



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES • 01/17/2023

A regular meeting of the Fire Board of Directors was held on **Tuesday, January 17, 2023 at 5:00 PM** at Fire Station 23, Administration Board Room, 3350 Old Munds Hwy, Flagstaff, AZ. In addition, the meeting was also available through Zoom Video Conferencing.

1. **Call to Order.** Chairperson Hanecak called the meeting to order at 5:00 PM.

2. **Roll Call**

Board members present were Chairperson Tom Hanecak, Director Jay Smith, and Director Dirch Foreman; members absent were Clerk Brad Bippus and Director Carl Nelson.

Administrative personnel present were Chief Todd Miller, Captain Mitch Lopez, Mrs. Robyn Wilson, and Ms. Jayme Jones.

Several staff members attended the meeting in-person and 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 the district's mission, vision, and selected Board responsibilities were recited.

4. **Welcome Visitors.** There were no public visitors present.

5. **Call to the Public.** There were no public comments.

6. **Approval of Minutes**

A. DECEMBER 20, 2022 REGULAR MEETING – The Board reviewed the minutes of the December 20, 2022 Regular meeting. **A MOTION was made by Director Foreman 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 for in December. **A MOTION was made by Director Foreman and was seconded by Director Smith to accept the paid warrants as presented.** After questions, the motion was unanimously **APPROVED**.

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.

C. COCONINO COUNTY INTEREST EARNING REPORT – The Board reviewed the County's Interest Earning Report. Mrs. Wilson commented that the return rate was higher than normal.

8. **Summary Reports & Correspondence**

A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Engineer Clayton reported that the successful Toy Drive benefited four families in our district.

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- B. BATTALION FIRE CHIEF'S SUMMARY REPORT – Chief Lopez presented the Battalion Chief's Activity Report. There were 54 calls for service in December and 704 in 2022. Chief Lopez described notable calls.
- C. FIRE CHIEF'S SUMMARY REPORT – Chief Miller presented the Fire Chief's Report. Chief Miller noted that he had reformatted the report categories related to his performance evaluation, and he reviewed his December activities. Chairperson Hanecak suggested Chief Miller provide more information regarding safety in his monthly report. The Board appreciates the change to the report format.
- D. FIRE BOARD CHAIRPERSON'S SUMMARY REPORT – Chairperson Hanecak informed the Board that the County will be utilizing the Hirsch Center for their Budget Hearings. He suggested the District reconsider the fees charged for facility use.
- E. CORRESPONDENCE – The Board reviewed a thank you message from a District resident.

9. Topics of Discussion and Possible Legal Action

- A. PRESENTATION OF BEAR JAW FIRE & FUELS REPORT. Superintendent Erickson presented the 2022 Bear Jaw Report. He noted that the crew's first assignment of the season was to respond to the Tunnel Fire. The successful Community Clean-up Project participation has increased 21%. The crew participated in an unusual "repair mission" in New Mexico in which private property was being treated without owners consent.
- B. DETERMINE FIRE CHIEF'S GOALS FOR 2023. The Board and Chief Miller identified the following goals for the Fire Chief to accomplish in 2023:
 - Complete Compensation Study and integrate into long term strategic and fiscal planning.
 - Review, evaluate, and revise where needed, District doctrine (i.e., HR and Fiscal Policy, SOPs, Executive Directives, Numbered Memos, etc.).
 - Evaluate/revise the Strategic Planning Process.
 - Look for opportunities to become more active in the regional or state level organizations such as AFDA, AFCA, or similar.
- C. REVIEW BOARD HANDBOOK & BYLAWS. The Board reviewed the Fire Board Handbook; they did not recommend any revisions. The Board discussed the purpose and application of the conflict-of-interest policy.
- D. UPDATE REGARDING COMPENSATION STUDY. Chief Miller informed the Board that Brenda Tranchina of Human Resources Strategies, LLC will be conducting our Compensation Study. The committee met with Ms. Tranchina to discuss the project. Staff will be providing compensation information to begin the study.
- E. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar. The Board discussed the scheduling of three (3) presentations at the February meeting. The Board decided to begin the meeting at 4:30 PM to take care of normal business prior to the visitors' presentations.

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10. **Board Member comments.** Directed Smith asked if there is an issue with water pressure in Mountaineire; Chief Miller replied that is not a problem delivering water. Director Foreman commented that the AFDA Conference was good; specifically, the General Session regarding economic outlook.
11. **Adjournment.** A **MOTION** was made by Director Foreman and was seconded Director Smith to **adjourn**; the motion was unanimously **APPROVED**. The meeting adjourned at 6:19 PM.

Respectfully submitted,

Jayne Jones