



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES ·09/15/2020

A regular meeting of the Fire Board of Directors was held on **Tuesday, September 15, 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 Favazzo, and Director Reda. Board members absent were Director Hirsch and Director Bippus.

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

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 Brian Furuya, Deputy County Attorney, who attended remotely, and other visitors.

5. Call to the Public

Chairperson Kloeber dispensed with the call to the public.

6. (Agenda Item 9.) Executive Session

A. Consideration to adjourn to Executive Session for discussion or consultation for legal advice with the attorney of the public body in regards to the Intergovernmental Agreement for Assistance to Firefighter Grant Program as allowed per A.R.S. § 38-431.03.

After consideration of advice from counsel, the Board determined that the executive session was not necessary and the IGA could be discussed in open meeting.

Chairperson Kloeber thanked Mr. Furuya for joining them. Mr. Furuya informed the Board that the IGA is for a substantial grant to be shared by the District and agencies in the Greater Flagstaff Region (GFR) for training and recruitment. Mr. Furuya stated he has no concern about the terms of the agreement. His reasoning for speaking with the Board was to inform them of the potential conflict of interests with the joint representation of the participation agencies with the exception of the City of Flagstaff. First, there is limited privilege of confidentiality; second, there is a possibility of conflict of interest; therefore, he would not be able to take sides if a dispute arose between the participating agencies. Although joint representation is faster and cheaper, the Board must provide informed consent. There were no further questions, and Board thanked Mr. Furuya for coming to clarify his position.

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Ms. Wilson informed the Board that due to internet issues, Director Bippus was not able to join the virtual meeting.

7. (Agenda Item 6.) Approval of Minutes

- A. AUGUST 18, 2020 REGULAR MEETING – The Board reviewed the minutes, and a MOTION was made by Clerk Favazzo and was seconded by Director Reda to accept the minutes as presented; the motion was unanimously **APPROVED**.

8. (Agenda Item 7.) Finance

- A. WARRANTS – The Board reviewed the warrants and credit card purchases paid in August. A MOTION was made by Clerk Favazzo and was seconded by Director Reda 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 informed the Board that the Bear Jaw expenses were for travel, which will be fully reimbursed. In addition he pointed out an unplanned expense for Jake Benedict’s vacation payout, and he noted that expenses exceeded tax revenues, which is why we carry over \$1.2 million to cover expenses until tax revenues are collected.

9. (Agenda Item 8.) Summary Reports & Correspondence

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Local Chapter 1505 had no report.
- B. BATTALION FIRE CHIEF’S SUMMARY REPORT – Captain Greenwalt presented the Battalion Chief’s report including Individual Activity, Incidents, and Training. Chief Greenwalt informed the Board that he continues to work on the Officer Development Program in the Greater Flagstaff Region (GFR). Chief Miller is coordinating a program for Critical Incident Stress Management (CISM) since our current provider is terminating care. Captain Modrell and Engineer Reed were successfully promoted. COVID-19 protocols are being implemented, and no one from HFD has been infected. The call volume in August was 40% above average with 83 calls. The Board reviewed several of the significant incidents.
- C. FIRE CHIEF’S SUMMARY REPORT – Chief Foreman presented the Chief Report’s for August. He pointed out that they are in the planning to implement the IGA with the City of Flagstaff, and he will be holding the \$200,000 transfer into the capital account until tax revenue is received in October. Chief Foreman explained the extreme fire conditions due to minimal monsoon moisture, and a wildland firefighter was mildly injured on a fire assignment in California.
- D. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT – Chairperson Kloeber had nothing to report.

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- E. CORRESPONDENCE – The Board reviewed a letter of appreciation from Guardian Medical Transport.

10. Topics of Discussion and Possible Legal Action

- A. CONSIDERATION TO APPROVE INTERGOVERNMENTAL AGREEMENT (IGA) FOR ASSISTANCE TO FIREFIGHTER GRANT PROGRAM BETWEEN CITY OF FLAGSTAFF AND HIGHLANDS FIRE DISTRICT, PONDEROSA FIRE DEPARTMENT, PINWOOD FIRE DEPARTMENT, AND SUMMIT FIRE AND MEDICAL DISTRICT. Chief Foreman informed the Board that this IGA has been reviewed by counsel, and he believes it is a relatively safe agreement. A MOTION was made by Clerk Favazzo and was seconded by Director Reda to approve the IGA for Assistance to Firefighter Grant Program with Greater Flagstaff Region (GFR) agencies. Chairperson Kloeber pointed out that the agreement states that 10% of the federal funds would be provided to HFD; however, he believes that the calculation is incorrect in the amount of about \$700. Chief Foreman assured him that he would verify the calculation. The motion was unanimously **APPROVED**.
- B. REVIEW FIRE BOARD TASK CALENDAR. The Board was not able to review the Board Task Calendar because it was left out of the Board Packet.

11. **Board Member comments.** Director Reda informed the Board that will be leaving Flagstaff and must to resign from the Board. He expects his last meeting will be in October. Chairperson Kloeber asked that he prepare a letter of resignation for the Board's acceptance, and Ms. Jones will notify the County Elections.

12. **Adjournment.** A MOTION was made by Director Favazzo and was seconded Director Reda to adjourn; the motion was unanimously **APPROVED**. The meeting adjourned at 5:58 PM.

Respectfully Submitted,

Jayne Jones
Administrative Specialist