



HIGHLANDS FIRE DISTRICT

FIRE BOARD OF DIRECTORS REGULAR MEETING MINUTES • 02/18/20

The regular meeting of the Fire Board of Directors was held on Tuesday, February 18, 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 Greenwalt, 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 staff.
5. CALL TO THE PUBLIC. Chairperson Kloeber dispensed with the call to the public.
6. APPROVAL OF THE MINUTES.
 - A. January 21, 2020 Regular Meeting
 - B. January 30, 2020 Special Meeting
 - C. February 6, 2020 Special Meeting

Ms. Jones presented the minutes for Board meetings listed above. A MOTION was made by Director Martin and was seconded by Clerk Favazzo to approve the minutes with one correction. Director Martin pointed out that her name was omitted from a motion made on January 30th. The motion was unanimously APPROVED.

(9. D.) CHAIRPERSON'S SUMMARY REPORT. Chairperson Kloeber reported that Station 21 was sold, and the keys, utilities, and insurance were turned over the buyer. The net proceeds were \$451,840. Chairperson Kloeber thanked staff for their part in facilitating the sale. He also told the Board that the District has gone from owning eight properties to owning two, which completes the Capital Improvement Master Plan.

7. FINANCE
 - A. APPROVAL OF WARRANTS. Mrs. Wilson presented the warrants and credit card purchases paid in January for the Board's review. A MOTION was made by Director Martin and was seconded by Director Hirsch to accept the warrants as presented. Director Martin asked about the cost of dispatch services. Mrs. Wilson explained that the cost is based on the number of calls. There was further discussion regarding dispatch services, and the Chairperson Kloeber requested additional information. After discussion, the motion was unanimously APPROVED.

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- 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. Chief Foreman commented that financials look good. There were no further questions.

9. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. Firefighter Josh Pond reported the Local is eagerly looking forward to the return of their MOU from legal counsel. Also, several Union members will be participating in the Bowl for Kids' Sake, Big Brothers Big Sisters' signature fundraiser on February 23.
- B. BATTALION CHIEF'S REPORT. Chief Greenwalt presented the Battalion Chief's report including Individual Activity, Incidents, and Training. He informed the Board that Firefighters Ahrendt and Villa performed well on their nine month practical skills test, and he congratulated Firefighter Reed for graduating from Paramedic School. Chairperson asked about the number of Paramedics the District employs; Chief Foreman confirmed that we now have nine.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Chief's Report. Chief Foeman reminded the Board that the Wildfire Academy will be the week of March 9. There will be significant number of District personnel attending, teaching, or otherwise assisting. He will also be attending NFPA Firewise Sites of Excellence Meeting and will not be available for the March 17 Board meeting. Chief Foreman informed the Board about a potential IGA or MOU with Pinetop to assist them in training for their fuels crew.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber encouraged participation in Military Navigator Resource Training.
- E. CORRESPONDENCE. There was no correspondence to report.

10. TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. CONSIDERATION TO APPROVE VFIS INSURANCE RENEWAL. Chairperson Kloeber presented Mr. Wong's letter explaining the proposed insurance renewal with VFIS. The Board discussed the slight increase in premium; although, station 21 was removed from the policy. A MOTION was made by Director Martin and was seconded by Clerk Favazzo to approve the VFIS Insurance renewal. The motion was unanimously APPROVED.
- B. CONSIDERATION TO APPROVE MEMORANDUM OF UNDERSTANDING (MOU) WITH HIGHLANDS LOCAL CHAPTER 1505. Chief Foreman respectfully requested this item be tabled until legal counsel has reviewed the MOU. Mr. Furuya, Deputy County Attorney, suggested he discuss his findings with the Board at a future meeting.
- C. UPDATE REGARDING CHIEF'S PLANNING COMMITTEE MEETING CALLED TO BEGIN THE FY 2021 BUDGET PROCESS. Chief Foreman provided information relevant to the budgeting process. He explained many of the challenging budgetary commitments the district is facing and potential tax relief being considered by legislators.

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- D. CONSIDERATION TO APPROVE RESOLUTION TO SELL 2003 FORD EXPEDITION AS SURPLUS PROPERTY. Chief Foreman reminded the Board that we have discussed selling the 2003 Ford Expedition similarly to the other Expedition, which was already sold. A MOTION was made by Director Martin and was seconded by Director Hirsch to approve resolution 2020-02-18 (9)(D); the motion was unanimously APPROVED.
- E. REVIEW OF BEAR JAW FIRE & FUELS PROGRAM ANNUAL REPORT. Squad Boss A. Foreman presented the 2019 Annual Report for the Bear Jaw Fire & Fuels Program. He covered the crew's activity related to fire assignments, project work, and training. Chairperson Kloeber asked about the plan for the slash piles along 89A. Chief Foreman explained that the Forest Service needs to include that area in their burn plan. The crew can assist the Forest Service, but our crew cannot burn the piles without their supervision.
- F. CONSIDERATION TO APPROVE AUTHORIZATION TO PURCHASE TWO (2) BEAR JAW CREW CARRIERS. Assistant Superintendent Lingley recommended the Board allocate Capital Replacement Funds to purchase two new crew carriers. He explained the purchasing options and costs. After discussion, A MOTION was made by Director Martin and was second by Clerk Favazzo to approve authorization to purchase two crew carries not to exceed \$500,000. Chairperson Kloeber asked about their plan for the used crew carriers. Lingley said they are likely to sell one, and keep the other as a back-up rig. The motion was unanimously APPROVED.
- G. REVIEW COMMUNITY SURVEY RESULTS. Mrs. Wilson presented the Community Survey results. Chairperson Kloeber noted the good return rates, and great results and comments as always. He suggested that the report is shared with staff.
- H. ACCEPTANCE OF DIRECTOR MARTIN'S RESIGNATION EFFECTIVE MARCH 18, 2020. Chairperson Kloeber informed the Board that Director Martin submitted a letter of resignation effective immediately following the next Board meeting. Director Martin stated, "It has been my privilege to be on this Board, and I do not know what the District would do without the quality firefighters, staff, and Board. It is incredible what Pete does and has done for this District. The Chief, Battalion Chiefs and Firefighters should be very proud of this District..." Chairperson Kloeber stated, "You have been an outstanding Board member..." A MOTION was made by Clerk Favazzo and was seconded by Director Hirsch to accept Robyn Martin's resignation. Director Martin recused herself from voting; the motion was unanimously APPROVED.
- I. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the 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 6:10 PM.

Respectfully submitted,
Jayme Jones, Administrative Assistant III