



HIGHLANDS FIRE DISTRICT  
FIRE BOARD OF DIRECTORS  
REGULAR MEETING MINUTES · 08/21/18

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The regular meeting of the Fire Board of Directors was held on Tuesday, August 21, 2018 at Station 23, 3350 Old Munds Highway, Flagstaff, Arizona.

1. CALL TO ORDER. The Board looked at the new command vehicles; subsequently, the meeting was called to order at 5:13 PM.
2. ROLL CALL. Chairperson Kloeber, Clerk Jan Hirsch, and Director Bill Murphy were present. Director Brad Bippus and Director Robyn Martin were 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, Board members recited selected responsibilities.
4. WELCOME VISITORS. Chairperson Kloeber welcomed visitors. Dr. Colleen Smith, President, Coconino Community College, Matt Right and several supporters of Coconino Community College were present as well as Mr. Christopher Long, citizen of Kachina Village.
5. CALL TO THE PUBLIC. Chairperson Kloeber called for public participation. Susie Garretson with Supporters for a Thriving CCC, urges voters to support Proposition 417. She asked for advice for how to reach people of the District, provided informational resources, and requested the Board to consider endorsing the proposition. She introduced Nat Right, also from Supporters for a Thriving CCC, who expressed the importance of passing Proposition 417.
6. APPROVAL OF THE MINUTES.
  - A. July 17, 2018 Regular Meeting. Ms. Jones presented the minutes of the July 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.
  - B. July 17, 2018 Executive Session. Clerk Hirsch presented the minutes of the July 17, 2018 Executive Session. A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to approve the minutes as presented; the motion was unanimously APPROVED.
  - C. July 24, 2018 Executive Session. Clerk Hirsch presented the minutes of the July 27, 2018 Executive Session. A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to approve the minutes as presented; the motion was unanimously APPROVED.

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D. July 24, 2018 Special Meeting. Ms. Jones presented the minutes of the July 24, 2018 Special Meeting. A MOTION was made by Clerk Hirsch 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 July. Director Murphy asked about Xerox overages; Mrs. Wilson explained that overages are charged if the District exceeds the contractual allowances. A MOTION was made by Director Murphy 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 commented that the end of year balance is expected to be lower than the beginning of the year; Mrs. Wilson explained that it is due to construction costs.

## 8. SUMMARY REPORTS & CORRESPONDENCE.

A. LOCAL CHAPTER 1505. Captain Blue reported that the Union has been busy this summer in many aspects, and have supported several charities. Chairperson Kloeber asked for the final number of breakfasts served during the Pancake Breakfast; staff estimated about 400.

B. BATTALION CHIEF'S REPORT. Chief True presented the Battalion Chief's Report including individual activity, incidents, training, and wildland assignments. There were 81 calls for service in July; a higher than average number.

C. FIRE CHIEF'S REPORT. Chief Foreman presented the Chief's Reports for July, most of which will be discussed later on the agenda. Chief Foreman noted that the Battalion Chief position will open in September 1, 2018 with a January 1, 2019 date of hire. Chief Foreman provided additional details about wildland assignments.

D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber passed around a note from Catholic Charities Community Services thanking the Board for sponsoring a hole at the Golf Fore Miracles Tournaments.

E. CORRESPONDENCE. The Board reviewed thank you letters from Patrick Staskey, Battalion Chief of Flagstaff Fire Department and Alan Lawson, Incident Commander, NW IMT #10.

## 9. TOPICS OF DISCUSSION AND POSSIBLE ACTION.

A. PRESENTATION FROM COCONINO COMMUNITY COLLEGE ABOUT THE COLLEGE, PROGRAMS OFFERED, COMMUNITY PARTNERSHIPS, THE COLLEGE'S FUNDING CHALLENGE, AND THE OPPORTUNITIES THAT PROPOSITION 417 WOULD GIVE THE COLLEGE.

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Dr. Colleen Smith, President of Coconino Community College (CCC), informed the Board that Coconino Community College will have a ballot initiative in November called Proposition 471. A PowerPoint presentation explained many of CCC's accomplishments, challenges, and need for funding. Mark Goldberg, Fire Science Program Coordinator at CCC and employee of Flagstaff Fire Department, added how valuable partnerships are for the benefit of the fire science program, fire districts, and community. Chairperson Kloeber asked those attending; how many have attended CCC? The majority responded affirmatively.

