



HIGHLANDS FIRE DISTRICT  
FIRE BOARD OF DIRECTORS  
SPECIAL MEETING MINUTES • 10/01/18

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The special meeting of the Fire Board of Directors was held on Monday, October 1, 2018 at Station 23, 3350 Old Munds Highway, Flagstaff, Arizona.

1. CALL TO ORDER. The meeting was called to order at 3:07 PM.
2. ROLL CALL. Chairperson Kloeber, Clerk Hirsch, and Director Martin were present; Director Murphy and Director Bippus were absent.

Chief Dirch Foreman, Battalion Chief Todd Miller, Ms. Jayme Jones, Mrs. Robyn Wilson were present.

3. CONSIDERATION TO APPROVE CONSTRUCTION CHANGE ORDER #1010 FOR THE METAL BUILDING SOFFIT. The Board discussed adding a soffit on the metal building costing \$3,642.20. **A MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve the change order #1010 for the Metal Building Soffit;** the motion was unanimously APPROVED.
4. CONSIDERATION TO APPROVE CONSTRUCTION CHANGE ORDER #1007 FOR ADDITIONAL ASPHALT PAVING. Chief Foreman recapped many of the problems with the parking lot at Station 23 and explained the repairs that need to be done. He recommended the Board consider addressing these repairs as soon as possible as Loven Contracting can oversee the project. Mrs. Wilson provided a financial report of the Capital Account. After discussion, **a MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve Change Order #1007 for asphalt paving;** the motion was unanimously APPROVED.
5. ADJOURNMENT. **A MOTION was made by Director Martin and was seconded by Clerk Hirsch to adjourn;** the motion was unanimously APPROVED. The meeting adjourned at 3:29 PM.

Respectfully submitted,

Jayme Jones  
Administrative Assistant III