



HIGHLANDS FIRE DISTRICT

FIRE BOARD OF DIRECTORS REGULAR MEETING MINUTES · 05/19/20

A regular meeting of the Fire Board of Directors was held on **Thursday, May 19, 2020 at 5:00 PM** in the Administration Board Room at 3350 Old Munds Highway, Flagstaff, Arizona. The meeting was accessible to Board members and public through video conferencing.

1. Call to Order

The meeting was called to order at 5:00 PM.

2. Roll Call

- A. Board members present were Chairperson Kloeber, Clerk Favazzo, Director Hirsch, Director Bippus, and Director Reda.
- B. Administrative personnel present were Chief Foreman*, Battalion Chief Greenwalt, Ms. Jones*, and Mrs. Wilson.
- C. Visitors present were Mr. Brian Furuya*, and staff from Fire Station 23* and 25*.

*attended by video conferencing

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

The Pledge of Allegiance was recited, a silent invocation was offered, and selected Board responsibilities were stated.

4. Welcome Visitors

Chairperson Kloeber welcomed Mr. Furuya, Deputy County Attorney and legal representative for the District.

5. Call to the Public

Chairperson Kloeber dispensed with the call to the public.

6. Approval of Minutes

- A. APRIL 7, 2020 SPECIAL MEETING. A MOTION was made by Director Hirsch and was seconded by Clerk Favazzo to accept the minutes as presented; unanimously **APPROVED**.
- B. APRIL 20, 2020 SPECIAL MEETING. A MOTION was made by Clerk Favazzo and was seconded by Director Hirsch to accept the minutes as presented; unanimously **APPROVED**.
- C. APRIL 29, 2020 REGULAR MEETING. A MOTION was made by Clerk Favazzo and was seconded by Director Reda to accept the minutes as presented; unanimously **APPROVED**.

7. Finance

- A. WARRANTS – The Board reviewed the warrants and credit card purchases paid in April. After questions, A MOTION was made by Clerk Favazzo and was seconded by Director Hirsch to approve the warrants and purchases as presented; the motion was unanimously **APPROVED**.

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- B. FINANCIAL REPORT – 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. Chairperson Kloeber commented the budget shows the District is at 83% spent with two months until the end of the fiscal year. Chairperson Kloeber asked about the high expense for vehicle maintenance in the Bear Jaw Fund; the question was deferred to Superintendent Erickson. There were no further questions.

8. Summary Reports & Correspondence

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Captain J. Pond informed the Board that the Local Chapter has nothing to report this month.
- B. BATTALION FIRE CHIEF’S SUMMARY REPORT – Chief Greenwalt presented the Battalion Chief’s report including Individual Activity, Incidents, and Training. He noted that much activity was attributed to activity outside of the norm as they prepare for COVID-19 related incidents. There was also an Engineer promotional exam and all firefighters tested and all passed. Bear Jaw Community Clean-up was very successful. There were 41 calls for service in April.
- C. FIRE CHIEF’S SUMMARY REPORT – Chief Greenwalt reviewed the Chief’s written report. Chief Foreman attended the meeting remotely from a fire assignment, but hearing the conversation was very limited.

Chairperson Kloeber asked Mr. Furuya if he could hear the meeting; he informed the Board that sound is muted and difficult to make out the words.

- D. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT – Chairperson Kloeber no additional information to report.
- E. CORRESPONDENCE – The Board reviewed a thank you letter from a District resident.

9. Executive Session

- A. Consideration to adjourn to executive session for the following purposes:
- Discussion or consultation for legal advice with the attorney for the District per A.R.S. § 38-431.03(A)(3).
 - Discussions or consultation with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations with employee organizations regarding the salaries, salary schedules or compensation paid in the form of fringe benefits of employees of the public body per A.R.S. § 38-431.03(A)(5).

A MOTION was made by Clerk Favazzo and was seconded by to adjourn to executive session for discussion with legal counsel; the motion was unanimously **APPROVED**. The Board adjourned to Executive Session at 17:26 PM.

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Chief Foreman excused himself from the meeting to attend a night briefing at the Ocotillo Fire. The Board reconvened to regular session at 18:06 PM.

