



HIGHLANDS FIRE DISTRICT

FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES • 10/15/19

The regular meeting of the Fire Board of Directors was held on Tuesday, October 15, 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 Martin, and Director Favazzo; Director Martin and Director Bippus were absent.

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

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. Board members recited a number of statutory responsibilities.
4. WELCOME VISITORS. Chairperson Kloeber welcomed Jennifer Frank from Hinton Burdick CPAs.
5. CALL TO THE PUBLIC. Chairperson Kloeber dispensed with the call to the public.
6. APPROVAL OF THE MINUTES

A. September 17, 2019 Regular Meeting. Ms. Jones presented the minutes for the Board's review. A MOTION was made by Clerk Hirsch and was seconded by Director Favazzo to approve the minutes as presented; the motion was unanimously APPROVED.

B. September 17, 2019 Regular Meeting. Clerk Hirsch 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.

7. FINANCE

A. APPROVAL OF WARRANTS. The Board reviewed the warrants and credit card purchases paid in September. A MOTION was made by Director Favazzo and was seconded by Clerk Hirsch to approve the warrants as presented; 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 reviewed financial benchmarks for this period, and he informed the Board that the District has received all of the Coop. Fire money, except for the fire that crew is currently on in Colorado.

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- C. COCONINO COUNTY INTEREST EARNING REPORT. The Board reviewed the Interest Earning Report. Chairperson Kloeber commented that the last five months look good in comparison to prior quarterly reports.

8. SUMMARY REPORTS & CORRESPONDENCE

- A. LOCAL CHAPTER 1505. The Local Union had nothing to report.
- B. BATTALION CHIEF'S REPORT. Chief Greenwalt presented the Battalion Chief's Report including individual activity, incidents, and training. Chief Greenwalt highlighted that the District was well represented at the 911 Step Challenge; he and Chief Miller attended State Fire School, and they had supported the Fill-the-Boot Campaign.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Chief's Report; he reviewed the progress of the Fire Chief's goals. Chief Foreman reported that he had received an email from the Forester at Camp Navajo regarding the DEMA Procurement contract, and he is hopeful that it will be signed by winter. In addition, the District is supporting prescription burning in the local area; Chief Foreman attended a post fire flood exercise in Williams; the Community Development Advisory Group has submitted the County Zoning Ordinance for approval; he attended the Festival of Science with the Flagstaff Forest Partnership, and he is working on two IGAs with the City of Flagstaff. He also reminded the Board that he will be serving as the Incident Commander for the Arizona Wildfire Academy.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber informed the Board that Forest Highlands was one of seven sites of excellence selected for a Firewise pilot program, and the Firewise director will be visiting on October 29.
- E. CORRESPONDENCE. The Board reviewed a letter from the Arizona Community Foundation as well as a thank you letter from HOPE Animal Assisted Crisis Response Team.

9. TOPICS OF DISCUSSION AND POSSIBLE ACTION

- A. PRESENTATION OF FY 2018 AUDIT BY HINTON BURDICK CPAS; CONSIDERATION TO ACCEPT RESOLUTION TO REVIEW AND RECEIVE THE AUDIT PURSUANT TO A.R.S. § 48-805.02. Ms. Jennifer Frank from Hinton Burdick CPAs came to present the FY 2018 Audit. Ms. Frank informed the Board that the District had a clean unmodified opinion again this year. They found no material weaknesses or significant deficiencies, and the District is in compliance with A.R.S. requirements. The District's net position was reported to be \$4,343,448; an increase of \$589,540. Ms. Frank reviewed additional financial statements and notes in the report; Note 7 contained information about pensions as required by GASB 75. Ms. Frank thanked Ms. Wilson for her assistance, and she provided her contact information in case the Board had questions. A MOTION was made by Director Favazzo and was seconded by Clerk Hirsch to adopt Resolution # 2019-10-15(9)(A) to review and receive the Highlands Fire District Financial Statement for FY 2019; the motion was unanimously APPROVED. The Board thanked Ms. Frank for her presentation.

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- B. UPDATE OF POTENTIAL MERGER/CONSOLIDATION WITH MORMON LAKE FIRE DISTRICT (MLFD). Chief Foreman informed the Board that the standing item on the agenda to consider a merger/consolidation with MLFD will be removed from the agenda until the District receives information from MLFD requesting further action. Chairperson Kloeber commented that he is less enthralled with the idea, particularly because of the PSPRS element that is looming over the District. He really believes the idea was and is a good neighbor effort, but first and foremost, the Board's obligation is to this District.
- C. UPDATE REGARDING PROGRESS OF THE CHIEF'S PLANNING COMMITTEE. Chief Foreman explained that the planning team was organized to look at a Fire Chief Succession Plan, strategic planning, and budgeting. The team has recently worked on revisions for the Fire Chief's Position Description, which is being presented for the Board's consideration. Next, the team will sort through options for conducting the hiring process.
- D. CONSIDERATION TO APPROVE REVISION TO EXECUTIVE DIRECTIVE 101 FIRE CHIEF. Chairperson Kloeber briefly explained the Planning Committee's process for revising the Chief's Position Description. Chief Foreman informed the Board that this final draft has had input from the Board, Administration, and Labor. After discussion, **A MOTION was made by Director Favazzo and was seconded by Clerk Hirsch to approve the revision to Executive Directive 101 – Fire Chief [Position Description]**; the motion was unanimously APPROVED.
- E. CONSIDERATION TO APPROVE RENEWAL OF INTERGOVERNMENTAL AGREEMENT (IGA) FOR THE REGIONAL TRAINING COORDINATOR. Chief Foreman recommended the Board approve the Regional Training Coordinator IGA. He informed the Board that the District continues to benefit from the relationship with regional training partnerships. **A MOTION was made by Director Favazzo and was seconded by Clerk Hirsch to approve the renewal of the Intergovernmental Agreement for the Regional Training Coordinator.** Chairperson Kloeber asked if there would be a change to the original cost. Chief Foreman replied that annually there is a recalibration of fees based on the number of members participating. The motion was unanimously APPROVED.
- F. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar.
- G. 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 was no change regarding the sale of Station 21; although, there have been a couple showings and increased interest.
- H. CONSIDERATION TO APPROVE DETAILS DISCUSSED IN EXECUTIVE SESSION RELATED TO THE SALE OF FIRE STATION 21. There additional was no action taken.
10. BOARD MEMBER COMMENTS. There were no further comments.

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11. ADJOURNMENT. A MOTION was made by Clerk Hirsch and was seconded by Director Favazzo to adjourn; the motion was unanimously APPROVED.

The meeting adjourned at 5:58 PM.

Respectfully submitted,

Jayne Jones, Administrative Assistant III