



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES · 11/17/2020

A regular meeting of the Fire Board of Directors was held on **Tuesday, November 17, 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 Bippus. There is one vacancy on the Board.

Administrative personnel present were Chief Foreman, Chief Miller, 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 everyone including Mr. Tom Hanecak who is interested in serving on the Fire Board. Mr. Hanecak introduced himself, and told the Board that he is a resident of Mountainaire, has worked for the County for the past 14 1/2 years, has worked with Director Hirsch on elections, and has served on various Boards in Flagstaff. He is interested in serving on the Highlands Fire Board to serve his community of residence. Chairperson Kloeber stated that the Board will be accepting applications for the Board position until the end of the month.

5. Call to the Public

Chairperson Kloeber allowed for a call to the public. Chairperson Kloeber informed the Board that he had received a comment from a concerned citizen. The concern is that HFD firefighters have been seen not wearing masks at the station or in their vehicles. Chairperson Kloeber asked about the policy regarding wearing masks. Chief Foreman explained that District employees are following CDC guidelines, and firefighters are wearing masks when involved with the public. Firefighters working with their assigned crew have not been required to wear a mask in-house or in the engine amongst themselves. They screen was a health questionnaire and body temperatures twice daily. Employees with any COVID-19 exposure are tested; no one on staff has tested positive. Chairperson Kloeber said it is all about perception; all he asked is that the District is doing their best to keep employees safe and healthy.

6. Approval of Minutes

- A. OCTOBER 20, 2020 REGULAR MEETING – The Board reviewed the minutes, and a MOTION was made by Director Hirsch and was seconded by Clerk Favazzo to accept the minutes as presented; the motion was unanimously **APPROVED**.

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7. Finance

- A. WARRANTS – The Board reviewed the warrants and credit card purchases paid in October. A MOTION was made by Clerk Favazzo and was seconded by Director Hirsch 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. Chief Foreman informed the Board that there was nothing of particular note regarding the Profit/Loss Statement, and updated the Board about collections for wildland assignments. The District has billed \$1.8 million for services, and has already received nearly \$1.7 million.

Chairperson Kloeber commented that staff has done a very good job providing the Board with all necessary financial information.

8. Summary Reports & Correspondence

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Captain Lopez reported from a remote location, which was inaudible. After a slight sound correction, he informed the Board that the Local has done some fuels management work and split firewood for residents in need. They also passed out 150 gift bags and 250 lbs. of candy at the Halloween Drive-thru Event; the photo costume contest winners received donated gift cards and a lot of candy.
- B. BATTALION FIRE CHIEF’S SUMMARY REPORT – Chief Miller presented the Battalion Chief’s report including Individual Activity, Incidents, and Training. Chief Greenwalt continues his work on Officer Development, Chief True worked of GFR BC promotional process, and Chief Miller worked on Firefighter hiring process. Chief Miller described significant incidents; there were 84 calls for service in October. The number of incidents so far this year are well above the norm.
- C. FIRE CHIEF’S SUMMARY REPORT – Chief Foreman presented the Chief Report’s for October. In addition he informed the Board the PSPRS actuary will be available in mid-December. Captain Brian Katrales will retire on January 29, 2021. Zack Lemons was hired to replace Caleb Brown on the Bear Jaw Crew. Chief Foreman will be taking vacation time off around the holidays. Chairperson Kloeber asked about the Chief’s Facilities Plan; Chief Foreman informed the Board he will be presenting the Facilities Plan to the Strategic Planning Committee.
- D. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT – Chairperson Kloeber had nothing further to report.
- E. CORRESPONDENCE – The Board reviewed an email of appreciation from Mr. McDaniel.

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9. Topics of Discussion and Possible Legal Action

- A. ACCEPT NOMINATIONS FOR FIRE BOARD CHAIRPERSON AND CLERK AND CONDUCT OFFICER ELECTIONS. Chairperson Kloeber and Director Bippus received certificates from the County confirming their elected positions effective December 1, 2020.

A nomination was made by Clerk Favazzo and was seconded by Director Hirsch for Chairperson Kloeber to continue to serve as Board Chair. Chairperson Kloeber accepted the nomination; although, he may have a conflicting schedule with other obligations. With the nomination of Chairperson Kloeber, the Board voted unanimously to elect Chairperson Kloeber as Board Chair.

A nomination was made by Director Bippus, and was seconded by Director Hirsch for Clerk Favazzo to continue to serve a Board Clerk. Clerk Favazzo accepted the nomination; the Board voted unanimously to elect Clerk Favazzo as Board Clerk.

- B. RENEW OATH OF OFFICE AND CONFLICT OF INTEREST DISCLOSURE STATEMENTS. The Board renewed their Oath of Office and Conflict of Interest Statement.
- C. DISCUSSION REGARDING FILLING THE VACANCY ON THE FIRE BOARD. Chairperson Kloeber told the Board that Director Reda resigned from the Board at the October 20, 2020 meeting and, the Board has 90 days to fill the vacancy. Applications will be accepted until the end of November.
- D. SCHEDULE PLANNING COMMITTEE MEETING TO BEGIN UPDATING THE 2021 STRATEGIC PLAN. The Board discussed their representation on the Planning Committee. It was confirmed that Chairperson Kloeber and Clerk Favazzo will serve on the committee.

The Board discussed the distribution of Board responsibilities on committees. Chairperson Kloeber asked Ms. Jones to present a Board Duty Matrix at the next meeting.

Chief Foreman informed the Board that Chief True will be taking the lead on Strategic Planning. The planning team will consist of the battalion chiefs, Captain Lopez, the administrative staff, Chairperson Kloeber, Clerk Favazzo and himself. Planning meetings will be scheduled soon.

- E. DISCUSSION REGARDING FIRE CHIEF'S ANNUAL EVALUATION; DISTRIBUTE CHIEF'S REPORTS AND EVALUATION FORM FOR DECEMBER EVALUATION. Materials were provided to complete the Chief's Evaluation in December. Chairperson Kloeber asked the Board to come prepared to conduct the evaluation and determine goals for next year.
- F. DISCUSSION REGARDING STATE LEGISLATIVE UPDATE. Chief Foreman provided a Staff Briefing to update the Board on Legislative changes. Republicans continue to control the House and Senate in Arizona. Proposition 207 passed; the sale of Marijuana may help to fund PSPRS. PFFA will be lobbying to increase the fire district tax cap, the presumptive cancer bill may return, and AFDA is working to allow District's more options to finance unfunded PSPRS liability.
- G. CONSIDERATION TO APPROVE ADMINISTRATIVE SERVICE IGA WITH MORMON LAKE FIRE DISTRICT (MLFD). The Board discussed the IGA with Mormon Lake Fire District and will wait to hear from them before taking further action.
- H. REVIEW COMMUNITY SURVEY RESULTS. The Board reviewed the Community Survey results. Chairperson Kloeber asked Mrs. Wilson to make corrections to the report.

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I. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar.

10. **Board Member comments.** There were no further comments.

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 6:13 PM.

Respectfully Submitted,

Jayne Jones
Administrative Specialist