



HIGHLANDS FIRE DISTRICT

FIRE BOARD OF DIRECTORS REGULAR MEETING MINUTES • 04/16/19

The regular meeting of the Fire Board of Directors was held on Tuesday, April 16, 2019 at Station 23, 3350 Old Munds Highway, Flagstaff, Arizona. The Board met at 4:30 PM to take photos prior to the meeting.

1. CALL TO ORDER. The meeting was called to order at 5:00 PM.
2. ROLL CALL. Board members present were Chairperson Kloeber, Clerk Hirsch, Director Martin, Director Bippus, and Director Favazzo. Director Bippus left the meet briefly to retrieve his Board shirt for photos.

Administrative personnel present were Chief Foreman, Battalion Chief True, and Ms. Jones.

3. PLEDGE OF ALLEGIANCE, INVOCATION, MISSION AND VISION STATEMENTS. The Pledge of Allegiance was recited, a silent invocation was offered, and the District's Mission and Vision Statements were stated. Board members recited selected statutory responsibilities.
4. WELCOME VISITORS. Chairperson Kloeber welcomed staff and Chief Schulte from Mormon Lake Fire District.
5. CALL TO THE PUBLIC. Chairperson Kloeber made a call to the public; there were no comments.
6. APPROVAL OF THE MINUTES.

- A. March 19, 2019 Regular Meeting. Ms. Jones presented the minutes for the Board's review. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve the minutes as presented; the motion was unanimously APPROVED.

7. FINANCE

- A. APPROVAL OF WARRANTS. The Board reviewed the warrants and credit card purchases paid in March. A MOTION was made by Director Martin and was seconded by Director Favazzo to accept the warrants as presented; the motion was unanimously APPROVED.
- B. REVIEW FINANCIAL REPORTS. The Board reviewed the District's General Fund, Capital Fund, and Bear Jaw Fund Financial Reports including the Bank Reconciliation, Profit/Loss Budget Overviews, County's Fund Balance Summary, and Cash Flow Projection. Chief Foreman reviewed several of year-to-date balances of budgeted accounts, and he commented that everything is looking good for this time in the fiscal year.

8. SUMMARY REPORTS & CORRESPONDENCE.

- A. LOCAL CHAPTER 1505. Engineer Gutierrez reported that one of their members will be attending a convention, and executive office elections will be conducted soon.

HIGHLANDS FIRE DISTRICT

- B. BATTALION CHIEF'S REPORT. Chief True presented the Battalion Chief's Report including individual activity, incidents, and training; there were 40 calls for service in February.
- C. FIRE CHIEF'S REPORT. Chief Foreman presented the Fire Chief's Report. He noted that the photos and news release regarding the Greater Flagstaff Forests Partner's NFPA Wildfire Mitigation Award were included in his report.
- D. FIRE BOARD CHAIRPERSON'S REPORT. Chairperson Kloeber commented that the Awards Ceremony and Open House were well done.
- E. CORRESPONDENCE. The Board reviewed one thank you letter from a District resident.

The Board took a short break at 5:15 PM for an additional photo session; the Board reconvened at 5:19 PM.

9. TOPICS OF DISCUSSION AND POSSIBLE ACTION.

- A. DISTRIBUTION AND POSSIBLE DISCUSSION OF FY 2020 DISTRICT BUDGET. Chief Foreman presented the FY 2020 Budget proposal. His intention was to provide the Board an opportunity to become familiar with the proposed budget prior to approval to post in May and final approval in June. Chairperson Kloeber stressed the importance of the Board's diligence in thoroughly reviewing the budget proposal.
- B. DISCUSSION OF POTENTIAL MERGER WITH MORMON LAKE FIRE DISTRICT (MLFD). Chief Foreman informed the Board that he was approached by Chairperson Ayers and Chief Schulte of MLFD who asked about the possibility of merging districts. Chief Foreman recommended that he begin looking at the benefits and injuries as well as the process for joining the districts. The Board briefly discussed the options for joining the districts; Chairperson Kloeber believes that consolidation would be his preference. Chief Foreman believes that the primary reason for joining the districts is to keep fire protection in Mormon Lake operational. After discussion, a MOTION was made by Director Martin and was seconded by Clerk Hirsch to authorize Chief Foreman to determine the benefits and injuries to the districts in regards to a possible merger/consolidation; the motion was unanimously APPROVED. Chairperson Kloeber stated that he assumes the County Attorney will be consulted; Chief Foreman confirmed.
- C. CONSIDERATION TO QUIT CLAIM PARCEL #116-19-052 TO THE COCONINO COUNTY WITHOUT RESTRICTIONS. Chief Foreman provided historical information regarding Parcel # 116-19-052, which was transferred to the County in 2002. The deed contained a covenant that restricted the County from changing the property's proposed use without the Board's consent. The County would like to trade the property with property owned by KVID, and they need the Board to quit claim the property without the restriction to do so. A MOTION was made by Director Favazzo and was seconded by Director Martin to approve the quit claim for parcel #116-19-052 to Coconino County without restrictions; the motion was unanimously APPROVED.

HIGHLANDS FIRE DISTRICT

- D. CONSIDERATION TO APPROVE RESOLUTION # 2019-04-19(9)(F) TO AUTHORIZE THE ENGAGEMENT OF THE COCONINO COUNTY ATTORNEY AS THE DISTRICT'S ATTORNEY FOR FY 2020. Chief Foreman recommended the Board take action to continue engaging the County Attorney to represent the District. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to engage the County Attorney as the legal representative of the Highlands Fire District's for FY 2020; the motion was unanimously APPROVED.
- E. CONSIDERATION TO ADJOURN TO EXECUTIVE SESSION TO DISCUSS THE SALE OF FIRE STATION 21 PER A.R.S. § 38-431.03 (7). A MOTION was made by Director Martin and was seconded by Director Favazzo to go into Executive Session to discuss the sale of Station 21; the motion was unanimously APPROVED.

The Board adjourned to Executive Session at approximately 5:45 PM and reconvened at approximately 5:55 PM.

- F. CONSIDERATION TO APPROVE DETAILS DISCUSSED IN EXECUTIVE SESSION RELATED TO THE SALE OF FIRE STATION 21. A MOTION was made by Director Martin and was seconded by Director Bippus, per discussion in Executive Session, Chairperson Kloeber will follow the Board's recommendation made in Executive Session regarding the sale of Station 21; the motion was unanimously APPROVED.
- G. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Fire Board Task.
10. BOARD MEMBER COMMENTS. There were no additional comments.
11. ADJOURNMENT. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to adjourn; the motion was unanimously APPROVED.

The meeting adjourned at 6:00 PM.

Respectfully submitted,

Jayne Jones, Administrative Assistant III