



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES • 4/17/18

The regular meeting of the Fire Board of Directors was held on Tuesday, April 17, 2018 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. Clerk Jan Hirsch, Director Bill Murphy, and Director Robyn Martin were present. Chairperson Peter Kloeber and Director Bippus were absent.

Administrative staff present included Chief Dirch Foreman, Battalion 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. Clerk Hirsch welcomed everyone.
5. CALL TO THE PUBLIC. Clerk Hirsch dispensed with the call to the public.
6. APPROVAL OF THE MINUTES.

A. March 20, 2018 Regular Meeting. 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 and credit card purchases paid in March. After questions, 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 the HFD General Fund, Capital Fund, and Bear Jaw Fund Financial Reports, including the Bank Reconciliation, Profit/Loss Budget Overviews, County's Fund Balance Summary, and Cash Flow Projection.

C. COUNTY INTEREST EARNING REPORT. Ms. Wilson informed the Board that she had not received the Interest Earning Report from the County.

8. SUMMARY REPORTS & CORRESPONDENCE.

A. LOCAL CHAPTER 1505. Captain Blue reported that the Union had nothing to report.

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- B. BATTALION CHIEF'S REPORT. Chief True presented the Battalion Chief's Report including individual activity, training, and incidents. There were 29 calls for service in March.
 - C. FIRE CHIEF'S REPORT. Chief Foreman presented the Fire Chief's Activity Report for March. In addition, he provided a staff briefing explaining that overtime for Operations personnel is likely to be over budget this fiscal year; however, measures are being taken to reduce overtime expenditures. Also, he informed the Board that the CUP and DRO permits are under the County's review, and a hearing is scheduled on April 25. Board members were invited to attend the hearing in support of the District's endeavors.
 - D. FIRE BOARD CHAIRPERSON'S REPORT. Clerk Hirsch had nothing to report.
 - E. CORRESPONDENCE. There was no correspondence presented.
9. TOPICS OF DISCUSSION AND POSSIBLE ACTION.
- A. UPDATE REGARDING CONSTRUCTION OF ADMINISTRATIVE OFFICES, BEAR JAW FACILITY, AND APPARATUS BAYS. Chief Foreman informed the Board that material costs are on the rise due to the tariffs recently imposed. He is expecting to receive the GMP from the contractor soon. We will pursue disposing of capital assets to generate money to cover some of the costs. Ground breaking is expected in June. Also, progress has been made on the final design for the Bear Jaw Facility.
 - B. CONSIDERATION TO APPROVE PROPOSED COMPENSATION SCALE ADJUSTMENT. Chief True informed the Board that the Compensation Committee, including Mrs. Wilson and Chairperson Kloeber, collaborated to present the proposed pay scale for approval. Chief True explained the organization and adjustment to a ten step pay scale. In addition, he explained the Union's concerns and modification to raise firefighter pay to a competitive level. Clerk Hirsch asked if the proposed pay scale is sustainable; Chief True said that according to five year forecasting, the adjustment is viable. **A MOTION was made by Director Martin to approve the Draft FY 2019 proposal for payroll**; Director Murphy said that he is not comfortable voting on this item with two Board members absent. Chief Foreman assured the Board that adoption can be postponed until the May meeting; however, the proposed FY 2019 Budget incorporates the pay scale adjustment, and a no vote will require an adjustment to the Budget as well as a special meeting to approve for posting. The Board requested this item be revisited in May.
 - C. PRESENTATION OF FY 2019 PROPOSED BUDGET. Chief True presented the FY 2019 Budget proposal; he reviewed the NAV/Levy Limit, Carryover, Revenue, and Expense Areas. He explained the budgetary impact of the proposed wage scale adjustment, hiring an additional Battalion Chief, various employee related costs, and capital purchases. The Board was provided a Line Item Budget for their review and consideration to approval to post and publish in May.
 - D. DISCUSSION OF EMPLOYEE RESIDENCY REQUIREMENTS. Chief Foreman informed the Board that many fire departments do not have residency requirement. However, there is movement

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within the Union to remove residency requirements; states have passed legislation to prevent residency requirements; and firefighters have challenged these requirements in court. Chief Foreman believes the District may see movement in this area as well, and perhaps the Board should consider the possibility of eliminating this condition of employment. The Board discussed the actual need for calling back firefighters. After further discussion, Chief Foreman asked the Board to give this idea some thought.

E. 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 Director Martin and was seconded by Director Murphy to adjourn; the motion was unanimously APPROVED. The meeting adjourned at 6:10 PM.

Respectfully submitted,

Jayne Jones
Administrative Assistant III