



HIGHLANDS FIRE DISTRICT

FIRE BOARD OF DIRECTORS REGULAR MEETING MINUTES • 02/19/19

The regular meeting of the Fire Board of Directors was held on Tuesday, February 19, 2019 at Station 23, 3350 Old Munds Highway, Flagstaff, Arizona.

1. CALL TO ORDER. The meeting was called to order at 5:01 PM.
2. ROLL CALL. Board members present were Chairperson Kloeber, Clerk Hirsch, Director Bippus, and Director Favazzo; Director Martin was absent.

Administrative personnel present were Chief Foreman, Battalion Chief Miller, Ms. Jones, and Mrs. Wilson.

3. PLEDGE OF ALLEGIANCE, INVOCATION, MISSION AND VISION STATEMENTS. The Pledge of Allegiance was recited, a silent invocation was offered, and the District's Mission and Vision Statements were stated. Board members recited selected statutory responsibilities.
4. WELCOME VISITORS. Chairperson Kloeber welcomed.
5. CALL TO THE PUBLIC. Chairperson opened a call to the public; there were no comments.
6. APPROVAL OF THE MINUTES.
 - A. January 15, 2019 Regular Meeting. Ms. Jones presented the minutes for the Board's review. A MOTION was made by Director Favazzo and was seconded by Clerk Hirsch to approve the minutes as presented; the motion was unanimously APPROVED.
 - B. February 11, 2019 Special Meeting. Ms. Jones presented the minutes for the Board's review. A MOTION was made by Director Martin and was seconded by Director Favazzo to approve the minutes as presented; the motion was unanimously APPROVED.

Note: The January 15, 2019 Executive Session meeting minutes will be presented for approval at the March 19, 2019 meeting.

7. FINANCE
 - A. APPROVAL OF WARRANTS. The Board reviewed the warrants and credit card purchases paid in January. A MOTION was made by Clerk Hirsch and was seconded by Director Bippus 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.

HIGHLANDS FIRE DISTRICT

8. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. Local Chapter 1505 had nothing to report.

- B. BATTALION CHIEF'S REPORT. Chief Miller presented the Battalion Chief's Report of individual activity, incidents, and training. He reported there were 36 calls for service in January. He noted that Battalion Chief Greenwalt completed two week of training, and the Battalion Chiefs began 48 hour shift work on January 26, 2019.

- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Chief's Report of activities. He noted that he is working on his goals to complete the Bear Jaw Program Intergovernmental Agreement re-write, and Bear Jaw Camp Navajo Service Contract. Chief Foreman informed the Board that two firefighter were hired – Clayton Ahrendt and Alfredo Villa. In addition, the Paramedicine Program has successfully provided care to for six patients.

- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber expressed his sincere appreciation for staff's efforts moving into the Administration building.

- E. CORRESPONDENCE. There was no correspondence for review.

9. TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. CONSIDERATION TO APPROVE VFIS INSURANCE RENEWAL; PRESENTATION BY MR. WIATT WONG. A Mr. Wong announced that VFIS is celebrating their 50th year of service. He informed the Board that VFIS was able to reduce our premium about \$1,000 due to the changes in exposures. The District has an excellent loss ratio; VFIS has only paid out \$13,444 in claims in the last five years. A recent loss control inspection found the District to have exceptional commitment to safe operation. VFIS only came back with one suggestion for improvement, which is being addressed in the next agenda item. Mr. Wong presented the District with an award for our commitment to safety and risk control practices. Chairperson Kloeber expressed his appreciation Mr. Wong's presentation. *See Board action below.*

- B. CONSIDERATION TO APPROVE HR POLICY #20.23 MOTOR VEHICLE RECORDS CHECK. As per the recommendation from VFIS, staff presented HR Policy #20.23 Motor Vehicle Records Check for approval. The policy would require personnel to provide a Motor Vehicle Record (MVR) with their annual evaluation. After discussion, the Board suggested the employee provide the MVR, and the District potentially reimburse the cost. A MOTION was made by Clerk Hirsch and was seconded by Director Bippus to approve the policy as presented with the Chief's discretion [regarding reimbursement of cots]; the MOTION was unanimously approved.

In regards to the VFIS proposal, a MOTION was made by Director Favazzo and was seconded by Director Bippus to approve the VFIS renewal as presented; the motion was unanimously APPROVED.

