



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES • 01/19/2021

A regular meeting of the Fire Board of Directors was held on **Tuesday, January 19, 2021 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 the public through virtual conference service.

1. Call to Order

The meeting was called to order at 5:00 PM.

2. Roll Call

Board members Chairperson Kloeber, Clerk Favazzo, Director Hirsch, Director Bippus, and Director Hanecak attended through video conferencing.

Administrative personnel Chief Foreman, Chief Miller, Ms. Jones, and Mrs. Wilson attended in-person. Chief Greenwalt entered the meeting through video conferencing at 5:18 PM.

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. Approval of Minutes

- A. DECEMBER 10, 2020 SPECIAL MEETING. The Board reviewed the minutes, and a **MOTION** was made by Clerk Favazzo and was seconded by Director Hirsch to accept the December 10, 2020 special meeting minutes as presented; the motion was unanimously **APPROVED**.
- B. DECEMBER 15, 2020 REGULAR MEETING. The Board reviewed the minutes, and a **MOTION** was made by Director Hirsch and was seconded by Director Hanecak to accept the December 15, 2020 regular meeting minutes as presented; the motion was unanimously **APPROVED**.

7. Finance

- A. WARRANTS – The Board reviewed the warrants and credit card purchases paid in December. Chairperson Kloeber asked Ms. Wilson about services provided by Flagstaff IT; he requested a comprehensive report at the next meeting. 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**.

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- 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, Cash Flow Projection, and Quarterly Interest Earnings. Chief Foreman informed the Board that the Profit/Loss Spreadsheet looks good, budgeted revenue is 50% received, labor costs are slightly higher than expected, and other expenses are right on target. We have been reimbursed for about 93% of billed wildland expenses with \$122,000 outstanding. Chairperson Kloeber asked about amount tax collections received compared to previous years; staff replied that it is about the same as usual. In regards to the staff report about maintenance for Engine 23, he confirmed that a payment for \$12,899 was made in November.

8. Summary Reports & Correspondence

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Local 1505 had nothing to report.
- B. BATTALION FIRE CHIEF’S SUMMARY REPORT – Chief Miller presented the End of Calendar Year 2020 Incident Report noting that there was a 46% increase in call volume in 2020. There were 850 calls in December. In addition, Chief Miller presented the Battalion Chief’s report including Individual Activity, Incidents, and Training.
- C. FIRE CHIEF’S SUMMARY REPORT – Chief Foreman presented the Chief Report’s for December. He noted that the 55th Legislature convened on January 11. At this point, there are five bills of interest to fire districts. Conditional offers of employment have been extended to two Firefighters Gavin Quigley and Marcos Trejo. A Staff Briefing was presented to explain unexpected repairs to Engine 23. Chief Foreman explained the Regional Firefighter Academy to answer Director Hanecak’s questions. Chief Foreman also provided an update on COVID-19 vaccinations for HFD personnel.
- D. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT – Chairperson Kloeber had nothing further to report.
- E. CORRESPONDENCE – The Board review two thank you letters from residents of the fire district.

9. Topics of Discussion and Possible Legal Action

- A. (ITEM C.) REVIEW HFD FIRE BOARD HANDBOOK. The Board reviewed the Fire Board Handbook; the Board took no action.
- B. (ITEM D.) CONSIDERATION TO APPROVE HFD 2021 STRATEGIC PLAN. Chairperson Kloeber informed the Board that he believes the intent was to approve the 2020 Strategic Plan in February; the Board agreed. Chairperson Kloeber asked the Board to read the plan and forward and changes to Ms. Jones.
- C. (ITEM F.) UPDATE DISCUSSION OR CONSIDERATION TO AMEND FLAGSTAFF RANCH FIRE DISTRICT INTERGOVERNMENTAL AGREEMENT (IGA). Chief Foreman presented an amendment to the IGA to include Plan Review for a fee, which has already been approved by counsel. **A MOTION was made by Clerk Favazzo and was seconded by Director Hirsch to approve the amendment to the Flagstaff Ranch FD IGA.** After discussion the motion was unanimously **APPROVED**.

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- D. (ITEM E.) DISCUSSION OR CONSIDERATION REGARDING PSPRS PENSION FUNDING ALTERNATIVES 2021. Chief Foreman was contacted by Stifel Public Finance regarding the District's interest in funding options to help pay the District's unfunded liabilities in PSPRS. The Board agreed to Chief Foreman's recommendation to meet with Stifel Public Finance to consider potential options.
- E. (ITEM A.) CONSIDERATION TO ADJOURN TO EXECUTIVE SESSION FOR DISCUSSION OR CONSIDERATION OF EMPLOYMENT OF A PUBLIC OFFICER TO SERVE AS FIRE CHIEF AS ALLOWED PER A.R.S. § 38-431.03(1). After discussion about the purpose for the Executive Session, a **MOTION** was made by Director Favazzo and was seconded by Director Hanecak to adjourn to Executive Session; the motion was unanimously **APPROVED**. The Boards adjourned to Executive Session at 6:23 PM.

The Board reconvened to regular session at 7:03 PM.

- F. (ITEM B.) CONSIDERATION TO APPROVE DIRECTION DISCUSSED DURING EXECUTIVE SESSION. A **MOTION** was made by Director Hanecak and was seconded by Director Bippus to allow Chief Foreman to carry on with direction as provided in Executive Session; the motion was unanimously **APPROVED**.
- G. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar.

10. Board Member comments.

- 11. Adjournment.** A **MOTION** was made by Director Hirsch and was seconded Clerk Favazzo to adjourn; the motion was unanimously **APPROVED**. The meeting adjourned at 7:07 PM. PM.

Respectfully Submitted,

Jayme Jones
Administrative Specialist