



# HIGHLANDS FIRE DISTRICT

FIRE BOARD OF DIRECTORS  
REGULAR MEETING MINUTES • 11/19/19

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

1. CALL TO ORDER. Chairperson Kloeber was called to order at 5:00 PM.
2. ROLL CALL. Board members present were Chairperson Kloeber, Clerk Hirsch, Director Bippus, Director Martin, 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, 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 selected statutory responsibilities.
4. WELCOME. Chairperson Kloeber welcomed everyone.
5. CALL TO THE PUBLIC. Chairperson Kloeber dispensed with the call to the public.
6. APPROVAL OF THE MINUTES.
  - A. October 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 Director Martin 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 Martin 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 included the, Profit/Loss Budget Overviews, Bank Reconciliation, County's Fund Balance Summary, and Cash Flow Projection. Chief Foreman informed the Board that the District is up to date on all wildland billing. This fire season the District invoiced \$1.47 million for 30 fire assignments – HFD Crews worked 14 assignments and the Bear Jaw Crew worked 16.

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## 8. SUMMARY REPORTS & CORRESPONDENCE

- A. LOCAL CHAPTER 1505. Captain Katrales reported that the Chapter participated in a suicide awareness walk, and they applied Pancake Breakfast funds to purchase a clothes dryer for a family that suffered a home fire cause by their clothes dryer. In addition, he informed the Board that unfortunately, Local 1505 will be having a holiday party the same night as the Department's celebration.
- B. BATTALION CHIEF'S REPORT. Chief True presented the Battalion Chief's Report including individual activity, incidents, and training. Amongst other items reported, Chief True informed the Board that on Halloween, A shift drove the engine around the District and passed out candy, and Engineer Anticevich delivered a baby. There were 41 calls for service in October.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Chief's Report; he reviewed the progress of the Fire Chief's goals. Contrary to his report, Chief Foreman informed the Board that hydrant testing in Flagstaff Ranch is progressing. In addition Chief Foreman explained that an MOU between Chapter 1505 and the Board is expected to be presented in December or January. He suggested that representatives from the Board and Local meet to review their requests. Chairperson Kloeber asked if any Board members were interested; Director Bippus and Favazzo volunteered to meet with representatives from the Local. Chief Foreman informed the Board of an issue with the septic system; more information will be provided on the next month's agenda.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber announced a training opportunity, primarily for non-military individuals, to help provide veterans with appropriate assistance resources. This free Veteran Resource Navigator Training session will be held on February 21.
- E. CORRESPONDENCE. There were regarding correspondence presented.

## 9. TOPICS OF DISCUSSION AND POSSIBLE ACTION

- A. ELECTION OF FIRE BOARD CHAIRPERSON AND CLERK. Ms. Jones informed Chairperson Kloeber that no other member had expressed an interest in serving as the Chair, and Clerk Hirsch had an interest in serving as the Clerk for another term. A MOTION was made by Director Martin to nominate Pete Kloeber to serve as Chair, and Jan Hirsch to serve as Clerk. After discussion, Director Favazzo agreed to be considered for the office of Clerk. Director Martin amended her motion to nominate Pete Kloeber as Chair, and Joe Favazzo as Clerk; nominations were seconded by Director Bippus. Pete Kloeber and Joe Favazzo accepted the nominations. There were no further nominations. A vote was taken to elect Pete Kloeber as Chairperson and Joe Favazzo as Clerk; the Board voted unanimously in favor.

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- B. RENEW OATH OF OFFICE AND CONFLICT OF INTEREST DISCLOSURE STATEMENT. The Board renewed their oath of office and conflict of interest statements.
- C. UPDATE REGARDING PROGRESS OF THE PLANNING COMMITTEE. Chief Foreman informed the Board that the Planning Committee completed preliminary work on the Succession Plan, and they transitioned into working on the Strategic Plan. The Strategic Plan will be slightly modified; however, much of the content will remain the same. Due to a change in Director Martin's workload, she resigned from working on the committee. Chief Foreman asked if any other members were available to serve on the committee. He explained that the committee generally meets the second and fourth Tuesday of each month; Director Hirsch agreed to participate on the committee.
- D. DISCUSSION REGARDING FIRE CHIEF'S EVALUATION; DISTRIBUTE CHIEF'S REPORTS AND EVALUATION FORM FOR DECEMBER EVALUATION. Chairperson Kloeber informed the Board that Chief Foreman's evaluation will be performed next month. Documentation was provided for the Board to prepare for the evaluation.
- E. CONSIDERATION TO APPROVE POLLING PLACE AGREEMENT WITH COCONINO COUNTY ELECTIONS DEPARTMENT. The Board reviewed the Polling Place Agreement. After discussion, A MOTION was made by Director Martin and was seconded by Director Hirsch to accept the Polling Place Agreement with Coconino County Elections Department. The motion was unanimously APPROVED.
- F. CONSIDERATION TO APPROVE JP MORGAN CHASE BANK LETTER OF DECLARATION OBLIGATIONS FOR THE CY 2020. The Board reviewed the Letter of Declaration to obtain a revolving line of credit not to exceed \$10,000,000. After discussion, A MOTION was made by Director Martin and was seconded Director Hirsch by to approve the JP Chase Bank's Letter of Declaration obligations for CY 2020. The motion was unanimously APPROVED.
- G. CONSIDERATION TO APPROVE GREATER FLAGSTAFF REGION (GFR) JOINT HIRING AND PROMOTION IGA. Chief Foreman explained what the agreement would entail as well as its advantage of attracting more applicants to the hiring process. He informed the Board that the District has worked with the City of Flagstaff on previous hiring processes; however, to continue this relationship, the IGA must be in place. Legal counsel has no objections to the agreement. A MOTION was made by Director Martin and was seconded by Clerk Favazzo to approve the Greater Flagstaff Region (GFR) Joint Hiring and Promotion IGA. Chairperson Kloeber asked, "What are the benefits of this agreement?" Chief Foreman replied, "It potentially has some benefit for us to get help from a professional Human Resource Department in the City of Flagstaff so we don't screw anything up when we're hiring folks." The Board also discussed the negative aspects of a joint hiring process, which could result in losing top applicants to the City of Flagstaff. Chairperson Kloeber said, "it would behoove is to do this because of the economy of scale. It's good for the candidate; it's good for us." The motion was unanimously APPROVED.
- H. REVIEW COMMUNITY SURVEY RESULTS. The Board reviewed the Community Survey results. Chairperson Kloeber commented that the 15% response rate is good for this kind of survey. Twenty-six of 29 rated their contact with District personnel as exceeding their expectations. Chairperson believes the results are very impressive.

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- I. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar.
- J. 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 did not believe an executive session was needed; however, he did want to inform the Board that there had been an offer accepted, but the buyer soon backed out of the deal. There are other potential buyers currently considering the property.

- K. CONSIDERATION TO APPROVE DETAILS DISCUSSED IN EXECUTIVE SESSION RELATED TO THE SALE OF FIRE STATION 21. There was no additional action taken.
10. BOARD MEMBER COMMENTS. There were no further comments.
11. ADJOURNMENT. A MOTION was made by Director Martin and was seconded by Director Hirsch to adjourn; the motion was unanimously APPROVED.

The meeting adjourned at 6:02 PM.

Respectfully submitted,

Jayne Jones, Administrative Assistant III