- C. CONSIDERATION TO APPROVE FIRE BOARD HANDBOOK AND BY-LAWS. Chairperson Kloeber reminded the Board that revisions to the Handbook and Bylaws were discussed at the last meeting, and he asked for any further comments. Chairperson Kloeber pointed out one editorial correction. A MOTION was made by Director Favazzo and was seconded by Clerk Hirsch to approve the Fire Board Handbook and Bylaws and discussed; the motion was unanimously APPROVED.

HIGHLANDS FIRE DISTRICT

- D. DISCUSSION AND POSSIBLE ACTION REGARDING THE ADMINISTRATION BUILDING DEDICATION. Chief Foreman informed the Board that Stations 23 and 25 have dedication plaques, and asked for direction regarding potential dedication for the Administration building. Ms. Jones suggested dedicating the building to “the firefighters that put their lives on the line every day to ensure others are safe.” Chairperson suggested dedicating to “firefighters and staff past, present, and future.” Captain Howell commented that dedicating the building to firefighters sounds as if “we are touting our own horn.” Superintendent Erickson suggested that the Fire Board be recognized for their contribution to the District. Chief Miller suggested “public servants past, present, and future.” The Board gave Chief Foreman authorization to make the final decision about the dedication.
- E. PRESENTATION OF BEAR JAW ANNUAL REPORT. Superintendent Erickson presented the Bear Jaw Annual Report. He highlighted many of Bear Jaw’s accomplishments as illustrated in the report. In addition, he is trying to spark more interest in the Local Firewise Programs. He also discussed the Bear Jaw finances and budget. They are hoping to create a reserve account to cover outstanding reimbursement from the State. Erickson reviewed the five year comparison chart, which showed “sporadic” activity. Erickson responded to questions, and Chairperson Kloeber thanked him for the good report.
- F. CONSIDERATION TO APPROVE RESOLUTION #2019-02-19 (9) (F) TO INCLUDE PARCEL #116-17-008 IN THE HIGHLANDS FIRE DISTRICT BOUNDARIES AS REQUESTED BY MR. MICHAEL R. BODE PER A.R.S. 48-262(I). Ms. Jones presented a request from Mr. Bode to include his property in the fire district. A MOTION was made by Director Bippus and was seconded by Clerk Hirsch to approve resolution #2019-02-19 (9) (F) in the Fire District; the motion was unanimously APPROVED.
- G. PRESENTATION OF CONTRACT FOR SERVICE IGA WITH FLAGSTAFF RANCH FIRE DISTRICT (FRFD) ANNUAL OPERATIONAL REPORT; DISCUSSION REGARDING CONTRACT FEE. Chief Foreman told the Board he prepared this report earlier than usual to try to accommodate FRFD’s budget process. Chairperson Kloeber suggested the District apply the CIP calculated in April; he believes an estimated amount of about 2.5%. Chief Foreman reviewed the annual call report and significant improvement of the ISO PPC from 10 to 4. He informed the Board that he offered FRFD the opportunity to merge with HFD; however, the Board is opposed.
- In addition, the City of Flagstaff has approached him about charging a nominal fee for initial responses into Flagstaff Ranch. The city’s response is critical to the ISO Classification improvement. Chairperson Kloeber suggested they meet with Mr. Barlow to discuss the situation; he believes that perhaps the fee should be passed on to FRFD.
- H. CONSIDERATION TO APPROVE RESOLUTION #2019-02-19 (9) (H) AUTHORIZING THE DISPOSAL OF THE 2013 FOR EXPEDITION TO BE SOLD AS SURPLUS PROPERTY. Chief Foreman informed the Board that he recommends that the Board approve the resolution to declare the 2003 Fore Expedition as surplus and authorize the District of sell the vehicle to Mormon Lake Fire District. A MOTION was made by Director Favazzo and was seconded by Clerk Hirsch to approve Resolution #2019-02-19 (9)(H) as presented; the motion was unanimously APPROVED.

HIGHLANDS FIRE DISTRICT

- I. COMMUNITY SURVEY REPORT. Mrs. Wilson presented the Community Survey Report. The response rate was low; however, the ratings were very good.
 - J. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Fire Board Task.
10. BOARD MEMBER COMMENTS. There were no additional comments.
11. ADJOURNMENT. A MOTION was made by Director Favazzo and was seconded by Clerk Hirsch to adjourn; the motion was unanimously APPROVED.

The meeting adjourned at 6:28 PM.

Respectfully submitted,

Jayne Jones, Administrative Assistant III