



HIGHLANDS FIRE DISTRICT

FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES • 12/17/19

The regular meeting of the Fire Board of Directors was held on Tuesday, December 17, 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 Favazzo, Director Hirsch, Director Bippus, and Director Martin.

Administrative personnel present were Chief Foreman, Battalion Chief Miller, 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. November 19, 2019 Regular Meeting. Ms. Jones presented the minutes for the Board's review. A MOTION was made by Director Martin and was seconded by Director 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 November. After questions, A MOTION was made by Director Martin and was seconded by Director Bippus 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 has received deposits for nearly half of expected tax revenues in October and November.

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8. SUMMARY REPORTS & CORRESPONDENCE

- A. LOCAL CHAPTER 1505. Captain Lopez reported that the Local has working with the Chief on labor management and participating on the Planning Committee.
- B. BATTALION CHIEF'S REPORT. Chief Miller presented the Battalion Chief's Report including individual activity, incidents, and training. In regards to incidents, Retired Captain Shearer's brother passed away from cardiac arrest. Chief Miller pointed out that there was reported loss due to a dryer fire and fallen tree. Competent neighbors helped to remove the tree, and the crew temporarily patched the hole in the house. There were 49 calls for service in November.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Chief's Report; he reviewed the progress of the Fire Chief's goals. Chief Foreman noted that Summit Fire will be withdrawing from their participation on the Bear Crew, and the PSPRS Actuarial Report requires a 30.16% contribution rate next fiscal year, which is lower than expected rate increase from 30.00%. PSPRS is encouraging all employers to make contributions in excess of the required rate.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber had nothing further to report.
- E. CORRESPONDENCE. The Board was provided information about the AFDA Conference in January.

9. TOPICS OF DISCUSSION AND POSSIBLE ACTION

- A. INFORMATIONAL REPORT REGARDING STATION 23 SEPTIC SYSTEM. Chief Foreman reported that two of three pumps in the system are not working and are on order. Chief Foreman reviewed the circumstance of the breakdown, and hopefully, the contractor or sub will cover the repairs. Regardless, the pumps must be fixed.
- B. UPDATE REGARDING PROGRESS OF THE PLANNING COMMITTEE. Chief Foreman told the Board that the planning committee transitioned into strategic planning. A final draft of the strategic plan will be presented to the Board in January.
- C. DISCUSS ACCOUNTING AND AUDITING SERVICE CONTRACTS. Mrs. Wilson informed the Board that the current accounting and auditing service contracts have expired. Chairperson Kloeber asked if we should request bids from other possible sources. Mrs. Wilson suggested the Board review proposals from Stephens & Company and Hinton Burdick to see if they are acceptable before to going out to a bid. The Board discussed the cost and benefit of continuing with quarterly reviews; Mrs. Wilson indicated that quarterly reviews are no longer necessary. Mrs. Wilson assured the Board that proposals would be available for their review in January; the Board agreed to consider the proposals before further action is taken.
- D. CONSIDERATION TO APPROVE 2019 GREATER FLAGSTAFF REGION (GFR) AUTOMATIC AID AGREEMENT. Chief Foreman informed the Board that this IGA formalizes the automatic aid responses that we have been doing under a pilot program. He noted that the agreement was unanimously approved by the City Counsel. Chairperson Kloeber asked several compliance

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questions; most of which are already current practice. After further discussion, a MOTION was made by Director Martin and was seconded by Director Hirsch to approve the 2019 Greater Flagstaff Region (GFR) Automatic Aid Agreement. The motion was unanimously APPROVED.

Chairperson Kloeber asked Chief Foreman to check the status of the Automatic Aid Agreement with Sedona Fire District.

- E. (J.) CONSIDERATION OF ITEMS RELATED TO THE SALE OF FIRE STATION 21. Chairperson Kloeber informed the Board that an offer was made on Station 21; he countered the offer, but did not hear back from the buyer. The MLS price will be reduced to \$495,000, which should generate more activity.
- F. (E.) PERFORM CHIEF FOREMAN'S EVALUATION; DETERMINE GOALS FOR 2020. Chairperson Kloeber informed the Board that Chief Foreman's scored "Exceeds" in every block on his 2018 Evaluation. Chairperson Kloeber asked for the Board's consensuses for rating the criteria listed below:
- Communication with Fire Board – Exceeds
 - Fiscal Management – Exceeds
 - Training – Exceeds
 - Safety – Exceeds
 - Public Relations – Exceeds
 - Management – Exceeds
 - Leadership – Exceeds
 - State of the Department – Exceeds

Overall rating – Exceeds

The Board identified the progress of Chief Foreman's 2019 goals as listed below:

- 1) Complete the "End of Usable Life/Capital/Facilities Plan" – Progress noted & carry over to 2020 goals.
- 2) Complete the Bear Jaw Crew Program Intergovernmental Agreement re-write – No progress & carry over
- 3) Complete the Bear Jaw/Camp Navajo Service Contract – Drop, no longer applicable
- 4) Initiate an Incident Safety Officer Position Task Book (Wildfire Assignments Required) – Complete
- 5) Develop a Fire Chief Replacement Plan – Complete
- 6) Manage the transition to new Administration, Bear Jaw Facility, and Apparatus Bays and ensure full functionality – Complete

The Board identified the following goals for the Fire Chief's 2020 Evaluation period:

- 1) Complete Reserve Fund Analysis
- 2) Complete Bear Jaw Crew Program Intergovernmental Agreement re-write

On behalf of the Board, Chairperson Kloeber stated, "We are very appreciative of the chief that we have."

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Chairperson Kloeber said that he would come by the station with the written evaluation and comments. Chief Foreman informed him that he will be on vacation beginning December 23 through January 1.

- G. (F.) REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar.
- H. (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.* This item was tabled.

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 6:04 PM.

Respectfully submitted,

Jayne Jones, Administrative Assistant III