



HIGHLANDS FIRE DISTRICT

FIRE BOARD OF DIRECTORS REGULAR MEETING MINUTES • 08/20/19

The regular meeting of the Fire Board of Directors was held on Tuesday, August 20, 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 True, 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 everyone.
5. CALL TO THE PUBLIC. Chairperson Kloeber dispensed with the call to the public.
6. APPROVAL OF THE MINUTES.
 - A. July 16, 2019 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.
7. FINANCE
 - A. APPROVAL OF WARRANTS. The Board reviewed the warrants and credit card purchases paid in July. A MOTION was made by Director Martin and was seconded by Director Favazzo to approve 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, which includes the Bank Reconciliation, Profit/Loss Budget Overviews, County's Fund Balance Summary, and Cash Flow Projection. Chief Foreman stated that the financials look very good, and the District has already received fire pay.
8. SUMMARY REPORTS & CORRESPONDENCE (Continued on page 3).
 - A. LOCAL CHAPTER 1505. Engineer Modrell reported that they donated \$200 to Climb to Conquer Cancer, and he provided an update regarding the Benedict family. In addition, Captain Katrales informed the Board that they will attend the County Fair to solicit donations

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for the Fill the Boot Fundraiser for Muscular Dystrophy. Chairperson Kloeber suggested they consider collecting donations at Station 25. In addition, Captain Katrales announced the new Local Chapter officers are Captain Josh Pond as Vice President and Firefighter Jake Benedict as Treasurer. Captain Katrales has been filling in for Firefighter Benedict while he is on leave.

- B. BATTALION CHIEF'S REPORT. Chief True presented the Battalion Chief's Report including individual activity, incidents, and training. Chief True informed the Board that they continue working on GFR Training. He and Chief Foreman were assigned to the Museum Fire. Chief Greenwalt had minor surgery on his knee, and he is back on full duty. Captain Josh Pond completed his Acting BC Task Book in time to cover for Chief Greenwalt. There were 61 Calls for service July.
 - C. FIRE CHIEF'S REPORT. Chief Foreman presented the Chief's Report. He reviewed the progress of the Fire Chief's goals, and he informed the Board that the other items in his report will be discussed as listed on the agenda. Items of note include the 63 lot residential subdivision west of 89A, the Chief's invitation to participation on the Governor's WUI Safety Committee, and the delayed Monsoon Season is not good.
 - D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber didn't have any additional information to report.
 - E. CORRESPONDENCE. The Board reviewed a thank you letter from Scott Walton, Regional Training Coordinator.
9. TOPICS OF DISCUSSION AND POSSIBLE ACTION.
- A. DISCUSSION REGARDING KAIROS EAPP PLAN. Chief Foreman recommended the Board take no action on this item since the Kairos EAPP program is unnecessary. He assured the Board that the required access and reporting of traumatic event counseling can be managed in house.
 - B. DISCUSSION REGARDING FUNDING OPTIONS FOR FY 2019 SURPLUS FUNDS (\$27,518.00); CONSIDERATION TO APPROVE RESOLUTION TO TRANSFER SURPLUS FUNDS TO THE CAPITAL FUND ACCOUNT. Chief Foreman explained that this item was put on the agenda at the Board's request; he made no recommendation for use of the surplus funds. A MOTION was made by Director Favazzo and was seconded by Director Martin to approve Resolution # 2019-08-20(9)(B) to transfer surplus funds to the Capital Account; the motion was unanimously APPROVED.
 - C. DISCUSSION REGARDING DISPOSAL OF FIRE STATION 21 GENERATOR AND USING PROCEED TO CONNECT THE FIRE STATION 23 GENERATOR TO THE ADMINISTRATION BUILDING; CONSIDERATION TO APPROVE RESOLUTION TO DISPOSE OF THE STATION 21 GENERATOR. Chief Foreman informed the Board that selling the generator would generate money to connect a generator to the Administration building. Staff is currently obtaining quotes for the work. After discussion, A MOTION was made by Director Martin and was seconded by Director Favazzo to approve Resolution #2019-08-20(9)(C) to dispose of the Fire Station 21

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generator and use the proceeds to connect the Station 23 generator to the Administration building; the motion was unanimously APPROVED.

- D. CONSIDERATION TO APPROVE RESOLUTION TO DISPOSE OF SURPLUS SCBA EQUIPMENT. Chief Foreman informed the Board that new Scott Packs were received, and the old equipment is obsolete. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve Resolution #2019-08-20(9)(D) to dispose of surplus SCBA equipment; the motion was unanimously APPROVED.
- E. DISCUSSION REGARDING THE DISTRICT'S CONTRACT FOR FINANCIAL SERVICES. Chief Foreman informed the Board that upon the retirement of Mark Frost, Hinton Burdick provides Auditing Services and Stephan & Company provides accounting services. The District's three year contract for Auditing Service expires after the FY 2019 Audit. Chief Foreman suggesting that we might seek proposals for services going forward. Although we have been extremely satisfied with the services provided, Chairperson Kloeber thought that we may want to compare rates with other providers. Director Martin suggested the Board wait until October to see Hinton Burdick's proposal for renewal; the Board agreed.
- F. REVIEW COMMUNITY SURVEY RESULTS. The Board reviewed the Community Survey Results.
- G. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Fire Board Task Calendar.
- 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.* Chairperson Kloeber informed the Board that there is no reason to consider calling an Executive Session. He told the Board that he has not heard a word from the realtor in the last 30 days.
- I. CONSIDERATION TO APPROVE DETAILS DISCUSSED IN EXECUTIVE SESSION RELATED TO THE SALE OF FIRE STATION 21. There was no action taken.
10. (8.) SUMMARY REPORTS & CORRESPONDENCE (Continued from page 1).
- A. (C.) CHIEF'S REPORT. Chief Foreman revisited the Chief's Report to provide a summary of the progress of the potential merger/consolidation with Mormon Lake Fire District (MLFD). MLFD initiated a public forum to discuss a possible joiner, a process checklist was submitted to counsel for review, and MLFD settled their pending lawsuit. Chief Foreman provided a draft HFD & MLFD Combined Budget for the Board's review. Chairperson Kloeber requested a break out of the HFD Budget to compare.
11. BOARD MEMBER COMMENTS. There were no further comments.
12. ADJOURNMENT. A MOTION was made by Director Martin and was seconded by Director Favazzo to adjourn; the motion was unanimously APPROVED.

The meeting adjourned at 5:47 PM.

Respectfully submitted,

Jayne Jones, Administrative Assistant III