



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES · 10/20/2020

A regular meeting of the Fire Board of Directors was held on **Tuesday, October 20, 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, Clerk Favazzo, Director Hirsch, and Director Reda. Director Bippus was absent.

Administrative personnel present were Chief True, Ms. Jones, and Mrs. Wilson. Chief Foreman was absent due to his response to a wildfire assignment.

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 including Jennifer Frank with Hinton Burdick CPAs.

5. Call to the Public

Chairperson Kloeber dispensed with the call to the public.

6. Approval of Minutes

A. SEPTEMBER 15, 2020 REGULAR MEETING – The Board reviewed the minutes, and a MOTION was made by Clerk Favazzo and was seconded by Director Hirsch to accept the minutes as presented; the motion was unanimously **APPROVED**.

7. (Agenda Item 9.) Topics of Discussion and Possible Legal Action.

A. PRESENTATION OF FY 2020 AUDIT BY HINTON BURDICK CPAS; CONSIDERATION TO ACCEPT RESOLUTION TO REVIEW AND RECEIVE THE AUDIT PURSUANT TO A.R.S. § 48-805.02. Jennifer Frank with Hinton Burdick CPAs introduced herself, and she informed the Board she would be presenting the FY 2020 Audit Report. Ms. Frank informed the Board that the District had a clean unmodified clean opinion again this year. They found no material weaknesses or significant deficiencies, and the District is in compliance with A.R.S. § 48-805. The District's net position as of June 30, 2020 was reported to be \$4,910,093; an increase of \$566,645. Ms. Frank reported a depreciation expense of \$345,406 was charged to the public safety operations function of the District, and there was \$8,346,196 in long-term debt of which \$5,798,940 was the net pension liability. The District's combined debt-coverage ratio as defined in the lease agreement was 3.30, which is in compliance with the debt covenant requirement of 1.25. The Board thanked Ms. Frank for the presentation, and Ms. Frank thanked Mrs. Wilson for her cooperation.

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A MOTION was made by Clerk Favazzo and was seconded by Director Reda to accept resolution 2020-10-20 (9)(A) 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 September. A MOTION was made by Director Hirsch and was seconded by Clerk Favazzo to accept the warrants as presented; 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. Chairperson Kloeber commented that the Bear Jaw Crew had a hefty credit card balance due to their work on fire assignments, and that he believes credit cards are the most vulnerable financial liability. The Board reviewed the County Interest Report. Ms. Wilson informed the Board that she requested the County transfer \$200,000 into the Capital Account, but she is not sure if the transaction was completed. Chairperson Kloeber suggested she ask them.

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

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Chief True reported that the Local Chapter 1505 participated two charity events, one of which included providing labor for a District resident.
- B. BATTALION FIRE CHIEF’S SUMMARY REPORT – Chief True presented the Battalion Chief’s report including Individual Activity, Incidents, and Training. Chief True explained the job of medic teams on fire assignments. Chairperson Kloeber was impressed with the duration of Officer Development Program, which will run through March 2021. Chief Miller and Chief Foreman have been working on hiring and promotional processes. Incidents of note were 20 calls for service over Labor Day weekend, a wildfire fire in Pinewood, and arson fires in Summit FD. There were 81 calls in September.
- C. FIRE CHIEF’S SUMMARY REPORT – Chief True presented the Chief Report’s for September. He highlighted the continuation of Stage 1 Fire Restrictions, Station 23 was as was work on the parking lot, Caleb Brown left the Bear Jaw Crew for a job at Superstition FD, Station 23 is a polling place for the Nov. 3 General Election, the District is hosting a Drive-thru Halloween Event and AWIMA wildfire training will be held here in March.
- D. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT – Chairperson Kloeber had nothing further to report.
- E. CORRESPONDENCE – The Board reviewed an email of appreciation from a City of Flagstaff Police Department volunteer.

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10. (Agenda Item 9.) Topics of Discussion and Possible Legal Action

- B. DISCUSSION AND/OR CONSIDERATION TO APPROVE THE INTERGOVERNMENTAL AGREEMENT (IGA) FOR ADMINISTRATIVE SERVICES WITH MORMON LAKE FIRE DISTRICT (MLFD). Chairperson Kloeber put forth an IGA for Administrative Services for MLFD with a fee increase of \$2,000. Chairperson Kloeber suggested editing Section 6, "In the event of termination pursuant to this Section 6, the amount to be paid by MORMON LAKE FIRE DISTRICT to HIGHLANDS FIRE DISTRICT shall be prorated based on the number of days remaining in the quarter when the termination becomes effective." In addition, HFD addresses need to be updated. The Board will not take any action on this IGA until MLFD presents HFD with a signed agreement.
- C. ACCEPTANCE OF RESIGNATION FROM THE HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS BY GENE REDA. A MOTION was made by Clerk Favazzo and was seconded by Director Hirsch to accept the resignation of Gene Reda effective at the conclusion of tonight's meeting. Director Reda stated that he appreciates the opportunity of serving on the Fire Board; the Board thanked him for his service. The motion was unanimously **APPROVED**.
- D. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar. Chairperson Kloeber asked if Strategic Planning meetings have been scheduled. Chief True informed him that he has been working with Program Managers for input, and he will work with Ms. Jones on scheduling tomorrow. Chairperson Kloeber said that is schedule is full and has limited availability; Chief True confirmed that he would call him tomorrow afternoon. Ms. Jones informed the Board Officer elections would occur and the next meeting. Ms. Jones was asked to post an announcement for the Board vacancy.

11. (Agenda Item 10.) Board Member comments. There were no further comments.

12. (Agenda Item 11.) Adjournment. A MOTION was made by Director Hirsch and was seconded Director Favazzo to adjourn; the motion was unanimously **APPROVED**. The meeting adjourned at 6:08 PM.

Respectfully Submitted,

Jayne Jones
Administrative Specialist