



HIGHLANDS FIRE DISTRICT

FIRE BOARD OF DIRECTORS REGULAR MEETING MINUTES · 06/16/20

A regular meeting of the Fire Board of Directors was held on **Tuesday, June 16, 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, and Director Reda; Director Bippus was absent.
- B. Administrative personnel present were Chief Foreman, Battalion Chief True, Ms. Jones, and Mrs. Wilson.

There were no participants attending through 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 everyone.

5. Call to the Public

Chairperson Kloeber dispensed with the call to the public.

6. Approval of Minutes

- A. MAY 19, 2020 REGULAR MEETING. A MOTION was made by Clerk Favazzo and was seconded by Director Reda to accept the minutes as presented; unanimously **APPROVED**.
- B. MAY 19, 2020 EXECUTIVE SESSION. A MOTION was made by Director Hirsch and was seconded by Director Reda to accept the minutes as presented; unanimously **APPROVED**.
- C. JUNE 3, 2020 SPECIAL MEETING. A MOTION was made by Clerk Favazzo and was seconded by Director Hirsch to accept the minutes as presented; unanimously **APPROVED**.

7. Finance

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

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8. 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. Ms. Wilson answered various questions.

9. Summary Reports & Correspondence

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Captain Lopez informed the Board that he will be taking over as VP in July. Currently, VP J. Pond is on a fire assignment. The Pancake Breakfast has been postponed. The Local is considering how to “keep it going” by rescheduling or changing the format of the event.
- B. BATTALION FIRE CHIEF’S SUMMARY REPORT – Chief True presented the Battalion Chief’s report including Individual Activity, Incidents, and Training. He described selected incidents and noted that there were several campfire violation calls. There were 84 Calls for service in May.
- C. FIRE CHIEF’S SUMMARY REPORT – Chief Foreman presented the Chief Report’s for May. Chief Foreman informed the Board that Kevin Schulte’s contract was not renewed and Shawn Western is the Fire Chief at Mormon Lake Fire District (MLFD); the MLFD Administrative Service contract is due to expire in December. In addition he noted that the Workers’ Compensation Pool reached critical mass with 52 agencies participating; tax collections are better the County expected; and personnel staffing has been adjusted due to potential retirements. Chief Foreman thanked the Board for allowing him to work fire assignment; he completed many task for his Type 2 Safety Officer Task book. He also informed the Board he intends to take vacation days on upcoming Fridays this summer. A number of HFD personnel are recently assigned to wildfire assignments.
- D. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT – Chairperson Kloeber had nothing to report.
- E. CORRESPONDENCE – There was no correspondence presented.

10. Topics of Discussion and Possible Legal Action

- A. HIGHLANDS FIRE DISTRICT FY 2021 GENERAL FUND, CAPITAL FUND, AND BEAR JAW FUND BUDGETS.
 - a. **PUBLIC HEARING REGARDING THE HIGHLANDS FIRE DISTRICT FY 2021 BUDGETS PER A.R.S. § 48-805.02(A)**. There were no members of the public present.
 - b. CONSIDERATION TO APPROVE RESOLUTION TO ADOPT THE HIGHLANDS FIRE DISTRICT (HFD) FY 2021 BUDGETS PER A.R.S. § 48-805.02(A) AND CERTIFY COMPLIANCE WITH REQUIREMENTS OF A.R.S. § 48-805.02(D). **A MOTION was made by Clerk Favazzo and was seconded by Director Hirsch to approved Resolution # 2020-06-16 (9)(A) to adopt the HFD FY 2021 Budgets and certification of budget adoption**; the motion was unanimously **APPROVED**. Chairperson Kloeber thanked staff for their work preparing the budget.

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B. CONSIDERATION TO APPROVE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE DISTRICT AND HIGHLANDS CHAPTER OF LOCAL 1505.

Chairperson Kloeber commented that this item has been previously discussed and a special meeting was held. Captain Lopez informed he Board that there was no objection to the recommended revisions. The Board recommended clearly identifying the participating parties involved in the MOU. Chairperson reviewed some of the revisions discussed at the last Special Meeting. Captain Lopez suggested no additional revisions. Ms. Jones suggesting rewording Section 1.3 (C) regarding payroll deductions.

Chairperson Kloeber asked Board member for input. Clerk Favazzo commented that he is not comfortable with considering an MOU at this time. Director Reda commented that he is alright with the idea of an MOU; however, there are many details that need to be fine-tuned. The Board discussed Battalion Chiefs' eligibility for membership. Chief Foreman has a high level of trust that current the Battalion Chiefs to keep privileged information confidential. Chairperson Kloeber commented that this MOU seems "innocent", and he reminded the Board that the MOU must be renewed annually and either party could terminate the agreement. In addition, he is okay with pressing forward with the agreement to show honor and respect for the firefighters. Captain Lopez stated that it is their intention is to codify the cooperative relationship they have had to this point.

After discussion, Chairperson Kloeber suggested Captain Lopez meet with HR and figure out how to reword "HFD employees". He also asked for the Board to allow the Chair and Clerk to review the Union's revisions outside of the regular meeting. The MOU will not be presented for legal review unless the Board decided it is ready for approval.

Lastly, the Board recommended revising to Section 1.3 (E) was suggested to change the language to review "compensation packages" to "wages" even calendar year.

C. DISCUSS HOW TO BETTER INFORM DISTRICT RESIDENTS ABOUT FIRE RESTRICTIONS. Director Reda suggested that fire restrictions are better communicated to the residents. After a lengthy discussion about agencies in the area with restrictions, Chief Foreman informed the Board that a fire restriction banner will be posted stating, "NO OPEN FIRE."

D. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Task Calendar. Potential Board candidates were reminded of the filing deadline.

11. Board Member comments.

12. Adjournment. A MOTION was made by Director Hirsch and was seconded Clerk Favazzo to adjourn; the motion was unanimously APPROVED. The meeting adjourned at 6:44 PM.

Respectfully Submitted,

Jayne Jones
Administrative Specialist