



HIGHLANDS FIRE DISTRICT

BOARD OF DIRECTORS
REGULAR MEETING MINUTES · 09/17/24

A regular meeting of the Fire Board of Directors was held on **Tuesday, September 17, 2024 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.** Chairperson Hanecak called the meeting to order at 5:00 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 Josh Pond, Ms. Jayme Jones, and Mr. Ben Archer Clowes.

*Attended through Zoom Video Conferencing.

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.** Chairperson Hanecak welcomed Mr. Archer-Clowes from James Vincent Group.

5. **Call to the Public.** There were no members of the public present.

6. **Approval of Minutes.**

A. **AUGUST 20, 2024 REGULAR MEETING.** Chairperson Hanecak entertained a motion to approve the minutes of August 20, 2024 regular meeting; the **motion** was moved by Director Smith and was seconded by Director Stoffel. Chief Miller pointed out that the word "table" was left out of the decision regarding the revision to Surplus Property Policy. The motion was unanimously **APPROVED** with the correction.

B. **AUGUST 20, 24 EXECUTIVE SESSION.** Clerk Bippus distributed the minutes for the August 20th Executive Session. The Board reviewed the minutes. Chairperson Hanecak entertained a motion to approve the minutes of August 20, 204 Executive Session; the **motion** was moved by Director Stoffel and was seconded by Director Smith. The motion was unanimously **APPROVED**.

7. **Financial Report.** Chairperson Hanecak explained that moving forward the Board will be accepting the financial report without a formal vote. The Board will notice that additional details have been included in the report as requested. Mr. Acher-Clowes presented the financial report, which also included General Fund Profit and Lost Charts for August and Year to Date. He informed the Board that he provided the entire reconciliation report for each account for a Board member to review; however, the reports are very lengthy and are not included in the Board Packet. The Board discussed the format of future Financial Reports.

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Chief Miller suggested the Board take action to accept the financial report each month. Chairperson Hanecak agreed, and he entertained a motion to accept and file the financial report; the motion was moved by Director Nelson and was seconded by Director Stoffel. The motion was unanimously **APPROVED**.

8. Summary Reports & Correspondence.

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Engineer Ahrendt reported the Union participated in the 911 Tower Challenge and Highway Clean-up (Northbound); they will clean up the highway southbound in coming weeks. In addition, they intend to drive around the district on Halloween to distribute bags of candy.
- B. BATTALION FIRE CHIEF’S SUMMARY REPORT – Chief J. Pond presented the Battalion Chief’s Report. There were 88 calls for service in August. Chief J. Pond described general activity, significant incidents, and training events (see detailed written report).
- C. FIRE CHIEF’S SUMMARY REPORT – Chief Miller presented the Fire Chief’s Report (see detailed written report). Chief Miller recognized Engineer Sanchez for completing the Paramedic Training Program.
- D. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT – Chairperson Hanecak appreciates the District’s culture of growth. Although there have been many changes, everyone has handled the stress very well. He thanked everyone for their efforts.
- E. CORRESPONDENCE – The Board reviewed the Certificates of Election for Chairperson Hanecak, Clerk Bippus, and Director Stoffel. The Board reviewed Crew Performance for the Snag Fire.

9. Topics of Discussion and Possible Legal Action.

- A. CONSIDERATION TO APPROVE REVISIONS TO FISCAL POLICY #160 – SURPLUS PROPERTY. Chief Miller informed the Board that the Surplus Property Policy was reviewed by counsel and changes are reflected in the policy presented. The Board discussed public auction as a disposal option. Chief Miller is awaiting a final decision regarding public auction as a legal option, and he will not utilize this method until confirmed. After further discussion, Chairperson Hanecak entertained a motion to approve Fiscal Policy #160 Surplus Property with the noted revisions, except that public auction will not be an appropriate means of disposal until final judgement from counsel; the motion was moved by Director Stoffel and was seconded by Director Nelson. The motion was unanimously **APPROVED**.
- B. DISCUSSION AND POSSIBLE ACTION REGARDING QUARTERLY INTEREST EARNING REPORTS. Chief Miller asked the Board whether the County’s Interest Earning Reports were necessary going forward. Mr. Archer-Clowes informed the Board that the dollar amount of interest revenue is reported each month. The Board agreed that it is no longer necessary to provide the Quarterly Interest Earnings Report.

