



# HIGHLANDS FIRE DISTRICT

## BOARD OF DIRECTORS

### REGULAR MEETING AGENDA 11/16/21

---

Notice is hereby given that a regular Fire Board meeting will be held on **Tuesday, November 16, 2021, at 5:00 PM** at Fire Station 23, Administration Board Room, 3350 Old Munds Hwy, Flagstaff, AZ; however, the meeting is only accessible to the public through video conferencing with the link provided below.

To protect the health and safety of our employees, residents, and visitors during the COVID-19 Pandemic, the Board will hold their public meetings through technological means until further notice. Attendance in person will be limited to District Associates only. Members of the public as well and Board may attend the meeting remotely by video conferencing through the Zoom Meeting link provided below. For technical assistance, please call (928) 525-1717 during regular business hours.

Register in advance for this meeting at the following link:

<https://us02web.zoom.us/j/85421660528?pwd=Tm0xMm9JNXJLckdYVUFKRfZMc1RUZz09>

In accordance with A.R.S. § 38-431.02, any item on this agenda and any other matters related thereto will be subject to Board consideration, discussion, approval, or other action.

#### 1. Call to Order

2. **Roll Call** - Chairman Kloeber, Clerk Hanecak, Director Bippus, and Director Smith. There is one vacancy on the Board.

#### 3. Pledge of Allegiance, Invocation, Mission and Vision Statements, and Board Responsibilities

A. Pledge of Allegiance and Invocation

B. Mission – *The Highlands Fire District is an emergency service and community-oriented organization dedicated to protecting the lives and property of its residents and visitors through emergency medical services, fire suppression, fire prevention, and public education.*

C. Vision – *The Highlands Fire District will be recognized for the highest standards, levels of trust, innovation, and accountability while exceeding community expectations. We will succeed by developing and maintaining strategic partnerships, hiring and promoting quality people, and positioning the District for fiscal sustainability, both now and in the future.*

D. Review selected Board responsibilities.

#### 4. Welcome Visitors

5. **Call to the Public** – *In accordance with A.R.S. 38-431.0 1(H), any person may address the Board on any matter within the jurisdiction of the Board. The Board may respond to criticism, ask staff to review a matter, or ask that the matter be put on a future agenda. The Board shall not discuss or take legal action on matters raised unless the matters are properly noticed for discussion and legal action.*

#### 6. Approval of Minutes

A. October 19, 2021 Regular Meeting

#### 7. Finance

A. Warrants

B. Financial Report

C. Interest Earnings

**8. Summary Reports & Correspondence** – *In accordance with A.R.S. §38-431.02(K), the Board shall not propose, discuss, deliberate, or take legal action on any matter in the following summary reports.*

- A. IAFF Local Chapter 1505 Summary Report
- B. Battalion Chief’s Summary Report
- C. Fire Chief’s Summary Report
- D. Fire Board Chairperson’s Summary Report
- E. Correspondence

**9. Topics of Discussion and Possible Legal Action**

- A. UPDATE REGARDING FILLING VACANCY ON THE FIRE BOARD
- B. ELECT FIRE BOARD CHAIRPERSON AND CLERK EFFECTIVE DECEMBER 1, 2021
- C. RENEW OATH OF OFFICE AND CONFLICT OF INTEREST STATEMENTS
- D. UPDATE REGARDING THE STRATEGIC PLANNING PROCESS
- E. DISCUSSION REGARDING CHIEF’S GOALS
- F. CONSIDERATION TO APPROVE HR POLICY 30.14 BATTALION CHIEF COMPENSATION
- G. DISCUSSION REGARDING LEASE OF DISTRICT PROPERTY
- H. APPROVE ACCEPTANCE OF RESIGNATION FROM PETER KLOEBER
- I. REVIEW COMMUNITY SURVEY RESULTS
- J. REVIEW FIRE BOARD TASK CALENDAR

**10. Board Member Comments** - *Board member’s comments are meant to inform and clarify, and no legal action will be taken. Only Board members may speak.*

**11. Adjournment.**

*In compliance with the American with Disabilities Act, if you need special assistance to participate in a meeting, please contact Jayme Jones at (928) 525-1717. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangement to assure accessibility to the meeting.*

Agenda approved: November 11, 2021  
by Peter Kloeber, Fire Board Chairperson

Agenda posted: November 12, 2021  
by Jayme Jones, Administrative Specialist