



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES · 05/15/18

The regular meeting of the Fire Board of Directors was held on Tuesday, May 15, 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. Chairperson Kloeber, Clerk Jan Hirsch, Director Bill Murphy, Director Brad Bippus, and Director Robyn Martin were present.

Administrative staff present were Chief Dirch Foreman, Battalion Chief Eric True, Battalion Chief Todd Miller, 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. April 17, 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 April. Director Martin asked about a check written to Coconino Auto Supply for \$1,593.38 for shop supplies; Mrs. Wilson said she would look into that purchase. After additional questions, 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 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. Chief Foreman commented that we are slightly over budget on overtime as discussed last month; although, overall we are within budget. Chairperson Kloeber asked Captain Erickson about the Bear Jaw budget; he replied that it is looking good. Chairperson Kloeber asked Ms. Wilson if HFD Budget is on track; she replied that it is in good standing.

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C. COUNTY INTEREST EARNING REPORT. The Board reviewed the County Interest Earning Report.

8. SUMMARY REPORTS & CORRESPONDENCE.

A. LOCAL CHAPTER 1505. Captain Katrales reported the Union has renewed their charter with Cub Scout Pack 201 and made a donation to Friends of Scouting. Officer elections will be held in July; there may be fewer Executive Officers. It remains to be known whether all three positions will continue to be filled. Captain Katrales has expressed an interest in serving as Secretary Treasurer again. The Summer Lunch Program will be held at Fire Station 23 on June 11 – July 27 from 11:00 AM to 12:00 PM. The PFFA Convention will be held at the end of May; Captain Katrales will attend.

B. BATTALION CHIEF'S REPORT. Chief Miller presented the Battalion Chief's Report including individual activity, training, and incidents. There were 46 calls for service in April.

C. FIRE CHIEF'S REPORT. Chief Foreman presented the Fire Chief's Activity Report for April. Chief Foreman provided an update regarding the potential for a contract for service in Fort Tuthill. County Parks and Rec. requested a reduction in the fees originally offered, and the County Attorney cannot represent the District on this matter due to a conflict of interest. Associated fees for legal counsel would also increase the cost to implement an agreement. Chairperson Kloeber requested this item be on the agenda next month; Chief Foreman agreed. Chief Foreman will be touring the Tinder Fire near Blue Ridge on Thursday, and he described his 24 hour response to the Viewpoint Fire near Prescott. Chief Foreman informed the Board that he will be on vacation from May 18 – 28.

D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber informed the Board that a letter will be sent to Flagstaff Ranch Fire District regarding an increase in their contract fee based on CPI. Chairperson Kloeber will be out of town from May 29 - June 2.

E. CORRESPONDENCE. The Board reviewed thank you letters from Mr. Cushman, City Manager of Fredonia; Chief Endaya of Ventura Fire Department, and Mr. Smith with the Flagstaff Mall.

9. TOPICS OF DISCUSSION AND POSSIBLE ACTION.

A. CONSIDERATION TO APPROVE RENEWAL OF WORKERS' COMPENSATION COVERAGE. Chief Foreman made a recommendation to the Board to renew the Workers' Compensation Coverage with 7710 Insurance. An updated proposal with rate reduction was provided.

A MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve the Workers' Compensation Coverage Proposal with 7710; the motion was unanimously APPROVED.

B. CONSIDERATION TO APPROVE PROPOSED COMPENSATION SCALE. Chief True informed the Board that the Budget Committee recommends the Board's approval of the pay scale adjustment as presented. Chairperson Kloeber commented that there should be questions from the Board; Director Martin commented that Chief True had explained this issue very well at last month's meeting. In addition, Clerk Hirsch explained that the issue was brought to the Board in

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April; however, some Board members were not comfortable making a decision without full Board present. Chairperson Kloeber asked if the proposed Compensation Scale is sustainable; Chief True stated that it is sustainable. The plan was built to make entry level positions more competitive with Flagstaff area wages. The scale was converted to ten steps with a reduction to 3.2% between each step. According to Mrs. Wilson's projections, the pay scale is sustainable for at least five years. The Board reviewed the Base Pay Comparison worksheet provided by Ms. Wilson. Additionally, Chief Foreman stated the District will see a 5.12% increase in revenue for FY 2019, and planned new construction is expected to increase revenues in the future. After further discussion about future staffing levels, a MOTION was made by Director Murphy and was seconded by Director Martin to approve the proposed compensation scale; the motion was unanimously APPROVED. Chairperson Kloeber thanked staff for working together and making the necessary compromises.

- C. CONSIDERATION TO APPROVE FY 2019 BUDGET PROPOSAL TO POST IN THREE PUBLIC PLACES AND PUBLISH ON THE DISTRICT'S WEBSITE. Chairperson Kloeber informed the Board that legal counsel has strongly recommended that the District pay all personnel, including the Bear Jaw Crew, from the District's General Fund. This will require adjustments to the FY 2019 Budget. Bear Jaw will reimburse the District for their associated expenses. The Board discussed the District's cost for administrative services to administer Bear Jaw expenses. The Board reviewed additional changes to the proposed Budget as presented by Chief True.

Chief True reviewed the planned revenue and significant program enhancements. Chairperson Kloeber asked why overtime was increased \$50,000; Mrs. Wilson explained that \$20,000 is associated with Bear Jaw; \$23,500 was added for necessary coverage and increased wages, and some was budgeted for mandatory meetings and training, and program overtime. The Board reviewed the proposed line item budget, and staff answered various questions.

Mrs. Wilson reviewed the proposed Capital Fund and Bear Jaw Fund budgets. After questions, a MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve to post and publish the proposed Budgets as presented; the motion was unanimously APPROVED. Chairperson Kloeber thanked staff for doing a great job.

