



HIGHLANDS FIRE DISTRICT

FIRE BOARD OF DIRECTORS REGULAR MEETING MINUTES • 12/18/18

The regular meeting of the Fire Board of Directors was held on Tuesday, December 18, 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. Board members Chairperson Kloeber, Clerk Hirsch, Director Bippus, and Director Martin were present. Administrative members Chief Dirch Foreman, Battalion Chief Todd Miller, 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. Public visitors attending were Joe Favazzo and Ira Summer.
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. November 27, 2018 Regular Meeting. Ms. Jones presented the minutes for the Board's review. 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 Hirsch 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 financial status of the District looks good.

Chief Foreman offered to present a full financial report of the Administration building, garage, and carport construction project. Chairperson Kloeber requested an item be on the January Agenda to discuss the sale of Station 21.

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9. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. Captain Katrales reported that recently Local 1505 discussed upcoming charity events, and the Local Christmas party was very well attended.
- B. BATTALION CHIEF'S REPORT. Chief Miller presented the Battalion Chief's Report of individual activity, incidents, and training. There were 34 calls for service in November; a significant call involved a multi-agency response to a climbing fall injury at the 89A overlook.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Chief's Report. Chief Foreman provided a brief report of the Construction project. He informed the board that Michael Greenwalt was offered the Battalion Chief position, and the grant funded SCBAs were delivered yesterday.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber acknowledged staff for their work on the construction project.
- 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. (B.) UPDATE REGARDING THE PROJECT TO CONSTRUCT ADMINISTRATION, BEAR JAW FACILITY, AND APPARATUS BAYS. The Board discussed some of the details to finish the construction project and make final payment.
- B. (G.) REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Fire Board Task Calendar.
- C. (A.) PRESENTATION ABOUT GOVINVEST BY IRA SUMMER, HEAD OF ACTUARIAL ENGINEERING, AND RELATED DISCUSSION. Chief Foreman introduced Mr. Summer who helped develop GovInvest, an actuarial software company. The software allows user to run various scenarios of paying PSPRS unfunded liability. Due to technical problem, Mr. Summer was not able to show the software demo; however, he described the benefit of using the program. Chairperson Kloeber asked for the cost. Mr. Summer explained that there is an onboarding fee of \$4000 and a discounted price of \$3200 a year if a 3-5 contract is signed. Chairperson Kloeber asked for references. Mr. Summer suggested we talk to Phoenix and PSPRS. Director Bippus asked if the District has a plan; Chief Foreman explained that the District intends to pay contributions as mandated by PSPRS and in addition, and additional payments as if funds allow. Chairperson Kloeber said that it was probably pre-mature to consider using software of this sort. The board thanked Mr. Summer for his time.
- D. REVIEW APPLICATIONS OF THE FOLLOW CANDIDATES FOR POTENTIAL APPOINTMENT TO THE FIRE BOARD: (A) Joe Favazzo; (b) Ed Grant; (c) Thomas O'Conner; and (d) Douglas Swenson. Chairperson Kloeber suggested the Board consider selecting two applicants to interview; each Board member chose two applicants. The Board discussed options for scheduling a special meeting to conduct interviews. After discussion, a MOTION was made

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by Director Martin and was seconded by Clerk Hirsch to set-up interviews with Mr. Favazzo and Mr. Swenson; the motion was unanimously APPROVED.

E. CHIEF FOREMAN'S ANNUAL EVALUATION. The Board conducted Chief Foreman's Annual Evaluation. Chairperson Kloeber asked for the Board's consensuses for criteria listed below:

- Communication with Fire Board – Exceeds
- Fiscal Management – Exceeds
- Training – Exceeds
- Safety – Exceeds
- Public Relations – Exceeds
- Management – Exceeds
- Leadership – Exceeds
- State of the Department – Exceeds

The Board identified the progress of Chief Foreman's 2018 goals as listed below:

- 1) Manage the construction of Administration and Bear Jaw Facility to ensure fully functional and quality facilities are delivered on time and within budget. – Nearly Complete
- 2) Continue efforts toward a Community Integrative Paramedicine Program. – Complete
- 3) Develop and implement succession planning through professional development and advancement. – Progress Noted

The Board identified the following goals for the Fire Chief's 2019 Evaluation period:

- 1) Complete the "End Of Usable Life/Capital/Facilities Plan"
- 2) Complete the Bear Jaw Crew Program Intergovernmental Agreement re-write
- 3) Complete the Bear Jaw/Camp Navajo Service Contract
- 4) Initiate an Incident Safety Officer Position Task Book (Wildfire Assignments Required)
- 5) Develop a Fire Chief Replacement Plan
- 6) Manage the transition to new Administration, Bear Jaw Facility, and Apparatus Bays and ensure full functionality.

Chief Foreman's 2018 Annual Evaluation Overall Rating was determined to be "Exceeds".

A MOTION was made by Director Martin and was seconded by Director Bippus to accept an "Exceeds" performance rating for the Chief Foreman's 2018 Annual Evaluation; unanimously APPROVED.

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

12. 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 6:50 PM.

Respectfully submitted,
Jayme Jones, Administrative Assistant III