



HIGHLANDS FIRE DISTRICT

BOARD OF DIRECTORS
SPECIAL MEETING MINUTES • 12/12/23

A special meeting of the Fire Board of Directors was held on **Tuesday, December 12, 2023 at 5:00 PM** at Fire Station 23, Administration Board Room, 3350 Old Munds Hwy, Flagstaff, AZ. The meeting was also available through Zoom Video Conferencing.

1. **Call to Order.** After the Board's photos were taken, the meeting was called to order at 5:18 PM.
2. **Roll Call.**

Board members present were Chairperson Tom Hanecak, Clerk Brad Bippus, Director Jay Smith, Director Carl Nelson, and Director Dan Stoffel.

Administrative personnel present were Chief Todd Miller, Battalion Chief Chris Pond, and Ms. Jayme Jones.

On-duty staff attended in-person and through Zoom.

3. **Pledge of Allegiance, Invocation, Mission and Vision Statements, and Board Responsibilities.** The Pledge of Allegiance was recited, and a silent invocation was offered, and the district's mission, vision, and selected Board responsibilities were recited.
4. **Welcome Visitors.** There were no members of the public present.
5. **Call to the Public.** There were no public comments made.
6. **Approval of Minutes**

A. NOVEMBER 21, 2023 REGULAR MEETING – The Board reviewed the minutes of the November 21, 2023 Regular Meeting. A **MOTION** was made by Director Stoffel and was seconded by Director Nelson to approve the minutes as presented. The motion was unanimously **APPROVED**.

7. **Finance**

A. **WARRANTS** – A **MOTION** was made by Director Smith and was seconded by Director Nelson to approve the warrants as presented. The Board reviewed the warrants and credit card purchases paid in November. The motion was unanimously **APPROVED**.

B. **FINANCIAL REPORT** – Chief Miller presented Financial Report including 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 informed the Board that the District received tax revenue in October and November, and the Budget overview looks good.

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8. Summary Reports & Correspondence.

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – There was no report presented by Union officers; however, Chief C. Pond informed the Board that members are working on a holiday toy drive with Dollar General as well as locating families in need.
- B. BATTALION FIRE CHIEF’S SUMMARY REPORT – Chief C. Pond presented the Battalion Chief’s Activity Report. There were 72 calls for service in November. See the written report for details. Chairperson Hanecak lead a discussion about age demographics, generational differences, and the similarity with his department at the County.
- C. FIRE CHIEF’S SUMMARY REPORT – Chief Miller presented the Fire Chief’s Report. Chief Miller informed the Board that Mrs. Robyn Wilson resigned [effective December 1, 2023], and he recognized her for 15 years [and ~8 months] of service; she did a “tremendous” job for the District and will be missed. Chief Miller congratulated firefighters Clayton Carrillo and Kaden Dunlap for the successful completion of the GFR Academy. Firefighter Dunlap introduced himself to the Board. Operations are fully staffed for the first time in 14 months. Chief Miller thanked staff for filling in while the District was short staffed, and he appreciates their efforts. Chief Miller has been exploring options for future financial work. See the written report for details.

Chairperson Hanecak informed the Board that he has been involved in discussions about utilizing an outside agency to perform financial services. He believes it is an operational function and does not believe the Board needs “to get deep into that.” Board members agreed. Chairperson Hanecak asked if there was anything the Board could do to help with Ms. Wilson’s vacancy. Chief Miller told them that Mrs. Wilson continues to do contract work for the District and Ms. Jones has taken responsibility for some of the daily tasks. Between Mrs. Wilson, Ms. Jones, the BCs and himself, financials have been covered. He hopes that by January or February a decision will be made about how to proceed with financial services. Chairperson Hanecak said, “In the Chief’s style, he always looks at it from a critical standpoint; he goes through all the processes, and talks to everybody before he makes a decision, so I think we can trust whatever that judgement it’s going to be.”

- D. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT – Chairperson Hanecak appreciated the Awards Banquet. He said it was great to see everyone and their families. Chief Miller presented Clerk Bippus with a plaque in recognition of ten years of service.
- E. CORRESPONDENCE – There was no correspondence presented.

9. Topics of Discussion and Possible Legal Action.

- A. CONSIDERATION TO APPROVE RESOLUTION CANVASSING THE RESULTS OF A SPECIAL BOND ELECTION HELD ON NOVEMBER 7, 2023. Chief Miller informed the Board that this resolution was drafted by counsel to canvas the Board Election results in compliance with statute. **A MOTION was made by Director Stoffel and was seconded by Director Smith to approve**

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Resolution #2023-12-12 (9)(A) to canvas the results of the Special Boan Election. The motion was unanimously **APPROVED**.

- B. DISCUSSION REGARDING THE GENERAL OBLIGATION BOND TIMELINE. Chief Miller presented a draft timeline for selling the General Obligation Bonds. He pointed out that Board action is needed at the January 16th meeting to authorize the issuance of the bonds. Chief Miller recommended making apparatus purchases as soon as possible to avoid potential prices increases. Stifel has confidence that bond proceeds will be available in March. The Board discussed the process for issuance of the bonds. Chief Miller answered questions about the disposal of used apparatus.
 - C. UPDATE REGARDING STRATEGIC PLANNING PROCESS. Chief Miller asked the Board to table this item until more information is available in January. Chairperson Hanecak asked Chief Miller to provide a general overview of how he intends to proceed with Strategic Planning. Chief Miller is looking into hiring a consultant to lead the strategic planning process. There are two consultants that he is considering and will provide more information in January. Board members serving on the Strategic Planning Committee are Clerk Bippus and Director Nelson.
 - D. REVIEW BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar. Chairperson Hanecak informed the Board that he is not available for the January meeting. Clerk Bippus is also not available. The Board decided to cancel the Regular January 17th meeting and reschedule a Special meeting for January 24th. Chief Miller said he would contact Stifel and try to reschedule the meetings. Chairperson Hanecak mentioned the potential for rescheduling the February meeting as well. The Board suggested inviting the County Assessor and Treasurer to attend the Board meeting in March and/or April.
- 10. Board Member comments.** The Board had no further comments. Director Bippus shared some of his memorable fire board experiences. Chairperson Hanecak pointed out that the meeting was conducted in less than an hour.
- 11. Adjournment.** A **MOTION** was made by Director Stoffel and was seconded Director Smith to adjourn; the motion was unanimously **APPROVED**. The meeting adjourned at 6:13 PM.

Respectfully submitted,
Jayme Jones