



HIGHLANDS FIRE DISTRICT  
FIRE BOARD OF DIRECTORS  
REGULAR MEETING MINUTES · 02/15/2022

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A regular meeting of the Fire Board of Directors was held on **Tuesday, February 15, 2022 at 5:00 PM** at Fire Station 23, Administration Board Room, 3350 Old Munds Hwy, Flagstaff, AZ. In addition, the meeting was available through Zoom Video Conferencing.

**1. Call to Order**

The meeting was called to order at 5:00 PM.

**2. Roll Call**

Board members present were Chairperson Hanecak, Clerk Bippus\*, Director Smith\*, Director Foreman, and Director Nelson.

Administrative personnel present were Chief Miller, Chief Lopez, Mrs. Wilson, and Ms. Jones.

Visitors present included Wiatt Wong, Robert Ortiz, Shelby Erickson, Ben Howell\*, and Chris Pond\*.

\*Attended meeting 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.** Chairperson Hanecak welcomed everyone.

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

**6. Approval of Minutes**

A. JANUARY 18, 2022 REGULAR MEETING. The Board reviewed the minutes for the January Board meeting. A **MOTION** was made by Director Foreman and was seconded by Director Nelson to approve all minutes as presented; the motion was unanimously **APPROVED**.

**7. Finance**

A. WARRANTS – The Board reviewed the warrants and credit card purchases paid in January. A **MOTION** was made by Director Nelson and was seconded by Director Foreman to accept the warrants as presented; 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. Ms. Wilson informed the Board that the District received \$32,000 from Smart & Safe Arizona. She assured the Board that the payment for the CIPs were paid appropriately; however, the County mistakenly took fund from Summit FD instead of our account; the transaction has been identified and corrected.

C. COCONINO COUNTY INTEREST EARNING REPORT. This quarterly report was presented last month.

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## 8. Summary Reports & Correspondence

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – The Union did not present a report.
- B. BATTALION FIRE CHIEF’S SUMMARY REPORT – Chief Lopez presented the Battalion Chief’s Report. Due to the recent change in the Emergency Report software, a full report of the February data was not available. There were 27 incidents from January 18 - 31; there were no details provided. January & February Incident Reports will be provided in March.
- C. FIRE CHIEF’S SUMMARY REPORT – Chief Miller presented the Fire Chief Report. Chief Miller informed the Board he had attended the AFDA Conference as well as 40 hours of the AFCA CEO Course. Chief Miller reviewed his written report and answered questions.
- D. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT. Chairperson Hanecak had nothing specific to report but took the opportunity to thank District staff for their efforts. He is also looking forward to the Bear Jaw Annual Report.
- E. CORRESPONDENCE – There was no correspondence presented.

## 9. Topics of Discussion and Possible Legal Action

- A. CONSIDERATION TO APPROVE VFIS INSURANCE RENEWAL PRESENTED BY WIATT WONG. Chairperson Hanecak introduced Mr. Wong. VFIS has provided insurance for the HFD for more than 20 years. He provided an overall view of the renewal proposal with a 2% (\$2198) increase in rates. There were no major changes to exposures; loses over last 5 years were about \$42,000. The most frequent claims were for towing, the largest claim was for a vehicle accident. The coverage for the new Crew Carriers is still being determined; Director Foreman suggested they consider coverage similar to a Walk-in Rescue, which are common on the east coast. Mr. Wong suggested the District consider absorbing the cost of towing claims to reduce the frequency of claims that could cause an increase in rates. After discussion, **A MOTION was made by Director Foreman and was seconded by Director Smith to approve the VFIS proposal as presented;** the motion was unanimously **APPROVED**.
- B. (Agenda Item E.) CONFIRM BOARD MEMBER REPRESENTATION ON BUDGET PLANNING COMMITTEE. Chairperson Hanecak asked if anyone was interested in serving on the Budget Committee with no response. Chairperson Hanecak announced that he and Director Smith would serve on the committee. The Budget Committee will meet on March 7.
- C. (Agenda Item B.) PRESENTATION OF BEAR JAW REPORT. Shelby Erickson, Superintendent, presented the 2021 Annual Bear Jaw Report. In addition, he spoke about reducing insurance claims (e.g. chipped glass), minor Worker’ Compensation claims ( e.g. sprained ankles), potential alternative funding, the pine needle pick-up project, and employment movement on the crew. The Crew has had great retention and qualifications of individuals are expanding. Regarding the Wildfire Season, he does not anticipate the season coming earlier than normal this year. He will know more when the season is only 3-months out. Chairperson Hanecak suggested Bear Jaw provide update reports more often.

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Director Smith left the meeting at 6:14 PM.

- D. (Agenda Item C) CONSIDERATION TO APPROVE RESOLUTION TO SUBMIT PROJECTS FOR CONSIDERATION IN ARIZONA'S 2023 HIGHWAY SAFETY PLAN. Chief Miller informed the Board that this resolution is approved annually to allow the District to apply for grant funding. A **MOTION** was made by Director Nelson and was seconded by Director Foreman to approve the resolution to submit projects for consideration in Arizona's 2023 Highway Safety Plan; the motion was unanimously **APPROVED**.
- E. (Agenda Item D) DISCUSSION REGARDING EMERGENCY SERVICE IGA WITH FLAGSTAFF RANCH FIRE DISTRICT (FRFD). Chief Miller informed the Board that there is a new Chairperson on the Flagstaff Ranch Fire Board, and they have been discussing the renewal, potential rate increase, and scope of services provided in the IGA. The IGA is due to expire on June 30, 2022. Chief Miller described the services being provided FRFD, and additional services to be considered in a new agreement.
- F. DISCUSS LEGISLATIVE CHANGES RELATED TO PSPRS LOCAL BOARD AND POSSIBLE ACTION RELATED TO ACQUIRING LEGAL SERVICES FOR THE PSPRS LOCAL BOARD. Ms. Jones provide information about legislative changes to PSPRS. She informed the Board that the PSPRS Local Board must hire an independent legal counsel who is not an employee of or contracted with the District or Union. She suggested the Board allow staff to issue a Request for Qualifications (RFQ) to find appropriate counsel. After discussion, the Board agreed to send out a (RFQ) to several local firms a to inquire about pay structure and cost to retain an attorney for the PSPRS Local Board.
- G. CONSIDERATION TO APPOINT MR. SCOTT TALBOOM TO CONTINUE SERVING ON PSPRS LOCAL BOARD AS A MEMBER WHO IS A RESIDENT OF THE FIRE DISTRICT PER A.R.S. § 38-847 (A) FOR A TERM BEGINNING APRIL 1, 2022 – MARCH 30, 2026. Ms. Jones informed the Board that Mr. Talboom's term on the PSPRS Local Board is due to expire on March 30, 2022. She told the Board that Mr. Talboom is willing to serve another term if the Board wishes. After discussion, a **MOTION** was made by Director Foreman and was seconded by Director Nelson to appoint Mr. Talboom to serve another term on the PSPRS Local Board; the motion was unanimously **APPROVED**.
- H. COMMUNITY SURVEY RESULTS. Ms. Wilson presented the Community Survey Results for the Board's review.
- I. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar.
10. **Board Member comments.** There were no further comments.
11. **Adjournment.** A **MOTION** was made by Director Foreman and was seconded Director Nelson to adjourn; the motion was unanimously **APPROVED**. The meeting adjourned at 6:56 PM.

Respectfully submitted,

Jayne Jones  
Administrative Specialist