



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES · 07/17/18

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

Chief Dirch Foreman, Battalion Chief Todd Miller, 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, Board members recited selected 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. June 19, 2018 Regular Meeting. Ms. Jones presented the minutes of the July 19, 2018 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. June 19, 2018 Special Meeting. Clerk Hirsch presented the minutes of June 19, 2018 Special 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 June. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to accept the warrants as presented. After questions, 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.

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C. The Board reviewed the Quarter Interest Earning Report from the County Treasurer.

8. SUMMARY REPORTS & CORRESPONDENCE.

A. LOCAL CHAPTER 1505. The Union did not present a report.

B. BATTALION CHIEF'S REPORT. Chief Miller presented the Battalion Chief's Report including individual activity, incidents, and training. There were 69 calls for service in June.

C. FIRE CHIEF'S REPORT. Chief Foreman presented Chief's Reports for May and June.

D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber had nothing additional to report.

E. CORRESPONDENCE. The Board reviewed thank you letters from Mr. and Mrs. Rezendal, Flagstaff visitors; Sgt. Aaron Dick, Search and Rescue Coordinator of the Coconino County Sherriff's Office; and Mr. and Mrs. Craig, District residents.

9. TOPICS OF DISCUSSION AND POSSIBLE ACTION.

A. UPDATE, DISCUSSION AND POSSIBLE ACTION REGARDING THE PROJECT TO CONSTRUCT ADMINISTRATIVE OFFICES, BEAR JAW FACILITY AND APPARATUS BAYS. Chief Foreman provided an update of the construction project. He informed the Board that contractors are a day behind schedule due to rain. Ground work will be completed on the Administrative office building soon and concrete forms will be set, then they will begin working on the Bear Jaw Facility foundation. A financial spreadsheet was presented with expenditures of \$179,932.67 to date.

a. REPAIR WATERLINE. Chief Foreman informed the Board that it is apparent that water leaks may have cause the erosion of the asphalt and sidewalk. Contractors have found a valve that was not tightened. They must excavate the damaged pavement to find the source of any additional water leaks. Chairperson Kloeber recommended that the water issue is corrected before new asphalt is laid; Chief Foreman agreed.

b. ASPHALT WORK. Costs for the additional work to repair and replace the pavement are estimated to be \$22,800.

c. SEAL COATING. Chairperson Kloeber asked if the seal coating is covered in the Joe Dirt proposal; Chief Foreman explained that the seal coating for the parking lot would be additional. Chairperson Kloeber requested a proposal for the seal coating.

After further discussion, a MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve the asphalt work as described. Director Muprhy asked if the damage was caused by "shoddy" work, and there should be compensation from either the contractor or insurance; Chief Foreman agreed to contact the district's insurance agent. The motion was unanimously APPROVED.

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- d. REPLACE CONCRETE. Chairperson Kloeber suggested the Board look at the failing concrete; he believes the concrete has failed prematurely.
- B. CONSIDERATION TO APPROVE RESOLUTION TO TRANSFER MONEY TO THE CAPITAL FUND ACCOUNT. Mrs. Wilson informed that Board that \$136,000 was budgeted to transfer into the Capital Account; however, there were more excess funds at the end of the year than anticipated. She recommended that the Board approve the resolution to transfer \$300,000 to the Capital Fund. A MOTION was made by Director Martin and was seconded by Director Murphy to approve Resolution #2018-07-17(9)(C), to transfer \$300,000 from the General Fund to the Capital Fund; the motion was unanimously APPROVED.
- C. DISCUSSION REGARDING INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN HIGHLANDS FIRE DISTRICT AND COCONINO COUNTY, FORT TUTHILL COUNTY PARK. Chief Foreman informed the Board that the Board of Supervisor will consider the Fort Tuthill IGA at their August 26 meeting. He will attend the meeting if his schedule allows.
- D. DISCUSSION REGARDING FEES FOR EMERGENCY SERVICE CONTRACTS. Chief Foreman suggested the Board consider generating a standard formula for calculating a fee for service contracts. If property values are applied to calculate the fees, the rate charged to Flagstaff Ranch Fire District (FRFD) and Fort. Tuthill is half the amount of the tax assessment of District property owners. Summit Fire District (SFD) charges the same rate as their district's property owners plus an escalator. Chairperson Kloeber clarified that HFD charges a different rate for property owner vs. another government entity, and SFD charges a similar rate. Chairperson Kloeber agreed that the Board should look at standardizing rates, and asked staff to research how other fire districts handle contract fees.
- E. INFORMATIONAL DISCUSSION REGARDING RECENT LEGISLATION. Chief Foreman reviewed recent legislation that is most pertinent to fire districts, which are effective August 3, 2018. He made note that staff is in the process of creating policy to comply with HB 2502 (A.R.S. § 38-673) regarding traumatic event counseling, and the District will be compelled to adopt a pension funding policy beginning July 1, 2019 in compliance with HB 2097 (A.R.S. § 38-863.01).
- F. INFORMATIONAL DISCUSSION REGARDING THE ARIZONA WILDFIRE AND INCIDENT MANAGEMENT ACADEMY. Chief Foreman reviewed the Arizona Wildfire and Incident Management Academy (AWIMA) 2018 Final Report. The academy was very successful this year; there were 877 students and 100 certificates earned. Chief Foreman has served as the Deputy IC of the Academy for 3 year, and this year he will serve as the IC. The Board discussed visiting the Academy if possible.
- G. DISCUSSION A POSSIBLE ACTION REGARDING THE SALE OF SURPLUS PROPERTY. Chairperson informed the Board that the Fire District's surplus properties were listed for sale as discussed.
- a. FIRE STATION 21 – Fire Station 21 was listed for \$175,000. There has been no action taken on Fire Station 21. Chairperson Kloeber told the Board that the title company informed him of an issue that needs to be corrected to clear the title; the Board discussed details related.

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- b. FIRE STATION 22A - Fire Station 22A was listed for \$250,000. There has been action taken, which will be discussed in executive session.
 - c. FIRE STATION 22B - Fire Station was listed for \$150,000. There has been action taken, which will be discussed in executive session.
- H. ADJOURN TO EXECUTIVE SESSION TO DISCUSS SALE OF FIRE STATIONS 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 Director Martin and was seconded by Clerk Hirsch to adjourn to Executive Session. The motion was unanimously APPROVED. The Board adjourned to Executive Session at 6:26 PM.

The Board reconvened to Regular Session at 6:41 PM.

A MOTION was made by Director Martin and was seconded by Director Murphy that we authorize Pete [Chairperson Kloeber] to continue with as directed in executive session for Station 22A, and keep us informed of any new events related to 22B. The motion was unanimously APPROVED.

- I. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Task Calendar. Director Martin announced that a PSPRS meeting is scheduled on Monday, July 23rd. Chairperson Kloeber announced that Director Hirsch is circulating her petition, which is due by August 8th.

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 6:44 PM.

Respectfully submitted,

Jayne Jones
Administrative Assistant III