



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES • 11/15/2022

A regular meeting of the Fire Board of Directors was held on **Tuesday, November 15, 2022 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. Board members absent were Clerk Brad Bippus and Director Carl Nelson.

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

Staff present were Captain Casey Modrell*, Engineer Bryan Monreal, and Firefighter Marcos Trejo.

*Attended through Zoom 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. Chairperson Hanecak welcomed visitors.

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

6. Approval of Minutes

A. OCTOBER 18, 2022 REGULAR MEETING – The Board reviewed the minutes of the October 18, 2022 Regular meeting. **A MOTION was made by Director Smith and was seconded by Director Foreman 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 October. **A MOTION was made by Director Smith and was seconded by Director Foreman to accept the paid warrant report 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. Chief Miller noted that ADM Overtime is slightly over budget due to COVID and Workers' Compensation Insurance is over budget, but should be partially reimbursed through State legislative action providing COVID relief. Major repairs on Type 1 Engines will cause the account for Unplanned vehicle maintenance to exceed budgeted funds.

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8. Summary Reports & Correspondence

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Engineer Monreal reported that Local 1505 is sponsoring a Christmas Toy Drive.
- B. BATTALION FIRE CHIEF’S SUMMARY REPORT – Captain Pond presented the Battalion Chief’s Activity Report. He recognized Engineer Reed for completing Regional Blue Card Training. There were 67 calls for service in October.
- C. FIRE CHIEF’S SUMMARY REPORT – Chief Miller presented the Fire Chief’s Report. He noted that HFD has benefited from two regional AFG awards in the amount of \$31,756 for cancer screenings and funding for two Blue Card Instructors in the region. Unfortunately, a firefighter has resigned to seek employment elsewhere, and an Engineer is recovering from surgery. The District has partnered with Northern Arizona University (NAU) School of Forestry to conduct a survey to find out about property owner’s understanding of wildfire risk and impacts.
- D. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT – Chairperson Hanecak thanked the District for supporting elections.
- E. CORRESPONDENCE – There was no correspondence presented.

9. Topics of Discussion and Possible Legal Action

- A. ELECT FIRE BOARD CHAIRPERSON AND CLERK EFFECTIVE DECEMBER 1, 2022. A **MOTION** was made by Director Foreman and was seconded by Director Smith to elect Tom Hanecak to serve as Fire Board Chair and Brad Bippus to serve as Fire Board Clerk. The motion was unanimously **APPROVED**.

Directors Smith and Nelson were reminded to complete AFDA Professional Development Training within one year per A.R.S § 48-803 (I).

- B. UPDATE REGARDING COMPENSATION SURVEY. Chief Miller informed the Board that three firms responded to our RFQs. The committee will meet to select a firm to complete a Compensation Study. Ms. Jones will email qualification submittals to members of the committee.
- C. UPDATE REGARDING THE STRATEGIC PLANNING PROCESS. Chief Miller informed the Board the Strategic Planning Committee has met to discuss the strategic planning process, and he requested The Board’s input for District goals. The committee will be meeting over the next month to update the plan.
- D. (F.) CONSIDERATION TO ADJOURN TO EXECUTIVE SESSION TO DISCUSS MATTERS RELATED TO EMPLOYMENT PER A.R.S. 38-431.03 (A) ALLOWING DISCUSSION OR CONSIDERATION OF EMPLOYMENT, ASSIGNMENT, APPOINTMENT, PROMOTION, DEMOTION, DISMISSAL, SALARIES, DISCIPLINING OR RESIGNATION OF A PUBLIC OFFICER, APPOINTEE OR EMPLOYEE OF ANY PUBLIC BODY.

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A **MOTION** was made by Director Foreman and was seconded by Director Smith to adjourn to Executive Session to discuss matters related to employment per A.R.S. 38-431.03 (A). The motion was unanimously **APPROVED**.

The Board adjourned to Executive Session at 5:43 PM. Director Nelson joined the Executive Session. The Board reconvened to regular session at 6:22.

- E. (G.) CONSIDERATION TO APPROVE MATTERS RELATED TO EMPLOYMENT AS DISCUSSED IN EXECUTIVE SESSION. A **MOTION** was made by Director Foreman and was seconded by Director Smith to approve matters related to employment as discussed in Executive Session. The motion was unanimously **APPROVED**.

Director Nelson left the meeting at 6:24 PM.

- F. (D.) DISCUSSION REGARDING CHIEF'S EVALUATION PROCESS (IN DECEMBER) INCLUDING CHIEFS'S GOALS AND DISTRIBUTE CHIEF'S EVALUATION FORM. Chairperson Hanecak requested the Board complete the Chief Evaluation Forms and submit the forms to him. He will compile the data to present the results in December. Chairperson Hanecak will contact absent Board members to inform them of the process. The Chief's goals for the next evaluation period will also be identified and the December meeting.

- G. CONSIDERTION TO APPROVE RENEWAL OF THE DISPATCH SERVICE IGA WITH THE CITY OF FLAGSTAFF. Chief Miller informed the Board that the agreement for dispatch services was due last July. The content of the agreement has not changed except for the term, which will expire June 30, 2027. After questions, a **MOTION** was made by Director Smith and was seconded by Director Foreman to accept the renewal of the Dispatch Service IGA with the City of Flagstaff as presented. The motion was unanimously **APPROVED**.

- H. REVIEW COMMUNITY SURVEY RESULTS. The Board reviewed the Community Survey Results and comments.

- I. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar.

10. **Board Member comments.** Director Smith informed the Board about CWPP. Chairperson Hanecak brought greetings from Pete Kloeber. The District Christmas Party will be on held on December 3rd at the Grand Canyon Brewery.

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 6:42 PM.

Respectfully submitted,

Jayne Jones
Administrative Specialist