



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES · 09/18/18

The regular meeting of the Fire Board of Directors was held on Tuesday, September 18, 2018 at Station 23, 3350 Old Munds Highway, Flagstaff, Arizona.

1. CALL TO ORDER. The meeting was called to order at 5:08 PM.
2. ROLL CALL. Chairperson Kloeber, Director Murphy, Director Bippus and Director Martin were present; Clerk Hirsch was absent.

Chief Dirch Foreman, Battalion Chief Todd Miller, and Ms. Jayme Jones, 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.
5. CALL TO THE PUBLIC. Chairperson Kloeber dispensed with the call to the public.
6. APPROVAL OF THE MINUTES.
 - A. August 21, 2018 Regular Meeting. Ms. Jones presented the minutes of the August 21, 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 August. 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. Chief Foreman informed the Board that there is a fair amount of outstanding wildfire invoices.
8. SUMMARY REPORTS & CORRESPONDENCE.
 - A. LOCAL CHAPTER 1505. No report.

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- B. BATTALION CHIEF'S REPORT. Chief Miller presented the Battalion Chief's Report including individual activity, incidents, training, and wildland assignments. There were 48 calls for service in August.
 - C. FIRE CHIEF'S REPORT. Chief Foreman presented the Chief's Reports for August. In addition Chief Foreman noted that the Administrative Service IGA with Mormon Lake will expire in December, and MLFD may request a renewal of the IGA. Chairperson Kloeber requested a summary of services provided under the current IGA.
 - D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber had no additional information to report.
 - E. CORRESPONDENCE. The Board reviewed thank you letters from NAHF Special Events Team, Rattlesnake Creek Fire, Northern Arizona University, and community children; a letter from Coconino County Elections regarding cancelation of the election; and a wildfire incident personnel performance rating report.
9. TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. UPDATE REGARDING THE PROJECT TO CONSTRUCT ADMINISTRATIVE OFFICES, BEAR JAW FACILITY AND APPARATUS BAYS.

Chief Foreman reported that the project is moving along really well. The metal building is in; however, roof panels damaged in shipping will need to be replaced. Electrical work has begun, and the bay doors are being ordered. Exterior framing is complete on the Administrative building, and roofing is scheduled on Sept. 25. There is additional work being discussed to put in load bearing floor joints in for future office or storage space. The project is currently on budget and on schedule. The Board was impressed with the progress of the project.

- a. Discussion and possible action regarding Fire Station 23 Parking Lot Repair. Chief Foreman provided a map of the area corresponding to Change Order #1007 for Additional Asphalt Paving, which will cost \$63,900. This work is not critical to completing the project, but will need to be repaired at some point.
- b. Discussion and possible action regarding Fire Station 23 water drainage system. Chief Foreman explained the drainage issues in the area between the existing station and new construction. Change Order #1006 will remedy the drainage problems, which will cost about \$15,000. Chairperson Kloeber asked that the Board also consider approval of costs for the ceiling storage area. Chief Foreman recommended a special meeting is called to discuss this issue since it is not specifically listed on the agenda. The Board reviewed a Capital Account Financial Statement with a corrected balance of about \$354,000. After discussion, a MOTION was made by Director Martin and was seconded by Director Murphy to approve the change request for the drainage and concrete work between the buildings not to exceed \$20,000; the motion was unanimously APPROVED.

Chief Foreman informed the Board that the insurance claim regarding the asphalt damage was denied and a letter of explanation is forthcoming.

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B. UPDATE REGARDING CANCELATION OF ELECTION. As per the letter presented earlier, the Elections Department has requested the County Board of Supervisors cancel the election. The Board discussed filling the vacant position. Chairperson Kloeber asked the Board and staff to refer interested candidates to him. The Board discussed the process for advertising the vacant position. Chief Foreman suggested posting announcements on the website and social media.

C. REVIEW FIRE BOARD TASK CALENDAR. 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 Director Martin to adjourn; the motion was unanimously APPROVED. The meeting adjourned at 6:04 PM.

Respectfully submitted,

Jayne Jones
Administrative Assistant III