



HIGHLANDS FIRE DISTRICT

FIRE BOARD OF DIRECTORS REGULAR MEETING MINUTES • 01/21/20

The regular meeting of the Fire Board of Directors was held on Tuesday, January 21, 2020 at Station 23 Administration, 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 Favazzo, Director Hirsch, and Director Martin. Director Bippus 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 selected Board responsibilities were stated.
4. WELCOME VISITORS. Chairperson Kloeber welcomed visitors Sam Fisher from Stephens & Company, PLLC and Mark Christian from Ponderosa Fire District.
5. CALL TO THE PUBLIC. Chairperson Kloeber opened a call to the public; there were no comments.
6. APPROVAL OF THE MINUTES.
 - A. December 17, 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. Mrs. Wilson presented the warrants and credit card purchases paid in December for the Board's review. A MOTION was made by Director Martin and was seconded by Director Favazzo to accept 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 including the Profit/Loss Budget Overviews, Bank Reconciliation, County's Fund Balance Summary, and Cash Flow Projection. Clerk Favazzo asked about the increase in Overtime expenditures. Chief Miller replied that there was more vacation time used in November and December, and Mrs. Wilson thought that there was a significant amount of sick time used as well. Chairperson Kloeber suggested they look and a comparison of year over year to see if the additional firefighter position has reduced the overtime expense. Chief Foreman noted that Revenues were at 71% and Expenses were at 51%, which looks very good.

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9. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. Firefighter Benedict reported the Local donated \$500 to the family of Shawn Parrish, a Guardian Paramedic that recently died.
- B. BATTALION CHIEF'S REPORT. Chief Miller presented the 2019 End-of-Year Call Report; he pointed out various trends and highlights of the District's emergency responses. He noted that Forest Highlands' False Alarms have declined 48% over the last five years. He also noted that 46% of the calls were for medical calls.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Chief's Report. He informed the Board that he and Ms. Jones attended the AFDA Conference and came away with some good information.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber shared with the Board, a matrix of Board member's additional responsibilities such as committee work.
- E. CORRESPONDENCE. There was no correspondence to report.

10. TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. (I.) CONSIDERATION TO APPROVE ACCOUNTING SERVICES CONTRACT WITH STEPHENS & COMPANY PLLC. Chairperson Kloeber introduced Sam Fisher to discuss an Accounting Services Contract for HFD and Bear Jaw. Mr. Fisher presented a proposal and fee structure effective February 1, 2020, which hasn't been changes since Mach 1, 2017. The services to be provided are similar to the past contract with a potential 50% increase in fees including Accounting System Reviews and processing Bear Jaw payroll. Chairperson Kloeber asked Mr. Fisher to explain the 20% increase quarterly tax returns and 33% increase in payroll services. Mr. Fisher explained that costs have escalated in Northern Arizona due to city and state legislation. The Board discussed the need for quarterly Accounting System Reviews. Mr. Fisher explained the extent of the service. Chief Foreman believes the reviews are beneficial; the Board concluded to continue having the reviews. After further discussion, **A MOTION was made by Director Martin and was seconded by Director Hirsch to approve the proposal as presented.** The motion was unanimously APPROVED. Chairperson requested staff provide the Board with a summary of the reviews as they are received.
- B. DISCUSSION REGARDING STATION 23 PARKING LOT LIGHTING. In response to last month's request for information, Chief Foreman explained the \$3,024 cost for service performed by Goodman Electric.
- C. DISCUSSION REGARDING SEPTIC SYSTEM REPAIRS. In response to last month's request for information, Chief Foreman updated the Board regarding the progress of the septic system repairs. Goodman Electric is still trying to find proper parts to repair the pumps.

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- D. DISCUSSION REGARDING AUTOMATIC AID AGREEMENT WITH SEDONA FIRE DISTRICT. In response to last month's request for information, Chief Foreman informed the Board that according to the contract, the District has an Automatic Aid Agreement with Sedona Fire District to respond to the Oak Creek Overlook on 89A since October 2003.
- E. 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. Chief Foreman informed the Board that Summit Fire District has withdrawn from their participation on the Bear Jaw Crew, and they have signed over the title to the Crew Pick-up Truck.
- F. CONSIDERATION TO APPROVE REVISIONS TO THE *FIRE BOARD HANDBOOK* INCLUDING BYLAWS. Ms. Jones presented revisions compiled for the *Fire Board Handbook*. A MOTION was made by Director Martin and was seconded by Director Hirsch to adopt the revision to the *Fire Board Handbook* as presented. Chairperson Kloeber pointed out minor changes in the Bylaws. The motion was amended to approve proposed and discussed changes to the Handbook and Bylaws; the motion was unanimously APPROVED.
- G. CONSIDERATION TO APPROVE THE *2020 HIGHLANDS FIRE DISTRICT FIRE & EMERGENCY STRATEGIC PLAN*. Chief Foreman informed the Board that the Chief's Planning Committee has completed their work, and he explained the changes made to the update the plan. Chairperson Kloeber asked the Board to give particular attention to the Board's Message to be sure they agree. Clerk Favazzo pointed out a missing word. A MOTION was made by Director Martin and was seconded by Clerk Favazzo to approve the *2020 Highlands Fire District Fire and Emergency Service Strategic Plan*; the motion was unanimously APPROVED.
- Chairperson Kloeber thanked the Board for being prepared for the meeting, but to feel free to request more time on an item if needed.
- H. CONSIDERATION TO APPROVE REVISIONS TO HR POLICY 30.06 OVERTIME COMPENSATION & COMPENSATORY TIME. Chief Foreman explained revisions to policy regarding processing overtime and paying exempt employees straight time for hours work in excess of 40 hours per week. A MOTION was made by Director Martin and was seconded by Director Hirsch to approve revisions to HR Policy 30.36 Overtime Compensation and Compensatory Time; the motion was unanimously APPROVED.
- I. CONSIDERATION TO APPROVE MEMORANDUM OF UNDERSTANDING (MOU) WITH HIGHLANDS LOCAL CHAPTER 1505. Chief Foreman requested this item be tabled; the Board agreed.
- 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.*

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- K. CONSIDERATION TO APPROVE DETAILS RELATED TO THE SALE OF FIRE STATION 21.
Chairperson Kloeber informed the Board that the Station 21 property is in escrow scheduled to close on February 10th. The buyers lengthy inspection period has ended, and if all else goes as expected, the District should net around \$479,000.
- L. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Fire Board Task Calendar.
11. BOARD MEMBER COMMENTS. There were no additional comments.
12. ADJOURNMENT. A MOTION was made by Director Martin and was seconded by Clerk Favazzo to adjourn; the motion was unanimously APPROVED. The meeting adjourned at 6:21 PM.

Respectfully submitted,

Jayne Jones
Administrative Assistant III