



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES · 08/18/2020

A regular meeting of the Fire Board of Directors was held on **Tuesday, August 18, 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

Board members present were Chairperson Kloeber, Director Hirsch, and Director Bippus*. Board members absent were Clerk Favazzo and Director Reda.

Administrative personnel present were Chief Foreman, Chief Miller, Ms. Jones, and Mrs. Wilson.

* Attended 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 the District's mission, vision, and selected Board responsibilities were recited.

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. JULY 21, 2020 REGULAR MEETING – The Board reviewed the minutes, and a MOTION was made by Director Bippus and was seconded by Director Hirsch to accept the minutes as presented; the motion was unanimously **APPROVED**.

7. Finance

A. WARRANTS – The Board reviewed the warrants and credit card purchases paid in July. A MOTION was made by Director Hirsch and was seconded by Director Bippus to accept the warrants as presented. After questions, the motion was unanimously **APPROVED**.

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. Chief Foreman said there was nothing significant to report in this first month of the fiscal year. He noted the District collected 1.1% (\$37,190) of our expected tax revenue this fiscal year; however, expenses were 14.6% (\$735,286), which is the purpose for budgeting \$1.2 million in reserve. Without reserve funds, the District would have to register warrants cover expenses through September.

HIGHLANDS FIRE DISTRICT

8. Summary Reports & Correspondence

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Chief Lopez reported the Chapter voted to forgo having the pancake breakfast this year, and they may change the event to Memorial Day due to ongoing conflicts with fire season. In addition, the fill-the-boot campaign will not be done in person; instead, cash boxes will be placed at certain locations during Labor Day weekend. Chairperson Kloeber suggests they place a box at the Forest Highlands Mailroom. Firefighter Benedict, Chapter Trustee, has resigned; his last day of employment is August 19. Engineer Anticevich will be filling the Trustee position. The Chapter voted to donate \$1000 toward a digital sign board.
- B. BATTALION FIRE CHIEF’S SUMMARY REPORT – Captain Miller presented the Battalion Chief’s report including Individual Activity, Incidents, and Training. He noted that there has been significant activity to coordinate wildland assignment. Chief Greenwalt has been working on the Officer Development Program, and the first course was held in July. Chief Miller has been working on COVID-19 issues. Captain Lopez is an Acting Battalion Chief. There were 85 calls for service in July. The last three months have been the highest consecutive months for call volume; 20% were calls off District.
- C. FIRE CHIEF’S SUMMARY REPORT – Chief Foreman presented the Chief Report’s for July. He noted that the Battalion Chief will pick up some of the work the Chief has done in the past for the purpose of development, training, and practice. The District is back in Stage One Fire Restrictions. A ceremony will be held for the promotions of Casey Modrell to Captain and Eric Reed to Engineer. A lateral hiring process is being implemented to fill the vacant Firefighter position.
- D. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT – Chairperson Kloeber thanked personnel their work during this pandemic, and he applauded their efforts.
- E. CORRESPONDENCE – The Board reviewed a thank you letter for the District’s participation in the food drive.

9. Topics of Discussion and Possible Legal Action

- A. UPDATE AND CONSIDERATION TO APPROVE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE DISTRICT AND HIGHLANDS CHAPTER LOCAL 1505. Chairperson Kloeber reminded the Board that they had reviewed the final version of the MOU, and it was ready to be presented to counsel for legal review. An email from Brian Furuya, Deputy County Attorney, stated that he had no changes to suggest. Chairperson Kloeber pointed out a few editorial revisions. After discussion, a MOTION was made by Director Hirsch and was second by Director Bippus to accept the Union MOU as presented; the Motion was unanimously **APPROVED**.

HIGHLANDS FIRE DISTRICT

- B. CONFIRM BOARD MEMBER REPRESENTATION ON THE PLANNING COMMITTEE AND BEGIN STRATEGIC PLANNING PROCESS. Ms. Jones informed the Board that Chairperson Kloeber and Director Hirsch served on the committee for the Strategic Planning process. Chairperson Kloeber suggested that he and Clerk Favazzo Strategic Planning participate in the process this year.
 - C. CONSIDERATION TO APPROVE RESOLUTION TO TRANSFER \$200,000 TO THE CAPITAL FUND. Chief Foreman informed the Board that Program managers cut back on spending due to the pandemic, and there is more excess funds than expected. He suggested the Board approve the resolution to transfer \$200,000 into the Capital account. A MOTION was made by Director Hirsch and was seconded by Director Bippus to approve Resolution 2020-08-18 (9)(C) to move \$200,000 into the Capital Fund; the motion was unanimously APPROVED.
 - D. REVIEW COMMUNITY SURVEY RESULTS. The Board reviewed the Community Survey Report.
 - E. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar.
10. **Board Member comments.** There were no further comments from the Board.
11. **Adjournment.** A MOTION was made by Director Hirsch and was seconded Director Bippus to adjourn; the motion was unanimously APPROVED. The meeting adjourned at 5:56 PM.

Respectfully Submitted,

Jayme Jones
Administrative Specialist