



HIGHLANDS FIRE DISTRICT  
FIRE BOARD OF DIRECTORS  
REGULAR MEETING MINUTES · 12/19/17

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The regular meeting of the Fire Board of Directors was held on Tuesday, December 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, 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. November 14, 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.
7. FINANCE
  - A. APPROVAL OF WARRANTS. The Board reviewed the warrants and credit card purchases paid in November. A MOTION was made by Director Martin and was seconded by Director Murphy 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.
8. SUMMARY REPORTS & CORRESPONDENCE.
  - A. LOCAL CHAPTER 1505. Engineer Gross, Vice President UHFF Chapter 1505, informed the Board the chapter voted to donate \$300 to the Sunshine Rescue Mission to help provide holiday meals.

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- B. BATTALION CHIEF'S REPORT. Chief True presented the Battalion Chief's Report including individual activity, training, and incidents in November.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Fire Chief's Activity Report; Chief Foreman informed the Board that he would like for the Strategic Planning Committee to meet to discuss succession planning and goals that outlined in the Strategic Plan. In addition, Chief Foreman will be taking time off around Christmas, will attend the AFDA Conference in January, and will assist with the Wildland Academy in March.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber asked Chief True to report about the significant calls that occurred in this month. Chief True informed the Board that the City of Flagstaff had simultaneous, multiple structure fires, and HFD provided mutual aid. There was also a fully involved structure fire in Pine Del; occupants escaped without injury. In addition, there was a vehicle fire on 89A, and a camper trailer fire on I-17.

Chairperson Kloeber informed the Board that he had the honor of presenting Chief Foreman with a plaque for 30 years of service.

- E. CORRESPONDENCE. The Board reviewed a thank you letter to Engineer Dobbe from Coconino County Health Services.

## 9. TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. CONSIDERATION TO APPROVE 2018 STRATEGIC PLAN. Chairperson Kloeber informed the Board that the 2018 Strategic Plan is being presented for approval, and the Board reviewed the plan. Chief Foreman informed the Board that changes will be made to update end of year statistics. Director Martin remarked that her notes will be forwarded to Ms. Jones to made revisions. Chairperson Kloeber commented that he particularly likes the display of Goals & Objectives and Capital Improvement Plan. Chief Foreman noted that there was good participation in the planning process. After further discussion, a MOTION was made by Director Murphy and was seconded Director Martin to approve the 2018 Strategic Plan with noted revisions; the motion was unanimously APPROVED.
- B. UPDATE REGARDING CONSTRUCTION OF ADMINISTRATIVE OFFICES, BEAR JAW FACILITY AND APPARATUS BAYS; REVIEW PRELIMINARY PLANS. Chief Foreman informed the Board that there was a construction kick-off meeting with the Design/Build Team. Preliminary schematic options were presented, and the Building Committee requested adjustments to Option 2. Chief Foreman asked how much involvement with the project does the Board desire. The Board agreed that they would prefer Chairperson Kloeber and staff make the majority of construction decisions and to provide updates at Board meetings unless financial impact decisions are necessary. Ms. Wilson has begun tracking project costs. The Board discussed the Project Management Team.
- C. (Agenda Item D) CONSIDERATION TO APPROVE EXECUTIVE DIRECTIVE #305 DISTRICT TAKE HOME VEHICLES. Chief Foreman presented a policy related to the use of take home vehicles.

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Director Martin asked about the practice of allowing friends and family ride in District vehicles. Chief Foreman explained his perception, current practice, and the his use of Ride-Along Waivers. Chairperson Kloeber confirmed that there is reference to current policy and SOP in place regarding the operation of other District apparatus. **A MOTION was made by Director Murphy to approve Executive Directive #305 District Home Vehicles as presented;** the motion was not seconded. Director Martin suggested a statement be made about friends and family riding along. For the protection of the District and employees, Chairperson Kloeber suggested that this sort of personal use is addressed in the Directive; Chief Foreman agreed. The item was tabled until January.

- D. CONSIDERATION TO APPROVE LETTER OF DECLARATION FOR JP MORGAN CHASE BANK. Mrs. Wilson explained that a Letter of Declaration associated with a revolving line of credit is requested by the bank annually. **A MOTION was made by Director Martin and was seconded by Clerk Hirsch to accept the Letter of Declaration as presented;** the motion was unanimously APPROVED.
- E. (Agenda Item C) CONDUCT CHIEF FOREMAN'S ANNUAL PERFORMANCE EVALUATION. The Board conducted Chief Foreman's Annual Evaluation. Chairperson Kloeber asked for the Board's consensuses for criteria listed below:
- Communication with Fire Board – Exceeds
  - Fiscal Management – Exceeds
  - Training – Exceeds
  - Safety – Satisfactory
  - Public Relations – Exceeds
  - Management – Exceeds
  - Leadership – Exceeds
  - State of the Department – Exceeds

The Board identified the progress of Chief Foreman's Goals/Objectives as listed below:

- Sell surplus property and apparatus – Complete
- Implement capital improvement projects – Complete
- Maintain a strong presence in local, regional, and statewide emergency management groups – Complete
- Develop an Acting Battalion Chief Program – Nearly Complete
- Continue efforts toward Community Integrative Paramedicine Program – Progress Noted
- Assess benefits of mergers, consolidations, and joint operating alternatives – Progress Noted

Chief Foreman's 2017 Annual Evaluation Overall Rating was determined as "Exceeds".

**A MOTION was made by Clerk Hirsch and was seconded by Director Murphy to accept an "Exceeds" performance rating for the Chief Foreman's 2017 Annual Evaluation;** unanimously APPROVED.

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The Board identified the following Goals/Objectives for the Fire Chief's 2018 Evaluation period:

- 1) Manage the construction of Administration and Bear Jaw Facility to ensure fully functional and quality facilities are delivered on time and within budget.
- 2) Continue efforts toward a Community Integrative Paramedicine Program.
- 3) Develop and implement succession planning through professional development and advancement.

F. REVIEW *FIRE BOARD TASK CALENDAR*; IDENTIFY POTENTIAL ITEMS FOR NEXT MONTH'S AGENDA. The Board reviewed the Fire Board Task Calendar. Chairperson Kloeber asked the board to be prepared to take action on review of the Fire Board Handbook and By-laws.

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

11. 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 6:07 PM.

Respectfully submitted,

Jayne Jones  
Administrative Assistant III