



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES · 10/16/18

The regular meeting of the Fire Board of Directors was held on Tuesday, October 16, 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 Hirsch, Director Murphy, and Director Martin were present; Director Bippus was absent.

Chief Dirch Foreman, Battalion Chief Eric True, and 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 Mark Frost and Jennifer Frank from Hinton Burdick CPAs and Advisors.
5. CALL TO THE PUBLIC. There were no public comments.
6. APPROVAL OF THE MINUTES.
 - A. September 18, 2018 Regular Meeting. Ms. Jones presented the minutes for the Board's review and approval. 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. October 1, 2018 Special Meeting. Ms. Jones presented the minutes for the Board's review and approval. A MOTION was made by Director Martin 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 September. A MOTION was made by Director Martin and was seconded by Director Murphy to accept the warrants as presented. After the Board's questions were answered, the motion was unanimously APPROVED.
 - B. REVIEW FINANCIAL REPORTS. The Board reviewed the District's 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 noted

HIGHLANDS FIRE DISTRICT

that the wildland accounts are over budget partially due to moving the Bear Jaw payroll to the General Fund Budgets as requested by counsel.

- C. COCONINO COUNTY INTEREST EARNING REPORT. Ms. Wilson provided the Coconino County Interest Earning Report, which was reviewed by the Board.

8. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. Engineer Gross, Vice President UHFF Chapter 1505, reported that the Local was participated in charity golf tournaments.
- B. BATTALION CHIEF'S REPORT. Chief True presented the Battalion Chief's Report including individual activity, incidents, training, and wildland assignments. There were 41 calls for service in September. Chief True noted that HFD personnel participated in the recent recruit academy by instructing students; although, there were no HFD firefighters attending the academy. In addition, the application period for the BC position has closed, and the District received several application packages.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Chief's Reports for September. He noted that he a Chief Miller met with ADEQ regarding the MOU to issue open burning permits. HFD successfully met all components of the administrative review. In addition, he updated the Board about the progress of the Strategic planning process.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber reported that he appreciates being a part of the construction project meetings.
- E. CORRESPONDENCE. The Board reviewed thank you letters from the Branch Director of FEMA and a grant award letter from Arizona Community Foundation for fire school scholarships.

9. TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. PRESENTATION OF FY 2018 AUDIT BY HINTON BURDICK CPAS; CONSIDERATION TO ACCEPT RESOLUTION TO REVIEW AND RECEIVE THE AUDIT PURSUANT TO A.R.S. 48-805.02. The Board welcomed Mark Frost of Hinton Burdick CPAs; he introduced his associate, Jennifer Frank, and distributed the FY2018 Audit Report. Ms. Frank reviewed highlights of the audit including the net position, long-term debt, and financial trends. Director Martin asked about the District's debt ratio, which is 2.92, well above the bank's requirement. Ms. Wilson asked about the statement of State compliance, and Ms. Frank pointed out its location. Chairperson Kloeber had questions about the capital leases. Mr. Frost informed the Board that the increase in net position is very strong and looks good. Mr. Frost thanked the Board for allowing them to provide the service.

A MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve Resolution 2018-10-16 (9)(A); the motion was unanimously APPROVED.

HIGHLANDS FIRE DISTRICT

- B. UPDATE REGARDING THE PROJECT TO CONSTRUCT ADMINISTRATIVE OFFICES, BEAR JAW FACILITY, AND APPARATUS BAYS; REVIEW UPDATED PROJECT SCHEDULE. Chief Foreman updated the Board about the progress of the construction project. There have been a few weather setbacks; furthermore, weather conditions could influence laying concrete and asphalt. Perhaps it may be better to delay the work until spring. In addition, an old gas leak was finally discovered and repaired.
- C. CONSIDERATION TO APPROVE ADMINISTRATIVE SERVICES INTERGOVERNMENTAL AGREEMENT (IGA) WITH MORMON LAKE FIRE DISTRICT (MLFD). As discussed at the last meeting, Chief Foreman informed the Board that MLFD's IGA will expire on December 21st. He presented a renewal IGA without any changes, which has already been approved by MLFD. After discussion, a MOTION was made by Director Martin and was seconded by Director Murphy to renew the IGA with MLFD. The motion was unanimously APPROVED.
- D. CONSIDERATION TO APPROVE HR POLICY # 40.25 TRAUMATIC EVENT COUNSELING PROGRAM PURSUANT TO A.R.S. 38-673. Chief Foreman informed the Board that this policy was developed to comply with new legislation. After discussion, a MOTION as made by Director Martin and was seconded by Clerk Hirsch to approve HR Policy #40.25 as presented. The motion was unanimously APPROVED.
- E. CONSIDERATION TO APPROVE PURCHASE OF SCBAs. Chief Foreman informed the Board that there has been previous discussion regarding replacing the SCBAs. Funds have been budgeted, and an \$80,811 FEMA grant has been awarded for the purchase. The purchasing policy was pursued, and a vendor was selected. Engineer Gross explained the reasoning for the selecting Scott packs, which has much to do with standardizing equipment within Greater Flagstaff Region (GFR) for safety and training purposes. The Board discussed the number of pack necessary. A MOTION was made by Director Martin and seconded by Clerk Hirsch to approve the purchase on SCBAs as presented. The motion was unanimously APPROVED.
- F. REVIEW COMMUNITY SURVEY RESULTS. The Board reviewed the Community Survey Results.
- G. 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 Clerk Hirsch and was seconded by Director Murphy to adjourn; the motion was unanimously APPROVED. The meeting adjourned at 6:16 PM.

Respectfully submitted,

Jayne Jones
Administrative Assistant III