10. Topics of Discussion and Possible Legal Action

- A. CONSIDERATION TO APPROVE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE DISTRICT AND HIGHLANDS CHAPTER OF LOCAL 1505. Chairperson Kloeber tabled the approval of the MOU; however, he opened the item for discussion. Chief Greenwalt confirmed that staff at both station were available for discussion remotely. Chairperson Kloeber informed staff that legal counsel had provided the Board with information about MOUs, IGAs, ICAs; specifically, MOUs with labor groups. Chairperson Kloeber commented that this is the Board first exposure to the MOU, and the Board needs time to review the document.

Captain J. Pond informed the Board that there have been slight revisions to the MOU to be distributed to the Board. In addition, he said that the District has always treated its employees exceptionally well. Safety has always been at the forefront, compensation has been very good, and they have always had the Board's support, which is greatly appreciated. As the Vice President (VP) of Local Chapter 1505, Captain J. Pond's intentions are to look towards the future. He is hoping to solidify the current "gentlemen's agreements" into a formal agreement. He would be pleased to meet with the Board in a special session to further the discussion.

Chairperson Kloeber requested the most current version of the MOU be email to Board members to be read with a critical eye, and he suggested the Board have a special meeting to discuss it. Chairperson Kloeber informed staff that the Board has been advised that a MOU with labor is binding, and there are many questions as to why this is needed. Chairperson Kloeber's recommendation was agreed upon by VP J. Pond and the Board.

- B. CONSIDERATION TO APPROVE POSTING THE FY 2021 BUDGET SUMMARY IN THREE PUBLIC PLACES AND PUBLISHING THE COMPLETE BUDGET ON THE DISTRICT'S WEBSITE PER A.R.S. § 48-805.02(A). A MOTION was made by Director Hirsch and was seconded by Clerk Favazzo to approve the FY 2021 Budget [to post and publish]; the motion was unanimously **APPROVED**. Chairperson Kloeber thanked Mrs. Wilson for her good work.
- C. CONSIDERATION TO APPROVE RESOLUTION TO CALL FOR AN ELECTION FOR THREE SEATS ON THE FIRE BOARD PER A.R.S § 16-226(A). Chairperson Kloeber explained the election process. A MOTION was made by Clerk Favazzo and was seconded by Director Reda to approve the resolution to call for an election to fill three seats on the Fire Board; the motion was unanimously **APPROVED**.
- D. CONSIDERATION TO APPROVE RESOLUTION TO ENTER INTO AN AGREEMENT WITH ARIZONA FIRE DISTRICT WORKERS' COMPENSATION POOL. Chairperson Kloeber informed the Board that if they want any information regarding 7710 Insurance, please contact Chief Foreman. After discussion, a MOTION was made by Director Favazzo and was seconded by Director Reda to approve the resolution to enter into an agreement with Arizona Fire District Workers' Compensation Pool; the motion was unanimously **APPROVED**.
- E. CONSIDERATION TO APPROVE REVISION TO HR POLICY GUIDELINE 40.02 HOLIDAYS. The Board was informed that the revision to the policy will change holiday pay to 1.5 times instead of

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double time. A MOTION was made by Director Favazzo and was seconded by to approve revision to HR Policy Guideline 40.02 for Holidays. Chief Greenwalt explained the policy revision was agreed upon between Labor and Management during the budget process. The motion was unanimously **APPROVED**.

- F. REVIEW COMMUNITY SURVEY RESULTS. The Board reviewed Community Survey Results. Chairperson Kloeber commented that a 15% return rate is generally considered very good.
- G. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Fire Board Task Calendar. Chairperson asked if the District is having the Pancake Breakfast this year. Mrs. Wilson informed the Board that Chief Foreman said there will not be a Pancake Breakfast this year. Chairperson Kloeber suggested staff discuss the possibility of having the event in September over Labor Day weekend.

11. **Board Member comments.** Director Reda requested the Board discuss how the District informs the public about fire restrictions.

12. **Adjournment.** A MOTION was made by Director Hirsch and was seconded Director Reda to adjourn; the motion was unanimously **APPROVED**. The meeting adjourned at 6:42 PM.

Respectfully Submitted,

Jayne Jones
Administrative Specialist