



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES · 09/21/21

A regular meeting of the Fire Board of Directors was held on **Tuesday, September 21, 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* (arrived at 5:10 PM). There is one vacancy on the Board.

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

Staff from Battalion 23* and Battalion 25* were present.

* 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. Chairperson Kloeber welcomed everyone.

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

6. Approval of Minutes.

A. AUGUST 17, 2021 REGULAR MEETING. The Board reviewed the minutes for the August 17, 2021 Regular meeting. A **MOTION** was made by Clerk Hanecak and was seconded by Director Smith 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 August. Chairperson Kloeber expressed his concern that credit card purchases are validated appropriately. A **MOTION** was made by Director Smith and was seconded by Clerk Hanecak to accept the warrants as presented. The motion was unanimously **APPROVED**.

Director Bippus joined the meeting at 5:10 PM.

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 Miller explained expenditures with high percentages spent.

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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. There were 69 calls for service in August.
- C. FIRE CHIEF’S SUMMARY REPORT – Chief Miller presented the Fire Chief Activity Report. Chief Miller informed the Board that the County Board of Supervisors proclaimed Sept 7th as “Dirch Foreman Day.” In addition, he noted that letters of appreciation were received from Guardian Air Transport and Flagstaff Fire Department, and recognized personnel for their efforts.

Chief Foreman informed the Board that during his recent wildland response to Washington, he had the opportunity to accomplish his goal to complete his Type 2 Safety Officer Task Book.
- D. CORRESPONDENCE – The Board reviewed appreciation letters from Guardian Air Transport and Flagstaff Fire Department.
- E. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT. Chairperson Kloeber reported that Chief Miller will officially take over command on November 1, 2021.

9. Topics of Discussion and Possible Legal Action

- A. ACCEPT RESIGNATION OF KRISTI FREDRICKSON. Chairperson Kloeber contacted Director Fredrickson to see how she was feeling. Director Fredrickson informed him that she must resign due to medical concerns, and she sent a letter of resignation. **A MOTION was made by Director Smith and was seconded by Director Hanecak to accept the resignation Director Fredrickson;** the motion was unanimously **APPROVED**.
- B. DISCUSSION REGARDING FILLING VACANT FIRE BOARD POSITION. Chairperson Kloeber informed the Board that the vacant position needs to be filled within 90 days (December 21). He asked Ms. Jones to post the Board vacancy on social media; she agreed.
- C. APPOINT FIRE BOARD MEMBER TO SERVE ON PSPRS LOCAL BOARD. Chairperson Kloeber appointed Director Bippus to serve as Chair on the PSPRS Local Board; he agreed.
- D. CONSIDERATION TO APPROVE MASTER SUBSCRIPTION AND LICENSE AGREEMENT FOR ESO SOLUTIONS. Chief Miller explained the purpose for the ESO Solutions, Inc. agreement, and recommended the Board approve the agreement. Chief True informed the Board that ESO Solutions purchased Firehouse and see no issues with the change of service. He also noted that there will be savings in fees this year and comparable fees going forward. Additional program modules may be considered after implementation. The Board discussed the renewal and cancelation requirements. After discussion, **A MOTION was made by Director Smith and was seconded by Director Bippus to approve the Master Subscription and License Agreement with ESO Solutions as presented;** the motion was unanimously **APPROVED**.

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- E. UPDATE REGARDING EMPLOYMENT STATUS OF FIRE CHIEF. Chairperson Kloeber informed the Board that Chief Miller official start date as Fire Chief is October 2, 2021.
 - F. CONFIRM BOARD MEMBERS SERVING ON THE FIRE CHIEF'S PLANNING COMMITTEE TO BEGIN STRATEGIC PLANNING PROCESS. It was determined that Clerk Hanecak and Director Smith will serve on the Chief's Planning Committee.
 - G. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar. Chairperson Kloeber noted that the audit will be presented next month.
- 10. Board Member comments.** Ms. Jones stated that Chief Foreman will definitely be missed. Chairperson Kloeber recognized that tonight is Chief Foreman's last Board meeting. Chief Foreman stated that he is honored to have served the District for 35 years. He intends to take a seasonal wildfire position with Ponderosa Fire District, and he will remain on the AFDA Board as the Wildland Fire Coordinator. Chairperson Kloeber said, "We will miss you both professionally and personally", and we will say good-bye at the retirement event scheduled on September 30, 2021.
- In addition, Chairperson Kloeber informed the Board of his intention to resign from the Board effective December 1, 2021.
- 11. Adjournment.** A **MOTION** was made by Director Smith and was seconded Clerk Hanecak to adjourn; the motion was unanimously **APPROVED**. The meeting adjourned at 6:06 PM.

Respectfully submitted,

Jayne Jones
Administrative Specialist