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- C. DISCUSSION AND POSSIBLE ACTION REGARDING BOARD ACCESS TO BILL.COM. Chief Miller asked the Board about their desire to have access to Bills.com. Mr. Archer-Clowes suggested all members have access to the website; the Board agreed. The Board discussed a schedule for members to share the responsibility of approving the bills. It was determined that each member would approve bills for a month. Director Smith would approve in September, Chairperson Hanecak in October, Clerk Bippus in November, Director Nelson in December, and Director Stoffel in January.
- D. DISCUSSION AND POSSIBLE ACTION REGARDING STRATEGIC PLANNING PROCESS. Chief Miller has selected Lancaster Leadership to facilitate the Strategic Planning process, which will occur from November – February. For the first meeting, a Board member, Labor Rep and Chief Miller will meet with the consultant to discuss the scope and phases of the process. The process will include up to 15 individuals working on various phases of the project. Surveys of staff, community members, stakeholders, and partners are expected to be performed. Chairperson Hanecak believes he should take part in the kick-off meeting. The Board discussed the make-up of the committee and the Board’s participation in the process. The Board agreed that Clerk Bippus and Director Nelson will serve on the committee and report back to the Board. Chairperson Hanecak asked what the Board values as strategic priorities; he wants the Board committee members to be comfortable that they “are the voice of the Board for the next five years.” Board feedback opportunities can be accommodated as needed. The Board determined that Chairperson Hanecak and Director Nelson will participate in the initial planning meeting along with Labor and Chief Miller. Chief Miller informed the Board that he will send them the Lancaster Leadership’s 6 Phase Proposal.
- E. DISCUSSION AND POSSIBLE ACTION REGARDING CHIEF’S EVALUATION CRITERIA. Chief Miller provided the opportunity for the Board to discuss the upcoming evaluation of the Fire Chief that is due in December. Chairperson Hanecak foresees “a simple concept to do a more comprehensive 360 evaluation of the Chief” with input from the Board, staff, the Chief’s peers/partners, and the public. Chairperson Hanecak described the current evaluation format, and components of a 360 evaluation could be added. Director Smith discussed the structure of the evaluation and consideration of questions for each group of respondents. Chairperson Hanecak discussed the format of an evaluation in terms of an attached rating scale or questions and geared to the specific group. Chief Miller is open to a 360 evaluation; however, he is curious how to quantify the results, and how much weight will be given to the various categories. Chairperson Hanecak agreed that it is difficult to measure since goals may span over long period of time. The Board needs to determine the relationship between the scores given as opposed to a consensus of performance. Chief Miller offered to provide the Board with information collected from prior evaluations. Chairperson Hanecak offered to take the initiative to develop questions to consider and bring them back to the next Board meeting; Chief Miller and the Board agreed.
- F. DISCUSSION AND POSSIBLE ACTION REGARDING COMMUNITY SURVEYS. Chief Miller informed the Board quarterly community surveys have not been processed since Robyn left the district. He believes that community input is valuable and would like Board direction on how to reach out going forward. Chief Miller suggested doing a survey through social media and the website.

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Chief Miller suggested providing citizens with a card that has a QR Code directing them to a website survey. Director Stoffel suggested using NextDoor for the survey because it specifically covers our District. Clerk Bippus commented that he doesn't believe the District should solicit donations through a QR code. Chief Miller replied that last month we discussed having a pay option on the website for fees and potential donations; however, we have not solicited donations.

G. REVIEW BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar.

10. **Board Member comments.** There were no further comments.

11. **Adjournment.** Chairperson Hanecak entertained a **motion** to adjourn the meeting; the motion was moved by Director Smith and was seconded by Director Stoffel. The motion was unanimously **APPROVED**. The meeting adjourned at 6:40 PM.

Respectfully submitted,

Jayne Jones