



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES · 08/17/21

A regular meeting of the Fire Board of Directors was held on **Tuesday, August 17, 2021 at 5:00 PM** at Fire Station 23, Administration Board Room, 3350 Old Munds Hwy, Flagstaff, AZ. The meeting was available to the public through Zoom 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 Hanecak*, Director Smith*, and Director Bippus. Director Fredrickson was absent.

Administrative personnel present were Chief Foreman*, Chief Miller, Chief True, Ms. Jones, and Mrs. Wilson.

Staff present were Battalion 23* and Battalion 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. Chairperson Kloeber referred to guidelines for executive session and requirement to adhere to Open Meeting Laws.

4. Welcome. Chairperson Kloeber welcomed everyone to the meeting.

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

6. Approval of Minutes.

A. JUNE 15, 2021 EXECUTIVE SESSION. Chairperson Kloeber informed the Board that legal counsel confirmation Board member's do not have to attend a meeting to vote for approval of the minutes. **A MOTION was made by Director Bippus and was seconded by Director Smith to accept the June 15, 2021 Executive Session minutes as presented at the July 25, 2021 Regular meeting.** The motion was unanimously **APPROVED.**

B. JUNE 23, 2021 EXECUTIVE SESSION. **A MOTION was made by Director Bippus and was seconded by Director Smith to accept the June 15, 2021 Executive Session minutes as presented at the July 25, 2021 Regular meeting.** The motion was unanimously **APPROVED.**

C. JULY 20, 2021 REGULAR MEETING. The Board reviewed the minutes for the July 20, 2021 Regular meeting. **A MOTION was made by Director Smith 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 July.

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Chairperson Kloeber asked about payment to Lumen long distance; Chief True said he would investigate the charge. Chairperson Kloeber ask about payment to Robby Beery; Ms. Wilson explained that Mr. Berry is a resource for wildfires, and the payment will be reimbursed by the State. **A MOTION was made by Director Bippus and was seconded by Director Smith to accept the warrants as presented.** The motion was unanimously **APPROVED**.

- B. FINANCIAL REPORT – Regarding the Profit/Loss Overview Report, Chairperson Kloeber informed the Board that the percentages are inflated due to the PSPRS payment. 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.

8. Summary Reports & Correspondence

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Local 1505 did not present a report.
- B. BATTALION FIRE CHIEF’S SUMMARY REPORT – Chief True presented the Battalion Chief’s report including Individual Activity, Incidents, and Training. He described significant calls, and he noted that Engineer Dobbe retired after 22 years of service. There were 64 calls for service in July.
- C. FIRE CHIEF’S SUMMARY REPORT – Chief Miller presented the Deputy Fire Chief Activity Report. In addition to the grant requests made through the American Rescue Plan Act and Emergency Response Funds, Captain Blue informed the Board that Senator Mark Kelly has requested \$150,000 for a Type 6 Wildland Fire Engine through the Homeland Security, Congressionally Directed Appropriations Bill.
- D. CORRESPONDENCE – As alluded by his letter, Chief Foreman informed the Board that his bout with COVID-19 has caused him to reassess his retirement date. He intends to retire on September 30, 2021 knowing the District is in good hands with Chief Miller. Chief Foreman thanked he Board for allowing him to serve as Fire Chief for the past 8 years; the Board also thanked him for his service.
- E. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT – Chairperson Kloeber had nothing further to report.

9. Topics of Discussion and Possible Legal Action

- A. CONSIDERATION TO APPROVE FISCAL POLICY 101 – DEFINITIONS OF FUND ACCOUNTS. Chairperson Kloeber informed the Board that the intention of this policy is to capture the definitions of District’s Fund Accounts. **A MOTION was made by Clerk Hanecak and was seconded by Director Bippus to approve Fiscal Policy 101 – Definitions of Fiscal Policy as presented.** After discussion, the motion was unanimously **APPROVED**.
- B. CONSIDERATION TO APPROVE PREPAID ACCOUNT PARTICIPATION AGREEMENT WITH SECURIS. Chief Miller explained the agreement for the management of a pre-paid account through Securis. He told the Board that the District pre-paid our capitalization obligation for worker compensation

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coverage. A **MOTION** was made by Director Bippus and was seconded by Director Smith to approve the Prepaid Account Participation Agreement as presented. The motion was unanimously **APPROVED**.

The Board discussed authorizing signers for the pre-paid account; a **MOTION** was made by Director Bippus and was seconded by Clerk Hanecak to authorize Chief Miller and Mrs. Wilson as signers on the account. The motion was unanimously **APPROVED**.

C. **REVIEW COMMUNITY SURVEY RESULTS.** The Board reviewed the community survey results. Chairperson Kloeber noted that the return rate has been very good. He asked about a comment that the crew “refused to come look at the smoker.” Chief True said he would investigate the comment. Clerk Hanecak appreciates the report of the positive results in the surveys.

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

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

11. Adjournment. A **MOTION** was made by Director Smith and was seconded Director Bippus to adjourn; the motion was unanimously **APPROVED**. The meeting adjourned at 6:06 PM.

Respectfully submitted,

Jayne Jones
Administrative Specialist