



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES • 05/18/21

A regular meeting of the Fire Board of Directors was held on **Tuesday, May 18, 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 in-person and through video conferencing, and to the public through video conferencing.

1. Call to Order

The meeting was called to order at 5:02 PM.

2. Roll Call

Board members present were Chairperson Kloeber, Clerk Favazzo, Director Hanecak, and Brad Bippus*. There is one vacancy on the Board.

Administrative personnel present were Chief Foreman, Chief Miller, Ms. Jones, and Mrs. Wilson. Operations personnel were logged in at Stations 23 & 25*.

*Attended through Zoom 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. Welcome Visitors. Chairperson Kloeber welcomed everyone.

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

6. Approval of Minutes.

A. APRIL 13, 2021 SPECIAL MEETING. The Board reviewed the minutes from the April 13, 2021 special meeting. **A MOTION was made by Clerk Favazzo and was seconded by Director Hanecak to approve the minutes as presented;** the motion was unanimously **APPROVED**.

B. APRIL 20, 2021 REGULAR MEETING. The Board reviewed the minutes from the April 20, 2021 regular meeting. **A MOTION was made by Clerk Favazzo and was seconded by Director Bippus to approve the minutes as presented;** the motion was unanimously **APPROVED**.

7. Finance

A. WARRANTS – The Board reviewed the warrants and credit card purchases paid in April. **A MOTION was made by Clerk Favazzo and was seconded by Director Hanecak to accept the warrants as presented.** After questions 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. Chief Foreman informed the Board that everything looks good. Chairperson Kloeber pointed out that a \$1,571 purchase of a snowblower was taken from the Capital Fund; Chief Foreman explained the expense was paid with funds obtained from the sale of the Expedition through the capital account.

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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 Battalion Chief's report including Individual Activity, Incidents, and Training. There were 61 calls for service in April. Director Hanecak asked about personnel cancer screenings; Chief Miller replied that firefighters are at a higher risk for cancer. Also, presumptive cancer legislation has recently passed. Firefighter cancer screenings may soon become the industry standard.
- C. FIRE CHIEF'S SUMMARY REPORT – Chief Foreman presented the Fire Chief Report. In addition, he noted that the Board should consider reopening meetings to the public. Chief Foreman announced the District will be having the Pancake Breakfast on July 4. The Board agreed that District facilities will be open to the public beginning July 1.
- D. FIRE BOARD CHAIRPERSON'S SUMMARY REPORT – Chairperson Kloeber commented that between the PSPRS unfunded liability and the Fire Chief's retirement, the Board will need to make decisions that will affect the District for a very long time.
- E. CORRESPONDENCE – The Board reviewed letters provided to Flagstaff Ranch Fire District and Coconino Parks and Recreation informing them of rate increases.

9. Topics of Discussion and Possible Legal Action

- A. CONSIDERATION TO APPROVE POSTING AND PUBLISHING THE FY 2022 BUDGET. The Board reviewed the General Fund, Capital Fund and Bear Jaw Fund FY 2022 Budgets. A **MOTION** was made by Director Hanecak and was seconded by Director Bippus to accept the FY 2022 Budgets to post and publish; the motion was unanimously **APPROVED**.
- B. CONSIDERATION TO APPROVE RESOLUTION TO TRANSFER \$94,173.00 FROM THE GENERAL FUND TO THE CAPITAL FUND. Ms. Wilson explained funds were budgeted for Station 25 Lease Purchase payment; however, Station 25 was paid in full, and money for that payment should be transferred to Capital Account to replenish the fund. A **MOTION** was made by Director Bippus and was seconded by Director Hanecak to approve the resolution to transfer \$94,173 to the Capital Fund as presented; the motion was unanimously **APPROVED**.
- C. UPDATE REGARDING REFINANCE OF THE PSPRS UNFUNDED LIABILITY WITH STIFEL PUBLIC FINANCE; REVIEW TIMELINE. Chief Foreman provided the Board with a revised Tentative Financing Timetable. Stifel will be working on the S&P rating application, and drafting a resolution authorizing the issuance of the Certificate of Participation (COP). Chief Foreman informed the Board that a special meeting may be needed in early June. The Certificate of Participation (COP) is expected to close in July.
- D. CONSIDERATION TO APPROVE RESOLUTION TO OBTAIN A STANDARDS AND POOR'S (S & P) CREDIT RATING AND EXPEND THE NECESSARY FUNDS FOR SUCH RATING. Chief Foreman presented a resolution to approve to an expenditure to secure a S&P rating. A **MOTION** was made by

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Clerk Favazzo and was seconded by Director Hanecak to approve the resolution to obtain a Standards & Poor credit rating and expend the necessary funds for such rating, the motion was unanimously **APPROVED**.

- E. CONSIDERATION TO APPROVE EXPENDITURE TO COMPENSATE LOVEN CONTRACTING FOR DETERMINING FACILITY REPLACEMENT COSTS. Chief Foreman informed the Board that he intends to pay Loven Contracting out of Professional Services for his work to determine replacement cost of facilities; the Board agreed.
 - F. (AGENDA ITEM G.) DISCUSSION REGARDING APPOINTMENT TO THE FIRE BOARD. Ms. Jones informed the Board that there has been no response to the Notice of Vacancy of the Board position. We are expecting at least one application by the end of the month. The Board agreed to wait until the end of the month to see if anyone applies.
 - G. (AGENDA ITEM H.) DETERMINE VALUE OF REPRODUCTION ON THE COMMERCIAL MARKET TO CHARGE SMARTPROCURE FOR PUBLIC INFORMATION PURSUANT TO A.R.S. § 39-121.03(A). Ms. Jones inform the Board that Smart Procure has requested public information for a Commercial purpose; therefore, the board must determine the value of the information on a commercial market. After discussion, the Board determined the market value to be \$5,000 plus \$377.31 for the actual cost of copies, research, and collection.
 - H. (AGENDA ITEM I.) CONSIDERATION TO APPROVE RESOLUTION TO APPROVE AMENDING THE DISTRICT BOUNDARIES TO INCLUDE PARCELS 116-08-004 & 116-41-001C. Chief Foreman recommended the Board approve the resolution to include parcels at 990 Old Munds Hwy in the fire district. After discussion, a **MOTION** was made by Director Hanecak and was seconded by Director Bippus to approve the resolution as presented; the motion was unanimously **APPROVED**.
 - I. UPDATE REGARDING HIRING A FIRE CHIEF. Chief Foreman provided a Staff Briefing outlining the process for hiring a fire chief. As the selection process proceeds, results will remain confidential until after the Board interviews. The selected candidate will serve as interim chief until Chief Foreman's departure expected in October. The Board decided to hold interviews on May 25th at 1:00 PM. The Board discussed a process for selecting questions for the interviews and making a final decision.
 - J. REVIEW COMMUNITY SURVEY RESULTS. The Board reviewed the Community Survey results. Chairperson Kloeber noted that 23% was a very good response to the survey.
 - K. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar. The Board discussed submitting a member bio for the newsletter.
- 10. Board Member comments.** There were no additional comments.
- 11. Adjournment.** A **MOTION** was made by Director Hanecak and was seconded Director Favazzo to adjourn; the motion was unanimously **APPROVED**. The meeting adjourned at 7:02 PM.

Respectfully submitted,

Jayne Jones

HIGHLANDS FIRE DISTRICT

Administrative Specialist