



HIGHLANDS FIRE DISTRICT  
FIRE BOARD OF DIRECTORS  
REGULAR MEETING MINUTES · 12/15/2020

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A regular meeting of the Fire Board of Directors was held on **Tuesday, December 15, 2020 at 5:00 PM** at Fire Station 23, Administration Board Room, 3350 Old Munds Hwy, Flagstaff, AZ. The meeting was accessible to Board members and public through virtual conference service.

**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 Greenwalt, 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.

**5. Call to the Public**

Chairperson Kloeber allowed for a call to the public. Chief Miller took the opportunity to thank the Board for gift cards presented to staff at Thanksgiving, which was very much appreciated.

6. (Item 10. A. on the Agenda) **CONSIDER APPOINTMENT OF MR. TOM HANECAK TO THE FIRE BOARD AND PERFORM HIS OATH OF OFFICE.** A MOTION was made by Director Hirsch and was seconded by Clerk Favazzo to appoint Mr. Tom Hanecak to the Highlands Fire District Fire Board; the motion was unanimously APPROVED. Mr. Hanecak accepted the appointment, and he took the Oath of Office.

7. (Item 6. on the Agenda) **Years of Service Award Recognition.** Chief Foreman explained that due to COVID-19, Years of Services Awards will be presented outside our normal awards ceremony. Chief Foreman presented awards to Chairperson Kloeber and Jayme Jones 20 years of service and dedication to the Highlands Fire District.

**8. (Item 7. on the Agenda) Approval of Minutes**

- A. NOVEMBER 17, 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.

**9. Finance**

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- A. WARRANTS – The Board reviewed the warrants and credit card purchases paid in November. After questions, **A MOTION was made by Director Hirsch and was seconded by Director Bippus 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 tax assessment collections due on October 1<sup>st</sup> were received in October and November, and the second half payments are due March 1<sup>st</sup>. Director Hirsch was provided information about fire assignment reimbursements that are forth coming.

## 10. (Item 9. on the Agenda) **Summary Reports & Correspondence**

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Captain Lopez reported that the Union thanks the Board for supporting the purchase of an exhaust system since the grant was not awarded for the purchase. The Local participated in the distribution of pies donated by Sam’s Club to local fire stations. In addition, the Dollar General conducted a toy drive on behalf of the Local for Toys for Tots for a Christmas event held at Flagstaff Subaru.
- B. BATTALION FIRE CHIEF’S SUMMARY REPORT – Chief Greenwalt thanked the Board for the gift cards for staff, and he presented the Battalion Chief’s report including Individual Activity, Incidents, and Training as noted. Staff continues to remain diligent with precautions to avoid COVID-19 infection. There were 63 calls for service in November.
- C. FIRE CHIEF’S SUMMARY REPORT – Chief Foreman presented the Chief Report’s for November. Chief Foreman informed the Board that work is being done on the Capital Asset Analysis for the Strategic Plan, and MLFD Administrative Service IGA has expired and will not be renewed. He also reported the significant impacts to District staffing because of COVID. Chief Foreman invited Director Hanecak to participate in a tour and orientation of the District as soon as he is able. In addition, he informed the Board that the Flagstaff Ranch Emergency Service IGA may be amended to include plan review and forest management plans. The Board discussed COVID vaccination rollout.
- D. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT – Chairperson Kloeber had nothing further to report.
- E. CORRESPONDENCE – There was no correspondence presented.

## 11. (Item 10. on the Agenda) **Topics of Discussion and Possible Legal Action**

- A. DISCUSSION FIRE BOARD MEMBER’S OFFICER AND COMMITTEE ASSIGNMENTS. Chairperson Kloeber informed the Board that members cover the following duty assignments: Board Chair, Board Clerk, Planning Committee (two members), and PSPRS Local Board Chair. Chairperson Kloeber serves as Board Chair and Planning Committee member. Clerk Favazzo serves as Board Clerk and Planning Committee member. Director Hirsch volunteered to serve as the PSPRS Local

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Board Chair; Director Hanecak offered to shadow Director Hirsch on the PSPRS Local Board to become familiar with the process. The Board discussed check signing.

- B. UPDATE REGARDING PROGRESS OF THE PLANNING COMMITTEE. Chief Foreman informed the Board the Planning Committee met to work on the Strategic Plan. The Strategic Plan will be ready for Board approval at the January meeting.
- C. PERFORM CHIEF FOREMAN'S EVALUATION; DETERMINE GOALS FOR 2021. Chairperson Kloeber received input for Chief Foreman's Annual Evaluation as follows:
- Communication with Fire Board – Exceeds
  - Fiscal Management – Exceeds
  - Training – Exceeds
  - Safety – Exceeds
  - Public Relations – Exceeds
  - Management – Exceeds
  - Leadership – Exceeds
  - State of the Department – Exceeds

Overall rating – Exceeds

The Board identified the progress of Chief Foreman's 2020 goals as follows:

- Complete Reserve Fund Analysis – Nearly Complete
- Complete Bear Jaw Crew Program Intergovernmental Agreement re-write – This goal was eliminated

The Board identified the following goals for the 2022 evaluation period:

- Finalize Reserve Fund Analysis Study
- Complete remaining tasks and required training for Safety Officer 2 (SOF2) Task Book
- Facilitate hiring of a new fire chief
- Facilitate orientation and transition of new fire chief

A MOTION was made by Clerk Favazzo and was seconded Director Hirsch by to approve the Chief Annual Evaluation and Goals as discussed; the motion was unanimously **APPROVED** by all voting; Director Hanecak abstained.

Chief Foreman thanked the Board for their confidence in his abilities to serve the District and the community, and that the evaluation reflects on staff's ability to get everything done. Chief Foreman appreciates and recognizes staff for their high level of work serving the community. Chairperson Kloeber thanked Chief Foreman and staff for everything that is done; particularly, through this very challenging year.

- D. CONSIDERATION TO APPROVE LETTER OF DECLARATION FOR JP MORGAN CHASE BANK FOR 2021. Ms. Wilson informed the Board that the District is asked to certify this Letter of Declaration annually. A MOTION was made Director Bippus and was seconded by Director Favazzo to approve the Letter of Declaration for JP Morgan Bank as presented; the motion was unanimously **APPROVED**.

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- E. UPDATE REGARDING ADMINISTRATIVE SERVICE IGA WITH MORMON LAKE FIRE DISTRICT (MLFD). Chief Foreman informed the Board that MLFD does not wish to renew the IGA, which terminates on December 21<sup>st</sup>.
- F. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar.

12. **Board Member comments.** Director Hanecak commented that he is interested in learning more about District finance and organization; he was directed to speak with Ms. Wilson. Chairperson Kloeber believes the District should develop a more refined orientation process for new Board members.

Chairperson Kloeber wished everyone a Merry Christmas.

13. **Adjournment.** A MOTION was made by Director Favazzo and was seconded Director Hanecak to adjourn; the motion was unanimously **APPROVED**. The meeting adjourned at 6:20 PM.

Respectfully Submitted,

Jayne Jones  
Administrative Specialist