



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES · 06/19/18

The regular meeting of the Fire Board of Directors was held on Tuesday, June 19, 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, and Director Robyn Martin were present. Director Brad Bippus was absent.

Chief Dirch Foreman, Battalion Chief Eric True, Ms. Jayme Jones, and Mrs. Robyn Wilson were present.
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. There were no members of the public present; 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 Murphy 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 May. Chairperson Kloeber asked about two credit card purchases made by August Foreman and Jared McIntye; Ms. Wilson will investigate the purchases. 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. Chairperson Kloeber noted that the Bear Jaw Account is at 118% of budget Revenue and 188% of budgeted Operating Expenses; Ms. Wilson believes that Bear Jaw is due revenue from last fire season.

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8. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. Engineer Gross reported that the Union had their picnic on June 9. The Pancake Breakfast will be held on July 1; Board members were invited to serve.
- B. BATTALION CHIEF'S REPORT. Chief True presented the Battalion Chief's Report including individual activity, incidents, and training. There were 60 calls for service in May.
- C. FIRE CHIEF'S REPORT. Due to his time away on a fire assignment, Chief Foreman was not able to prepare a May report; however, the May and June reports will be presented in July.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber is pleased to be moving forward with the construction project.
- E. CORRESPONDENCE. The Board reviewed emails from Darrell Willis, Division Chief, with Department of Forestry and Fire Management; and Barbara Felix, resident of Parks.

9. TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. HIGHLANDS FIRE DISTRICT FY 2019 GENERAL FUND, CAPITAL FUND, AND BEAR JAW FUND BUDGETS.
 - a. PUBLIC HEARING REGARDING THE HIGHLAND FIRE DISTRICT FY 2019 BUDGETS PER A.R.S. § 48-805.02(A). There were no members of the public present for the public hearing of the FY 2019 Budgets.
 - b. CONSIDERATION TO ADOPT THE HIGHLANDS FIRE DISTRICT FY 2019 BUDGETS PER A.R.S. § 48-805.02(A). A MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve the resolution to adopt the FY 2019 General Fund, Capital Fund, and Bear Jaw Fund Budgets; the motion was unanimously APPROVED.
 - c. CONSIDERATION TO CERTIFY THE HIGHLANDS FIRE DISTRICT FY 2019 BUDGETS PER A.R.S. §§ 48-805.02(D)(1)(a) & (b). A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to approve certification of budget adoption; the motion was unanimously APPROVED.

Chairperson Kloeber thanked the Chiefs, staff, and Board members for the hard work preparing and reviewing the budgets.

- B. UPDATE REGARDING PROJECT TO CONSTRUCT ADMINISTRATIVE OFFICES, BEAR JAW FACILITY AND APPARATUS BAYS. Chairperson Kloeber asked if the construction schedule was printed for presentation; Chief Foreman informed the Board that the schedule was left in the office. However, he informed the Board that contractors anticipate 147 building days for the Administrative Offices (completion the first week in January) and 53 days for the metal building (completion the last week in September). Permits have been acquired, and Loven Contracting is ready to build. Joe Dirt, the excavating contractor, will begin working soon.

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Chairperson Kloeber informed the Board that building prices are escalating, especially steel, so it is good that the Board signed when they did.

- C. (Agenda Item D.) CONSIDERATION TO APPROVE RESOLUTION TO CALL AN ELECTION ON NOVEMBER 6, 2018 TO FILL TWO (2) POSITIONS ON THE FIRE BOARD PER A.R.S. 16-22699(A). THE PRESENT INCUMBENTS ARE JAN HIRSCH AND BILL MURPHY. Director Murphy took the opportunity to announce that he will not be running for another term. Chairperson Kloeber stated that there will be two (2) open positions on the Board. **A MOTION was made by Director Martin and was seconded by Director Murphy to approve resolution 2018-06-19(9)(C) [to call for an election on November 6, 2018];** the motion was unanimously APPROVED.
- D. (Agenda Item E.) DISCUSSION AND POSSIBLE ACTION REGARDING A FIRE AND EMERGENCY SERVICES INTERGOVERNMENTAL AGREEMENT (IGA) WITH COCONINO COUNTY PARKS AND RECREATION. Chief Foreman informed the Board that the development of an IGA with the County Parks has progressed to the point that reevaluation of this item is necessary. The contract fee proposed is based on the same term as the Flagstaff Ranch IGA. In addition, Mr. Furuya has agreed to represent the District on this matter due to the division of representation within the County Attorney's office. Mr. Furuya has reviewed the agreement, and he has no issues. Chief Foreman sees no deterrent to HFD. Currently our GFR partnership effectively requires us to respond to Fort Tuthill as much as the city does, and there is not a large call volume to the area. Ms. Jones suggested consulting with Mr. Wong regarding the potential change to our insurance exposure. Chief Foreman also informed the Board that there is a termination clause in the contract if the arrangement is found to be a burden. **After discussion, a MOTION was made by Director Murphy and was seconded Clerk Hirsch to approve the Fire and Emergency Service Intergovernmental Agreement with Coconino County Parks and Recreation as presented [with the fee as stated];** the motion was unanimously APPROVED.
- E. (Agenda Item F.) DISCUSSION REGARDING NEW LEGISLATIVE ACTION AFFECTING DISTRICTS. For the Board's information, Chairperson Kloeber reviewed HB2065 and other legislative bills that were vetoed by the governor or did not pass. Chief Foreman will prepare a report of additional legislative changes for the July meeting.
- F. (Agenda Item E.) REVIEW FIRE BOARD TASK CALENDAR; IDENTIFY POTENTIAL ITEMS FOR NEXT MONTH'S AGENDA. The Board reviewed the Board Task Calendar.
- G. ADJOURN TO EXECUTIVE SESSION TO DISCUSS SALE OF FIRE STATION 21 AND 22 AND RESPECTIVE APPRAISALS AS ALLOWED PER A.R.S. § 38-431.03(a)(7) - *Discussion or consultation with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale, or lease of real property.* **A MOTION was made by Clerk Hirsch and was seconded by Director Murphy to adjourn to executive session;** the motion was unanimously APPROVED.

The Board adjourned to Executive Session at 5:53 PM. The Board reconvened to Regular Session at 6:22 PM.

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A MOTION was made by Director Martin and was seconded by Director Murphy to proceed with the sale of Stations 21 & 22 with Chairperson Kloeber as the Board's representative to act as discussed in the Executive Session; the motion was unanimously approved. Chairperson Kloeber reassured the Board that the Chief and Clerk will be kept in the loop, and Board action may require a special meeting.

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 6:27 PM.

Respectfully submitted,

Jayne Jones
Administrative Assistant III