



HIGHLANDS FIRE DISTRICT

FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES • 06/18/19

The regular meeting of the Fire Board of Directors was held on Tuesday, June 18, 2019 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 present were Chairperson Kloeber, Clerk Hirsch, Director Martin, Director Bippus and Director Favazzo.

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

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 Chief Schulte from Mormon Lake Fire District.

5. CALL TO THE PUBLIC. Chairperson Kloeber dispensed with the call to the public.

6. APPROVAL OF THE MINUTES.

- A. May 21, 2019 Regular 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.

7. FINANCE

- A. APPROVAL OF WARRANTS. The Board reviewed the warrants and credit card purchases paid in May. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to accept the warrants as presented. Chairperson Kloeber requested more detailed information regarding a credit card change to Infinity Fire Communication in the amount of \$2819.44. After additional 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 reviewed the Budget Overview Statement, and the Board discussed the unpredictable wildland expenses.

HIGHLANDS FIRE DISTRICT

8. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. There was no report presented.
- B. BATTALION CHIEF'S REPORT. Chief Greenwalt presented the Battalion Chief's Report including individual activity, incidents, and training. There were a total of 69 calls for service in May. The Board was provided information about the District's Employee Assistance Program (EAP) and Fire Investigation Program.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Fire Chief's Report. He informed the Board that there are corrections to report; the Bear Jaw IGA has been cleared by counsel and was submitted to the State. In addition, he informed the Board that an advisory committee is needed to establish a Chief Succession Plan. Chief Foreman asked if the Board representatives serving on the Strategic Plan will sit on the advisory committee, and Chairperson Kloeber and Director Martin agreed. In an effort to spread the workload, Director Favazzo was designated serve on the PSPRS Local Board effective immediately.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber expressed thanks to the District; specifically, Chief Foreman and Shelby Erickson for their support in Forest Highlands being selected as one of seven sites of excellence in the nationwide Firewise Program.
- E. CORRESPONDENCE. The Board reviewed three thank you messages from Flagstaff Fire Department, Wanda Paxton, and students from Illinois College.

9. TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. HIGHLANDS FIRE DISTRICT FY 2020 GENERAL FUND, CAPITAL FUND, AND BEAR JAW FUND BUDGETS.
 - A. **PUBLIC HEARING REGARDING THE HIGHLANDS FIRE DISTRICT FY 2020 BUDGETS PER A.R.S. § 48-805.02(A).** There were no members of the public present.
 - B. CONSIDERATION TO APPROVE RESOLUTION TO ADOPT THE HIGHLANDS FIRE DISTRICT FY 2020 BUDGETS PER A.R.S. § 48-805.02(A).
 - C. CONSIDERATION TO CERTIFY THE HIGHLANDS FIRE DISTRICT FY 2020 BUDGETS PER A.R.S. §§ 48-805.02(D)(1)(A) & (B).

A MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve the resolution to adopt the FY 2020 Budget and to certify the adoption of FY 2020 Budgets; the motion was unanimously APPROVED. Chairperson Kloeber thanked staff for their work in preparing the Budget.

HIGHLANDS FIRE DISTRICT

- B. DISCUSS POTENTIAL FOR MERGER/CONSOLIDATION WITH MORMON LAKE FIRE DISTRICT (MLFD). Chief Foreman informed the Board that a check list was prepared regarding the consolidation process per the Board's request. The list was developed in consideration of new legislation, which will be effective August 27. Chairperson Kloeber suggested the Board review HB 2469. Director Favazzo asked about a potential timeline for the process. Chairperson Kloeber clarified that there is no action to be taken until MLFD presents the District with a resolution to consolidate. Chief Foreman said that the procedural list will still need to be reviewed by counsel. The Board discussed the potential benefits and injuries. Chief Schulte answered several questions about MLFD, their call volume, and hypothetical situations.
- C. CONSIDERATION TO APPROVE RESOLUTION TO ADOPT PSPRS PENSION FUNDING POLICY PER A.R.S. § 38-863.01. Chief Foreman informed the Board that the recently enacted legislation requires the District to adopt a Pension Funding Policy. Chief Foreman applied a policy developed by the League of Arizona Cities and Towns to the District's circumstances. **A MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve the resolution to adopt the PSPRS Pension Funding Policy;** the motion was unanimously APPROVED.
- D. CONSIDERATION TO APPROVE REVISION TO HR POLICY 10.14 RESIDENCY REQUIREMENTS FOR EXECUTIVE OFFICERS. Chief Foreman presented residency requirements policy for executive offices. After discussion, a MOTION was made by Director Favazzo and was seconded by Director Martin to adopt HR Policy 10.14 Residency Requirements for Executive Officers; the motion was unanimously APPROVED.
- E. UPDATE REGARDING CONTRACTS FOR SERVICE INTERAGENCY AGREEMENT (IGA) WITH COCONINO COUNTY PARKS AND RECREATION AND FLAGSTAFF RANCH FIRE DISTRICT. Chairperson Kloeber provided an update of the steps taken to implement fee increases per the contracts for service with the County and FRFD.
- F. UPDATE REGARDING LEGISLATIVE ACTION AFFECTING FIRE DISTRICTS. Chief Foreman provided a briefing about legislation affecting fire districts, and the Board discussed the new laws.
- G. REVIEW COMMUNITY SURVEY RESULTS. Ms. Wilson provided Community Survey Results. Chairperson Kloeber commented that results have been 100% satisfactory for almost 20 years running. Comments were all positive on this quarter's results.
- H. CONSIDERATION TO ADJOURN TO EXECUTIVE SESSION TO DISCUSS THE SALE OF FIRE STATION 21 PER A.R.S. § 38-431.03(7) *DISCUSSIONS OR CONSULTATIONS WITH DESIGNATED REPRESENTATIVES OF THE PUBLIC BODY IN ORDER TO CONSIDER ITS POSITION AND INSTRUCT ITS REPRESENTATIVES REGARDING NEGOTIATIONS FOR THE PURCHASE, SALE OR LEASE OF REAL PROPERTY*. The Board did not motion to go into Executive Session.
- I. CONSIDERATION TO APPROVE DETAILS DISCUSSED IN EXECUTIVE SESSION RELATED TO THE SALE OF FIRE STATION 21. Chairperson Kloeber updated the Board on the progress of the sale of Station 21. The list price has been dropped to \$565,000, which is \$100,000 less than the appraised value. There have been a few interested parties.

HIGHLANDS FIRE DISTRICT

J. REVIEW FIRE BOARD TASK CALENDAR. The Board Reviewed the Fire Board Task Calendar.

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

11. 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,

Jayne Jones, Administrative Assistant III