



HIGHLANDS FIRE DISTRICT  
FIRE BOARD OF DIRECTORS  
REGULAR MEETING MINUTES · 11/14/17

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The regular meeting of the Fire Board of Directors was held on Tuesday, November 14, 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, and Director Robyn Martin were present. Director Brad Bippus was absent.

Administrative staff present included Chief Dirch Foreman, Battalion Chief Eric True, 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.
4. WELCOME VISITORS. Chairperson Kloeber welcomed everyone.
5. CALL TO THE PUBLIC. Chairperson Kloeber dispensed with the call to the public.
6. APPROVAL OF THE MINUTES.
  - A. October 17, 2017 Regular Meeting. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve the minutes as presented; the motion was unanimously APPROVED.
  - B. October 17, 2017 Executive Session. A MOTION was made by Director Martin and was seconded by Director Murphy to approve the minutes as presented; the motion was unanimously APPROVED.
  - C. November 1, 2017 Special meeting. A MOTION was made by Clerk Hirsch 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 and credit card purchases paid in October. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to accept the warrants as presented; 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. Chief Foreman noted that there are significant wildland expenses that will be reimbursed by the State.

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## 8. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. Engineer Gross, Vice President UHFF Chapter 1505, informed the Board that they are discussing making changes to SOP. The department and Union Christmas parties are on December 15 and 16. Captain Katrales, Secretary UHFF Chapter 1505, informed the Board that the chapter voted to donate \$300.00 to the Sunshine Rescue Mission to help provide about 300 meals.
- B. BATTALION CHIEF'S REPORT. Chief True presented the Battalion Chief's Report including individual activity, training, and incidents in October. He noted that the number of incidents were down from 55 in September to 28 in October. He and Chief Miller, along with FFD and SFD, have been instructing Blue Card certification training for Captains and acting Captains. The regional hiring process resulted in the hiring of Firefighters Jacob Benedict and Eric Reed. Chief True thanked Captain Lopez for his participation. Chief True is assisting with the Kachina Village Citizen Rate and Governance Committee. Chief True described incidents that occurred in October.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Fire Chief's Activity Report; in addition to the report presented, Chief Foreman informed the Board that repairs to the sprinkler system at Station 25 will begin on November 27. The water tender is out of service and may have transmission issues, which are being evaluated. A quote was provided by Loren Vickers for bi-fold doors and overhead doors. Also, added to tonight's agenda, is an item regarding the annexation of property.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber had nothing further to report.
- E. CORRESPONDENCE. The Board reviewed thank you letters from FFD and the Public Library.

## 9. TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. (Agenda Item B.) RENEW OATH OF OFFICE, CONFLICT OF INTEREST, AND OPEN MEETING COMPLIANCE STATEMENTS. The Board renewed their Oath of Office, Conflict of Interest, and Open Meeting Compliance Statements.
- B. (Agenda Item A.) CONDUCT ELECTION OF FIRE BOARD CHAIRPERSON AND CLERK. Chief Foreman informed the Board that a query of Board members resulted in interest from Jan Hirsch and Pete Kloeber to continue serving as Board Clerk and Chairperson respectively. Chief Foreman opened the floor for any additional nominations; there were no additional nominations. Chief Foreman accepted the nominations for Jan Hirsch and Pete Kloeber, and the nominations were seconded by Director Martin. **A MOTION was made by Director Martin and was seconded by Director Murphy to elect Jan Hirsch as Clerk and Peter Kloeber as Chairperson;** the motion was unanimously APPROVED.
- C. UPDATE REGARDING CY 2018 STRATEGIC PLAN. Chief Foreman informed the Board that the Strategic Planning Committee will meet on November 15 to continue their work.

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Chairperson Kloeber reminded the Board that Director Martin replaced Director Murphy on the committee.

- D. UPDATE REGARDING CONSTRUCTION OF ADMINISTRATIVE OFFICES/BEAR JAW FACILITY AND APPARATUS BAYS. Chief Foreman informed the Board that he has been in contact with Mr. Loven's Office and spoke to the Project Manager, Greg McGregor. Chairperson Kloeber stated that the project manager is supposed to be Kevin Bond, and he was surprised by the change. Chief Foreman informed the Board that forward momentum of this project will happen very quickly.
- E. DISCUSS FIRE CHIEF'S ANNUAL EVALUATION PROCESS; DISTRIBUTE PERTINENT EVALUATION DOCUMENTS FOR THE DECEMBER EVALUATION. Chairperson Kloeber informed the Board that the Chief's activity reports and evaluation criteria forms have been provided for the Board to assess prior to the next meeting. Chief Foreman requested his evaluation take place in public. Chairperson Kloeber asked that an executive session be placed on the December agenda "as a safety valve".
- F. DISCUSS PERSONAL USE OF DISTRICT COMMAND VEHICLES. Chairperson Kloeber informed the Board that a district resident contacted him about what he perceives as a misuse use of command vehicles. Chief Foreman requested that this issue be brought to the Board for further discussion. Chief Foreman explained the purpose and practice of take home vehicles and de minimums personal use. After discussion, Chairperson Kloeber suggested the Board adopt a Vehicle Use Policy; Board members agreed.
- G. CONSIDERATION TO APPROVE THE RESOLUTION THAT DETERMINES THAT THE INCLUSION OF PARCEL #116-06-002-B IN THE DISTRICT BOUNDARIES WILL BENEFIT THE DISTRICT AND THE RANCHES ESTATES, LLC. Chief Pond informed the Board that Mr. Brooks contacted HFD several months ago and requested information regarding the annexation of his property into the fire district. His formal request was recently received and this item was added to the agenda. He anticipates developing the property and will require fire service in the area. After discussion, a MOTION was made by Director Martin and was seconded by Clerk Hirsch to adopt the resolution to amend the district boundaries to include parcel #116-06-002-B; the motion was unanimously APPROVED.
- H. REVIEW FIRE BOARD TASK CALENDAR; IDENTIFY POTENTIAL ITEMS FOR NEXT MONTH'S AGENDA. The Board reviewed the Fire Board Task Calendar.

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

11. ADJOURNMENT. A MOTION was made by Clerk Hirsch and was seconded by Director Martin to adjourn; the motion was unanimously APPROVED. The meeting adjourned at 5:51 PM.

Respectfully submitted,  
Jayme Jones, Administrative Assistant III