- D. PROJECT TO CONSTRUCT ADMINISTRATIVE OFFICES, BEAR JAW FACILITY, AND APPARATUS BAYS.
- a. UPDATE ON STATUS. Chief Foreman informed the Board he attended a hearing before the Planning and Zoning Commission on April 25, 2018, and the CUP and Design Overlay were approved. Also, plans were submitted to the Building Department, and the architect, Mr. Gorman, has received the County's comments and requested changes.
 - b. CONSIDERATION TO APPROVE GUARANTEED MAXIMUM PRICE (GMP) AND AMENDMENTS TO PREVIOUSLY APPROVED (10/17/2017) DESIGN/BUILD CONTRACT WITH LOVEN CONTRACTING. Chief Foreman presented the contractor's Guaranteed Maximum Price (GMP) of \$1,399,233. Amendments to the contract include a covered carport and low voltage communications. The Board reviewed the Capital Budget Outlook and discussed several options for paying \$249,664 near completion of the project.

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The Board discussed the amendments to the Design/Build Contract. After further discussion, a MOTION was made by Director Martin and was seconded by Director Murphy to approve the GMP and contract amendments as shown; the motion was unanimously APPROVED.

- E. FIRE STATIONS 21 AND 22. Chief Foreman informed the Board that they should consider beginning the process of selling of Fire Station 21 and 22. The Board will need to recognize and approve the disposal of the surplus property. In preparation of the sale, Ponderosa Utility has requested the water meters for Fire Stations 22 be relocated, which could cost about \$2,000. In addition, the realtor has suggested that appraisals be done on the properties. Laurel Kendall, Certified Residential Appraiser, has proposed doing the appraisals for about \$5,000. A Real Estate Contract will be brought to the Board for approval. As the Board has done with prior contracts, the authority to sign the contract could be delegated to Chairperson Kloeber. In addition, the septic tank at Fire Station 22 will need to be pumped and certified. Chief Foreman requested direction and approval from the Board regarding the items described.

Chairperson Kloeber said a contract with Village Land Shop will not cost anything unless the property is sold; therefore, a contact is suitable. The question is whether the Board is in agreement to continue action to sell Station 21 and 22; the Board agreed that selling the fire stations is the appropriate action. Chief Foreman suggested approving each item with a separate motion.

- a. CONSIDERATION TO ADJOURN TO EXECUTIVE SESSION TO DISCUSS THE SALE OF FIRE STATION 21 AND 22 PER A.R.S. § 38-431.03(A)(7). Chairperson Kloeber stated it was premature to discuss sale price of the fire stations in executive session.
- b. DISCUSSION AND POSSIBLE ACTION CONCERNING THE SALE OF FIRE STATION 21 AND 22. A MOTION was made by Director Martin and was seconded by Director Murphy to start the process of selling Fire Station 21 and 22; the motion was unanimously APPROVED.
- c. CONSIDERATION TO APPROVE MOVING THE WATER METER AT FIRE STATION 22. A MOTION was made by Director Murphy and was seconded by Director Martin to approve moving the water meters at the Fire Station 22 buildings; the motion was unanimously APPROVED.

In regards to discussion and possible action concerning the sale of Fire Station 21 and 22. A MOTION was made by Director Martin and was seconded by Director Murphy for the Chief to move forward with contract negotiations with Johnathan at the Village Land Shoppe for selling Fire Station 22 and 21. Chairperson Kloeber asked who will be authorized to carry out the negotiations. The motion died for lack of a vote.

A MOTION was made by Director Martin that the Highlands Fire District to begin negotiations with Johnathan at the Village Land Shoppe to set-up a contract with Chairperson Kloeber as our representative; the motion died for lack of a second. Chief Foreman suggested language for an appropriate motion.

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A MOTION was made by Director Martin and was seconded by Director Murphy that Highlands Fire District enter into a contract with Village Land Shoppe to sell Stations 21 and 22 with Chairperson Kloeber serving as the Board's representative; the motion was unanimously APPROVED.

d. CONSIDERATION TO APPROVE CONDUCTING APPRAISALS FOR FIRE STATION 21 AND 22.

A MOTION was made by Director Murphy and was seconded by Director Martin to approve the District to conduct appraisals for Fire Station 21 and 22 and authorize Chairperson Kloeber to sign the contract; the motion was unanimously APPROVED.

F. CONSIDERATION TO APPROVE RESOLUTION AUTHORIZING THE ENGAGEMENT OF THE COCONINO COUNTY ATTORNEY AS THE DISTRICT'S ATTORNEY FOR FY 2019. A MOTION was made by Director Martin and was seconded by Director Murphy to approve the agreement with the County Attorney for legal representation for FY 2019; the motion was unanimously APPROVED.

G. CONSIDERATION TO APPROVE REVISION TO HUMAN RESOURCE POLICY GUIDELINES #10.16 CRIMINAL HISTORY RECORDS MANAGEMENT. Chief Foreman informed the Board that the District is required by law to conduct background checks and comply with regulations for handling criminal history records. An audit was conducted by Arizona Department of Public Safety, Access Integrity Unit and commended the District for its compliance. To complete the process, the District revised the associated policy and recommends the Board's approval. Legal counsel has also reviewed the policy. A MOTION was made by Clerk Hirsch and was seconded by Director Murphy to approve the Criminal History Records Management Policy as presented; unanimously APPROVED.

H. REVIEW COMMUNITY SURVEY RESULTS. The Board reviewed the Community Survey results. Chairperson Kloeber commented that the return was better than normal at 24%, and all comments were positive.

I. 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 7:04 PM.

Respectfully submitted,

Jayne Jones
Administrative Assistant III