- B. UPDATE REGARDING DISPOSAL OF SURPLUS REAL ESTATE. Chairperson Kloeber informed the Board that escrow closed on Fire Station 22A, and \$117,696 has been received. Escrow will close soon on the garage (22B) for \$125,000, which will be discussed later on the agenda. Lastly, there has been no serious interest to purchase Fire Station 21.
- C. CONSIDERATION TO APPROVE REQUEST MADE BY CHRISTOPHER LONG FOR AN EXTENSION OF THE TERMS OF THE PROMISSORY NOTE DATED OCTOBER 25, 2016 FOR THE PURCHASE OF 2837 & 2845 KONA TRAIL, FLAGSTAFF, AZ. Chairperson Kloeber informed the Board that he had received a call from Mr. Long requesting an extension of his payment arrangement. Chairperson Kloeber requested a report of the monetary details of the account. Mrs. Wilson reported that Mr. Long has been paying about \$500 a month and in November, there is a lump sum due of \$70,900 [actual amount is approximately \$67,000]. Mr. Long addressed the Board; he requested a six month extension to enable additional time to get a construction loan. The Board discussed the District's capital expenses and building construction costs. After discussion, **A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to decline Mr. Long's request for an extension;** unanimously APPROVED.
- D. CONSIDERATION TO APPROVE RESOLUTION AUTHORIZING THE SALE OF FIRE STATION 22B LOCATED AT 254 KIOWA, FLAGSTAFF, ARIZONA. Although action regarding the sale of Fire Station 22B was taken as directed in Executive Session on July 24, 2018, it is requested by the title company that a formal resolution is approved for sale of the property. **A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to approve the resolution authorizing the sale of surplus real estate as presented;** the motion was unanimously APPROVED.
- E. UPDATE REGARDING THE PROJECT TO CONSTRUCT ADMINISTRATIVE OFFICES, BEAR JAW FACILITY AND APPARATUS BAYS; REVIEW UPDATED PROJECT SCHEDULE. Chief Foreman informed the Board that the underground leak was repaired; however, there is still a problem with drainage, infiltration of water in unsealed cracks in the parking lot, and the clay soil. Western Technology provided reports, which confirm that the asphalt was laid according to the specs as well as suggestions for repairing the asphalt. The construction team is investigating ways to move the water into the retention basin. They are also discussing ways to drain the water in the space between the buildings as well as the large area in front. VFIS and associates are still processing the water damage claim. In addition, the construction is a few days behind schedule due to rainy weather. Chairpersons Kloeber provided additional details of the situation. Chief Foreman suggested the Board might consider programming the project separate from the construction project. Chairperson Kloeber requested a quote for the recommended parking lot repair project. Chief Foreman provided additional information about the progress of the construction.

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- F. CONSIDERATION TO APPROVE INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN HIGHLANDS FIRE DISTRICT AND COCONINO COUNTY, FORT TUTHILL COUNTY PARK. Although contract service IGA has been approved in draft format, Chief Foreman presented a final draft of the IGA for the Board's review and approval. A MOTION was made by Director Murphy and was seconded by Clerk Hirsch to approve the Intergovernmental Agreement for fire and emergency services between Highlands Fire District and Coconino County, Fort Tuthill County Park. The motion was unanimously approved.
- G. DISCUSSION AND POSSIBLE ACTION REGARDING CONTRACT FOR SERVICE FEES. Chief Foreman recommended the Board evaluate and provide guidance for calculating contract service fees. Chief Foreman explained various rates applied by other entities. The Board discussed the importance of formulating a standard policy for contract service fees, and options to consider.
- H. UPDATE REGARDING FIRE BOARD ELECTIONS. Ms. Jones informed the Board that only one candidate filed for election for two open seats, and it is very likely that the election will be cancelled.
- I. REVIEW COMMUNITY SURVEY RESULTS. The Board reviewed Community Survey Results. Chairperson Kloeber thanked the visiting firefighters for their exceptional performance.
- J. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar. Chairperson Kloeber confirmed that he and Director Martin would participate on the Chief's Committee for Strategic Planning.
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 6:56 PM.

Respectfully submitted,

Jayne Jones  
Administrative Assistant III