



HIGHLANDS FIRE DISTRICT  
FIRE BOARD OF DIRECTORS  
REGULAR MEETING MINUTES • 02/16/2021

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A regular meeting of the Fire Board of Directors was held on **Tuesday, February 16, 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 a virtual conferencing.

**1. Call to Order**

The meeting was called to order at 5:03 PM.

**2. Roll Call**

Chairperson Kloeber, Director Hirsch, and Director Hanecak were present through video conferencing. Director Bippus was absent. Clerk Favazzo arrived to the meeting in-person at 5:15 PM.

Administrative personnel Chief Foreman, Chief True, Ms. Jones, and Mrs. Wilson attended in-person. Chief Miller, Captain Lopez, Superintendent Erickson and staff attended the meeting through video conferencing.

**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. Call to the Public.** Chairperson Kloeber dispensed with the call to the public.

**5. Welcome Visitors.** Chairperson Kloeber introduced and welcomed Mr. Mark Byrnes from Coconino County Attorney's Office. Mr. Byrnes will be providing legal counsel for the District; he told the Board that he is looking forward to working with them. Chairperson Kloeber said that the Board is pleased and honored to have Mr. Byrnes at the meeting.

**6. Approval of Minutes**

A. JANUARY 19, 2021 REGULAR MEETING. The Board reviewed the minutes from the January 19, 2021 regular meeting. **A MOTION was made by Director Hirsch and was seconded by Director Hanecak to minutes as presented;** the motion was unanimously **APPROVED**.

**7. Finance**

A. WARRANTS – The Board reviewed the warrants and credit card purchases paid in January. **A MOTION was made by Director Hirsch and was seconded by Director Hanecak 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, Cash Flow Projection, and Quarterly Interest Earnings. Chairperson Kloeber thanked Mrs. Wilson for report Percent of Tax Collected provided. Chief Foreman had nothing of significance to note.

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## 8. Summary Reports & Correspondence

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Captain Lopez had nothing major to report; although, they have been having labor management meetings with Chief Foreman on a regular basis.
- B. BATTALION FIRE CHIEF’S SUMMARY REPORT – Chief True presented the Battalion Chief’s report including Individual Activity, Incidents, and Training. There were 57 calls for service in January.  
  
Clerk Favazzo joined the meeting in-person at 5:15 PM.
- C. FIRE CHIEF’S SUMMARY REPORT – Chief Foreman informed the Board that Stifel Public Finance will not be providing a presentation this evening. Arizona lawmakers have introduced 1707 bills of which 157 have some interests to fire districts, including a tax omnibus bill that could increase the mil rate. The FY 2022 Levy Limit Worksheet reflects a 2.9% (\$97,000) increase in revenue. The FRFD IGA amendment is expected to be brought to Board for reconsideration after amendments are reviewed by counsel.
- D. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT – Chairperson Kloeber had nothing further to report.
- E. CORRESPONDENCE – There was no correspondence to present.

## 9. Topics of Discussion and Possible Legal Action

- A. DISCUSSION REGARDING POSSIBLE OPTIONS FOR FUNDING THE DISTRICT’S PSPRS UNFUNDED LIABILITY; PRESENTATION FROM STIFEL PUBLIC FINANCE. The Stifel presentation was tabled until next month. Chief Foreman informed the Board that the District as a very substantial unfunded liability (\$6.1 million) with PSPRS, and refinancing the unfunded liability could result in significant savings. The unfunded liability will continue to increase unless something is done. Stifel is expected to provide refinancing options for potential savings. There is currently legislation that would enable funding options for fire districts. Chief Foreman will be speaking with people from Stifle to answer questions and get a better idea of how they can help. Chairperson Kloeber asked the Board to review the presentation documents. If the Board has questions, please send them to Chief Foreman.
- B. CONSIDERATION TO APPROVE HFD 2021 STRATEGIC PLAN. Ms. Jones described minor changes to the Strategic Plan since the last meeting. Chief Foreman said that believes the plan is ready for approval. Director Hanecak complimented the aesthetics of the plan; Chairperson Kloeber agreed. A MOTION was made by Clerk Favazzo and was seconded by Director Hirsch to approve the 2021 Strategic Plan as presented; the motion was unanimously approved. Chairperson Kloeber thanked everyone involved in producing the plan.
- C. PRESENTATION OF BEAR JAW FIRE & FUELS PROGRAM REPORT. Superintendent Erickson presented the 2020 Bear Jaw Interagency Fire & Fuels Program Report. He highlighted their success in their effort to prevent the crew’s contraction of COVID-19 They implemented a robust Community Clean-up Program, spent 102 days on fire assignments, provided significant training

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for crewmembers, and treated 40 acres within Highlands and Pinewood Fire Districts. There has been recent turnover of many upper level members leaving the crew. Superintendent Erickson will provide the Board with a Five Year Comparison Report shortly.

- D. PRESENTATION OF STAFF REPORT REGARDING SERVICES PROVIDED BY FLAGSTAFF IT. Chief True provided a report describing the services provided by Flagstaff IT since we entered into a contract with them in 2019.
- E. COMMUNITY SURVEY RESULTS. Ms. Wilson provided the Quarterly Community Survey Report, which looked very positive.
- F. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Task Calendar.

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

11. **Adjournment.** A MOTION was made by Clerk Favazzo and was seconded Director Hirsch to adjourn; the motion was unanimously **APPROVED**. The meeting adjourned at 6:10 PM.

Respectfully Submitted,

Jayne Jones  
Administrative Specialist