



HIGHLANDS FIRE DISTRICT

BOARD OF DIRECTORS

REGULAR MEETING AGENDA • 01/21/2020

Notice is hereby given that a regular Fire Board meeting will be held on **Tuesday, January 21, 2020 at 5:00 PM at Fire Station 23, Administration Board Room, 3350 Old Munds Hwy, Flagstaff, AZ.**

In accordance with A.R.S. § 38-431.02, any item on this agenda and any other matters related thereto will be subject to Board consideration, discussion, approval, or other action.

1. Call to Order

2. **Roll Call** - Chairman Kloeber, Director Favazzo, Director Hirsch, Director Bippus, and Director Martin.

3. Pledge of Allegiance, Invocation, Mission and Vision Statements, and Board Responsibilities

A. Pledge of Allegiance and Invocation

B. Mission – *The Highlands Fire District is an emergency service and community oriented organization dedicated to protecting the lives and property of its residents and visitors through emergency medical services, fire suppression, fire prevention, and public education.*

C. Vision – *The Highlands Fire District will be recognized for the highest standards, levels of trust, innovation, and accountability while exceeding community expectations. We will succeed by developing and maintaining strategic partnerships, hiring and promoting quality people, and positioning the District for fiscal sustainability, both now and in the future.*

D. Review selected Board responsibilities

4. Welcome Visitors

5. **Call to the Public** – *In accordance with A.R.S. 38-431.0 1(H), any person may address the Board on any matter within the jurisdiction of the Board. The Board may respond to criticism, ask staff to review a matter, or ask that the matter be put on a future agenda. The Board shall not discuss or take legal action on matters raised unless the matters are properly noticed for discussion and legal action.*

6. Approval of Minutes

A. December 17, 2019 Minutes

7. Finance

A. Warrants

B. Financial Report

C. Quarterly Interest Report

8. **Summary Reports & Correspondence** – *In accordance with A.R.S. §38-431.02(K), the Board shall not propose, discuss, deliberate, or take legal action on any matter in the following summary reports.*

A. IAFF Local Chapter 1505 Summary Report

B. Battalion Fire Chief's Summary Report

C. Fire Chief's Summary Report

D. Fire Board Chairperson's Summary Report

E. Correspondence

9. Topics of Discussion and Possible Legal Action

- A. Discussion regarding Station 23 parking lot lighting.
- B. Discussion regarding Septic System repairs.
- C. Discussion regarding Automatic Aid Agreement with Sedona Fire District.
- D. Discussion regarding Summit Fire District's withdrawing from participation with the Bear Jaw Program and signing over the title of the crew pick-up truck to Highlands Fire District.
- E. Consideration to approve revisions to the *Fire Board Handbook* including Bylaws.
- F. Consideration to approve the *2020 Highlands Fire District Fire & Emergency Strategic Plan*.
- G. Consideration to approve revisions to HR Policy 33.06 Overtime Compensation & Compensatory Time.
- H. Consideration to approve Memorandum of Understanding (MOU) with Highlands Local Chapter 1505.
- I. Consideration to approve Accounting Services contract with Stephens & Company PLLC.
- J. Review Fire Board Task Calendar.
- K. 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.*
- L. Consideration to approve details discussed in Executive Session related to the sale of Fire Station 21.

10. Board Member Comments - *Board member's comments are meant to inform and clarify, and no legal action will be taken. Only Board members may speak*

11. Adjournment.

In compliance with the American with Disabilities Act, if you need special assistance to participate in a meeting, please contact Jayme Jones at (928) 525-1717. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangement to assure accessibility to the meeting.

Agenda approved: Jan 10, 2020

by Peter Kloeber, Fire Board Chairperson

Agenda posted: Jan 15, 2020

by Jayme Jones, Administrative Assistant III