



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES • 07/21/2020

A regular meeting of the Fire Board of Directors was held on **Tuesday, July 21, 2020 at 5:00 PM** in the Administration Board Room at 3350 Old Munds Highway, Flagstaff, Arizona. The meeting was accessible to Board members and public through 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 Favazzo*, Director Hirsch, and Director Reda; Director Bippus was absent.

Administrative personnel present were Chief Foreman and Ms. Jones. Personnel present also included Captain Lopez, Captain C. Pond, and Superintendent Erickson.

* Attendance 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 selected Board responsibilities were stated.

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. JUNE 16, 2020 REGULAR MEETING – After the Board reviewed the minutes, a MOTION was made by Director Hirsch and was seconded by Director Reda to accept the minutes as presented; the motion was unanimously **APPROVED**.

7. Finance

- A. WARRANTS – The Board reviewed the warrants and credit card purchases paid in June. A MOTION was made by Director Hirsch and was seconded by Director Reda to accept the warrants as presented. After questions, the motion was unanimously **APPROVED**.
- B. FINANCIAL REPORT – Chairperson Kloeber noted that this is the FY 2020 end of year report. He questioned an apparent mistake of the Bear Jaw Profit/Loss Statement, but said he would contact Mrs. Wilson directly. In addition, Chairperson Kloeber noted that there is \$1,624,972 in General Fund Carryover. Chief Foreman will bring the Board a recommendation to transfer excess funds next month.

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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 – Captain Lopez reported he had met with Chief Foreman to discuss labor management. The Chapter is meeting next week to discuss options for the Pancake Breakfast. Participation in charity events has declined due to COVID; however, the 911 Stair Challenge will be done remotely, which will benefit the 100 Club to support First Responders in Arizona.
- B. BATTALION FIRE CHIEF'S SUMMARY REPORT – Captain C. Pond presented the Battalion Chief's report including Individual Activity, Incidents, and Training. Participants in the Officer Development Program are fortunate to have guest speaker Robert O'Neill, the U.S. Navy Seal that killed Osama bin Laden. Chairperson Kloeber expressed an interested in seeing a recorded version of the speech. Captain C. Pond noted that June was a very busy month for the region; the District had 98 calls for service.
- C. FIRE CHIEF'S SUMMARY REPORT – Chief Foreman presented the Chief Report's for June. He noted that the Bear Jaw Crew received an outstanding crew evaluation from the Big Horn Fire near Tucson; the District is partnering with the Family Food Center to distribute food boxes at Station 23 every other Thursday; elections will be held in the Hirsch Center on August 4; and the District has run 34 False Alarms since May 1 (14.1% of all calls). Chairperson Kloeber informed the Board that all homes in Forest Highlands are expected have monitored alarm systems.
- D. FIRE BOARD CHAIRPERSON'S SUMMARY REPORT – Chairperson Kloeber had nothing additional to report.
- E. CORRESPONDENCE – The Board reviewed three thank you letters.

9. Topics of Discussion and Possible Legal Action

- A. DISCUSSION AND POSSIBLE LEGAL ACTION CONCERNING THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE DISTRICT AND HIGHLANDS CHAPTER OF LOCAL 1505. Chairperson Kloeber explained that changes were made to the MOU as discussed at the last meeting as well as minor editorial changes. He suggested the Board make a decision as to whether the Board is interested in continuing the discussion about entering into an MOU with Labor; if there is an affirmative vote, the details of the MOU will be considered. He also told the Board the MOU will not be signed until it is reviewed by counsel. Chairperson Kloeber stated he would like to entertain a motion to continue the discussion about entering in to a MOU with Labor. A MOTION was made by Director Reda and was seconded by Director Hirsch to [continue discussions to] enter into a MOU with Labor.

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Director Favazzo asked if Section 4 (C) would obligate the District to stay in the MOU. Chairperson Kloeber said that it is apparent that the Board may extend the MOU while a “new” MOU is under negotiations; however, it is not their obligation. At that point, either party may withdraw from the MOU, but that it should be clarified by legal counsel.

Chairperson Kloeber reviewed many of the revisions. He asked the acting battalion chiefs, if they became a fire chief could they live with this MOU. Captain Lopez said, “There is nothing in the MOU that would be difficult to abide by, and as the VP of the Union, the MOU captures the intent to have open discussions about wages, benefits and working conditions.” Captain C. Pond said, “The MOU will help future generations of Union leadership, employees, and fire chiefs a road map and memorialization of the healthy labor/management process we’ve had over the years...”

Director Hirsch commented, “If something comes up, a bump in the road, and we don’t like it, we can bail, we don’t have until the end of the year.” Chief Foreman clarified that there doesn’t appear to be a prior to end of fiscal year escape clause.

Chairperson Kloeber suggested the Board consider authoring him to complete the final edits for presentation to legal counsel. After discussion, the motion was **APPROVED** with the following votes: Director Reda - YAY, Director Hirsch – YAY, Director Favazzo – NAY, Chairperson Kloeber – YAY, Director Bippus – Absent.

A MOTION was made by Director Favazzo and was seconded by Director Hirsch to have Chairperson Kloeber continue to working with labor on edits as needed. The motion was unanimously **APPROVED**. Director Favazzo stated, “His vote in no way reflects his utmost respect for the amazing, courageous, and wonderful firefighters...and they have his unwavering support.” Chairperson Kloeber thanked the Board and Union for doing a good job working together on the MOU.

- B. CONSIDERATION TO APPROVE RESOLUTION THAT DESIGNATES THE FIRE CHIEF AS THE DISTRICT’S AGENT FOR APPLYING FOR CERTAIN PUBLIC ASSISTANCE; AND AUTHORIZES CHIEF FOREMAN TO EXECUTE AN APPLICATION FOR THE PURPOSE OF OBTAINING FINANCIAL ASSISTANCE UNDER THE DISASTER RELIEF ACT ON BEHALF OF THE HIGHLANDS FIRE DISTRICT. Chief Foreman informed the Board that the resolution is annual paperwork to apply for grant funding. A MOTION was made by Director Favazzo and was seconded by Director Reda to approve Resolution 2020-07-21(9)(B) as presented; the motion was unanimously **APPROVED**.
- C. CONSIDERATION TO APPROVE RESOLUTION AUTHORIZING THE ENGAGEMENT OF THE COCONINO COUNTY ATTORNEY AS THE DISTRICT’S ATTORNEY FOR FY 2021. Chief Foreman informed the Board that the resolution is also annual paperwork to authorize the County to serve as the District Attorney. A MOTION was made by Director Favazzo and was second by Director Hirsch to approve Resolution 2020-07-21(9)(B) as presented; the motion was unanimously **APPROVED**.
- D. CONSIDERATION TO APPROVE RESOLUTION AUTHORIZING THE SALE OF SURPLUS PROPERTY. Chief Foreman informed the Board that the resolution authorizes the sale of the last 2003 Ford Expedition. A MOTION was made by Director Hirsch and was seconded by Director Reda to approve the resolution 2020-07-21(9)(D) as presented; the motion was unanimously **APPROVED**.

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- E. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Fire Board Task Calendar. Chairperson Kloeber informed the Board that Gene will be on the Fire Board Election ballot, and he had filed write-in candidate paperwork with the County.

10. Board Member comments. There were no further comments from the Board.

11. Adjournment. A MOTION was made by Director Hirsch and was seconded Director Reda to adjourn; the motion was unanimously **APPROVED**. The meeting adjourned at 6:18 PM.

Respectfully Submitted,

Jayne Jones
Administrative Specialist