



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES · 11/27/18

The regular meeting of the Fire Board of Directors was held on Tuesday, November 27, 2018 at Station 23, 3350 Old Munds Highway, Flagstaff, Arizona.

1. CALL TO ORDER. The meeting was called to order at 5:16 PM after a tour of the Administration Building.
2. ROLL CALL. Chairperson Kloeber, Clerk Hirsch, Director Murphy, Director Bippus, and Director Martin were present.

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. Mr. Joe Favazzo introduced himself and informed the Board that he is interested in serving on the Fire Board.
5. CALL TO THE PUBLIC. There were no public comments.
6. RECOGNITION AND PRESENTATION OF SERVICE APPRECIATION FOR DIRECTOR BILL MURPHY. Chairperson Kloeber presented an appreciation award and thanked Director Murphy for his nine years of service on the Fire Board.
7. APPROVAL OF THE MINUTES.
 - A. October 16, 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.
8. FINANCE
 - A. APPROVAL OF WARRANTS. The Board reviewed the warrants and credit card purchases paid in October. A MOTION was made by Director Martin and was seconded by Director Murphy to accept the warrants as presented. After questions, 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 that the District received a \$334,000 check for wildfire reimbursement from the State.

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9. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. Local Chapter 1505 had nothing to report.
- B. BATTALION CHIEF'S REPORT. Chief True presented the Battalion Chief's Report of individual activity, incidents, and training. There were 49 calls for service in October. Chief True reported that the most significant call was a response to a climber that had fallen at the 89A Overlook; six agencies were involved in the incident. Captain Howell was the first medic on the scene and provided critical care. The climber had severe injuries, but is fortunate to have survived the fall.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Chief's Report. In addition, he noted that those that tested for Captain within the GFR finished very well; of the eleven that tested, three from HFD finished in the top five. Congratulations to Chief Miller who received the Exchange Club's Firefighter of the Year Award. HFD's 20th year anniversary is March 31, 2019; staff anticipates planning an event to celebrate the anniversary, grand opening of the Administrative Offices, and annual awards. Lastly, Chief Foreman informed the Board that the District had been approached by a company with a proposal for actuarial services to help find a solution for unfunded pension liabilities. Chief Foreman is investigating whether this tool might be worth the expense. Chairperson Kloeber stated that since the item is not on the agenda, it cannot be discuss; he suggested the item be put on the agenda next month.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber thanked the Board for their work this year, and he thanked Director Murphy for his nine years of service. Director Murphy will be missed very much.
- E. CORRESPONDENCE. The Board reviewed a thank you letter from Sedona Fire District for everyone's efforts to rescue the climber that fallen.

10. TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. UPDATE REGARDING THE PROJECT TO CONSTRUCT ADMINISTRATIVE OFFICES, BEAR JAW FACILITY AND APPARATUS BAYS. Chief Foreman informed the Board that the contractor is confident that the project will be substantially complete by Christmas. Chief Foreman provided details of the progress, and he complimented the superintendent and project manager for their hard work and responsiveness. The Board commented that the Administrative building is very spacious. Chairperson Kloeber commented that working with Loven Contracting has gone exceptionally well.

Chief Foreman informed the Board the District received final payment on the property sale of 2838 Kona Trail (Station 21 parking lot) in early November.

- B. UPDATE AND DISCUSSION REGARDING VACANT POSITION ON THE FIRE BOARD. Chief Foreman informed the Board that the announcement to fill the vacancy on the Board has been posted on social media, and the response has been very good. There have been six applications distributed, and three have been returned. Chief Foreman for direction from the Board on how to proceed with the process. Chairperson Kloeber asked if interviews must be done in open meeting; Chief Foreman agreed to check with counsel. Chairperson Kloeber would like to

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review applications prior to the December meeting and may call a special meeting in January for interviews.

- C. ELECTION OF FIRE BOARD CHAIRPERSON AND CLERK. Ms. Jones informed the Board that she received nominations for Pete Kloeber to serve as Chairperson, and Jan Hirsch as Clerk. There were no additional nominations. Pete Kloeber accepted the nomination; however, he informed the Board that it would be wise for another member to serve in 2020. Jan Hirsch also accepted. A MOTION was made by Director Martin and was seconded by Director Murphy to install Pete Kloeber as the continuing Chair and Jan Hirsch as the continuing Clerk for 2019; the motion was unanimously APPROVED.
- D. RENEW OATH OF OFFICE AND CONFLICT OF INTEREST STATEMENTS. The active Board members took the Oath of Office and signed conflict of interest statements.
- E. DISCUSSION REGARDING FIRE CHIEF'S EVALUATION; DISTRIBUTE CHIEF'S REPORTS AND EVALUATION FORM FOR THE DECEMBER MEETING. Chairperson Kloeber informed the Board that the Chief's Reports and Annual Evaluation Form has been distributed for his evaluation next month. He asked that the Board be prepared for the evaluation.
- F. CONSIDERATION TO APPROVE LETTER OF DECLARATION FOR J.P. MORGAN CHASE BANK. Ms. Wilson presented a letter of declaration for the Board's approval. A MOTION was made by Director Martin and was seconded by Director Murphy to approve the letter of declaration for J.P. Morgan Chase Bank; the motion was unanimously APPROVED.
- G. REVIEW DRAFT OF THE STRATEGIC PLAN. Chief Foreman reviewed the Draft 2019 Strategic Plan, which is expected to be presented for approved at the January Meeting. Chairperson Kloeber asked the Board to carefully read the Board's Message on page 4 and recommend changes as needed. Chief Foreman explained the addition of pages 6 -7 showing Strategic Plan driven accomplishments. Chairperson Kloeber was pleased with the layout of the new pages; however, he requested an actual photo of Station 23/Administration replace the current illustration. Much of the plan was carried over from last year; however, the Fast Facts will be updated, surplus properties have been eliminated from the District Map, Goals and Objectives have been reviewed, and financial information have also be updated. Direct Martin and Director Murphy both appreciated aesthetics of the plan. Chairperson Kloeber asked the Board to carefully review the District's Goals and Objectives. Chief Foreman thanked the committee and staff for their work to update the Strategic Plan.
- H. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar.

11. BOARD MEMBER COMMENTS. There were no additional comments.

12. 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 6:40 PM.

Respectfully submitted,

Jayne Jones
Administrative Assistant III