



HIGHLANDS FIRE DISTRICT

FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES • 09/17/19

The regular meeting of the Fire Board of Directors was held on Tuesday, September 17, 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, and Director Bippus; Director Favazzo 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 everyone.

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

6. APPROVAL OF THE MINUTES

A. August 20, 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 August. A MOTION was made by Director Martin and was seconded by Director Bippus 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. Director Martin commented that Equipment Maintenance is already 45% spent. Ms. Wilson told the Board that the \$10,500 expenditure included a one-time purchase of SCBA regulators. Chief Foreman informed the Board that the Revenue deficient will resolve when wildfire reimbursements and October tax distribution is received; all else seems to be in line with the budget.

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8. SUMMARY REPORTS & CORRESPONDENCE

- A. LOCAL CHAPTER 1505. Engineer Gutierrez reported that the Local participated in the MDA Fill-the-Boot campaign and raised \$32,000. They sponsored members in the 911 Tower Challenge, and they are looking forward to a few golf tournaments.
- B. BATTALION CHIEF'S REPORT. Chief Miller presented the Battalion Chief's Report including individual activity, incidents, and training. Chief Miller reported 59 calls for service August.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Chief's Report; he reviewed the progress of the Fire Chief's goals. He doesn't expect the Bear Jaw/Camp Navajo Service Contract will be resolved; it is now in the hands of DEMA Procurement. He informed the Board that his Safety Officer qualification was approved through the State, the District was awarded the NAH CIP grant, and other items in this report will be discussed as listed on the agenda. Chief Foreman congratulated Captain Josh Pond for being selected the Firefighter of the Year.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber didn't have any additional information to report.
- E. CORRESPONDENCE. The Board reviewed a thank you letters from a District residents and NAU Civic Institute.

9. TOPICS OF DISCUSSION AND POSSIBLE ACTION

- A. UPDATE OF POTENTIAL MERGER/CONSOLIDATION WITH MORMON LAKE FIRE DISTRICT (MLFD). Chief Foreman provided an updated HFD and MLFD combined budget projection. He pointed out that increases in the PSPRS employer contributions have significantly changed the District's bottom line, and he is hesitant to "dive-in" to a joiner. Since MLFD employees are not currently in PSPRS; there would be some additional cost to adding three employees in the system.

Chief Foreman explained that the MLFD Board and its citizens have many questions about the benefit of joining, and they may not be inclined to support the idea. The Board acknowledged that there could be economy in scale in regards to costs for insurance, workers compensation, maintenance, and financial management, but the overall the cost vs. benefit would be very close to neutral. Initially, service levels would not change much.

Changes in the ISO ratings are still undetermined; Mormon Lake's rating is likely to get better when higher standards in training, dispatch, recordkeeping, etc. are implemented.

Chairperson Kloeber believes that it may be beneficial to help with governance to sustain fire protection; although, HFD should not be negatively affected. Members of Local 1505 expressed concerns as well; they are very proud of the standards they have achieved, and believe the differences are significant. Any action to join initially falls on MLFD; their Board would have to make a request in support of a majority believing it is in their best interest.

Ms. Wilson excused herself from the meeting.

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- B. UPDATE REGARDING PLANNING COMMITTEE PROGRESS. Chief Foreman provided an update of the Planning Committee meetings. The Committee recommends the Fire Chief's job description be presented to the Board for approval. Next, the Committee will be discussing the hiring process and methodology.
- C. CONSIDERATION TO APPROVE RESOLUTION AUTHORIZING THE DISPOSAL OF PNEUMAX SKID UNIT WITH COMPRESSED AIR FOAM SYSTEM (CAFS) AS SURPLUS PROPERTY. Chief Foreman recommended the Board approve the resolution to dispose a CAFS system that has out lived its usefulness. A MOTION was made by Director Martin and was seconded by Director Hirsch to approve Resolution #2019-09-17(9)(C) to auction off the CAFS system. After questions, the motion was unanimously APPROVED.
- D. CONSIDERATION TO APPROVE REVISION TO FISCAL POLICY 160 SURPLUS PROPERTY. Chief Foreman recommended that the Board approve revisions to the Surplus Property policy to help streamline the disposition process and increase the reporting threshold to \$5,000. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve Fiscal Policy 160 Surplus Property; the motion was unanimously APPROVED.
- E. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Fire Board Task Calendar.
- F. 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 he has information to pass on to the Board, and he called for an Executive Session. A MOTION was made by Director Martin and as seconded by Director Bippus to adjourn to Executive Session; the motion was unanimously APPROVED.

The Board adjourned to Executive Session at 6:11 PM. The Board reconvened to regular session at 6:31 PM.

- G. CONSIDERATION TO APPROVE DETAILS DISCUSSED IN EXECUTIVE SESSION RELATED TO THE SALE OF FIRE STATION 21. There was no action taken.
10. BOARD MEMBER COMMENTS. There were no further 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 6:33 PM.

Respectfully submitted,
Jayme Jones, Administrative Assistant III