, 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. Pete Kloeber, Jan Hirsch, Bill Murphy, Brad Bippus, and Robyn Martin were present.

Present from administrative staff was Chief Dirch Foreman, Ms. Jayme Jones, and Mrs. Robyn Wilson.

3. CONSIDERATION TO APPROVE DESIGN/BUILD CONTRACT WITH LOVEN CONTRACTING TO CONSTRUCT ADMINISTRATIVE OFFICES, BEAR JAW FACILITY AND APPARATUS BAYS. Chairperson Kloeber reminded the Board that at the last meeting the Board was advised by counsel and guidance was given to Chief Foreman regarding modifications to the Design/Build Contract. Chief Foreman informed the Board that he and Mrs. Wilson met with Mr. Loven to discuss the following: 1) Remove "arbitration" and change to "litigation" on page 5, which was revised; 2) Limit not to exceed costs in reimbursable expenses on page 7, which was revised; and 3) negotiate an extended warranty on page 10.

Chief Foreman explained that an extended warranty could cost upwards \$10,000; however, because there is a one year warranty from the contractor, various manufacturers' warranties, and statute of repose for eight additional years; he determined that an extended warranty is not necessary. Chief Foreman is very comfortable with the designer, the contractor, and their familiarity with construction for high altitude and adverse weather conditions. In addition, he explained that this construction project is simpler and will not involve complex systems such as solar, etc. Legal counsel is aware all of this, and he is comfortable with the modifications as well.

Chairperson Kloeber compared the final contract with the draft contract and counsel's notes. After discussion, a MOTION was made by Director Martin and was seconded by Clerk Hirsch to accept the contractor's final draft and to sign and approve the contract; the motion was unanimously APPROVED.

4. ADJOURNMENT. A MOTION was made by Director Murphy and was seconded by Director Martin to adjourn; the motion was unanimously APPROVED. The meeting adjourned at 5:19 PM.

Respectfully submitted,

Jayme Jones  
Administrative Assistant III