



HIGHLANDS FIRE DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA 08/20/24

Notice is hereby given that a regular meeting of the Highlands Fire District Board of Directors is scheduled for August 20, 2024 at 5:00 PM at Fire Station 23, Administration Board Room, 3350 Old Munds Hwy, Flagstaff, AZ. Public access to the meeting room will be allowed 15 minutes prior to the meeting. Public access to the meeting through internet conferencing must register in advance of the meeting at the link provided below. Members of the Highlands Fire District Board of Directors may attend either in person or video conferencing.

Zoom Link – <https://us02web.zoom.us/meeting/register/tZMkdOivrjMpEtlm27xPRLxksnpO2PiBqSzh>

Any item on this agenda and any other matters related thereto will be subject to Board consideration, discussion, approval, or other action per A.R.S. § 38-431.02.

1. Call to Order

2. **Roll Call** - Chairperson Tom Hanecak, Clerk Brad Bippus, Director Jay Smith, Director Carl Nelson, and Director Dan Stoffel.

3. Pledge of Allegiance, Invocation, Mission and Vision Statements, and Board Responsibilities

- A. Pledge of Allegiance and Invocation.
- B. Mission – *The Highlands Fire District is an emergency service and community-oriented organization dedicated to protecting the lives and property of its residents and visitors through emergency medical services, fire suppression, fire prevention, and public education.*
- C. Vision – *The Highlands Fire District will be recognized for the highest standards, levels of trust, innovation, and accountability while exceeding community expectations. We will succeed by developing and maintaining strategic partnerships, hiring and promoting quality people, and positioning the District for fiscal sustainability, both now and in the future.*
- D. Review selected Board responsibilities.

4. Welcome Visitors

5. **Call to the Public** – *In accordance with A.R.S. 38-431.0 1(H), any person may address the Board on any matter within the jurisdiction of the Board. The Board may respond to criticism, ask staff to review a matter, or ask that the matter be put on a future agenda. The Board shall not discuss or take legal action on matters raised unless the matters are properly noticed for discussion and legal action.*

6. Approval of Minutes

- A. July 16, 2024 Regular Meeting

7. Finance

- A. Warrants
- B. Financial Report

8. Summary Reports & Correspondence – *In accordance with A.R.S. §38-431.02(K), the Board shall not propose, discuss, deliberate, or take legal action on any matter in the following summary reports.*

- A. IAFF Local Chapter 1505 Summary Report
- B. Battalion Chief’s Summary Report
- C. Fire Chief’s Summary Report
- D. Fire Board Chairperson’s Summary Report
- E. Correspondence

9. Topics of Discussion and Possible Legal Action

- A. CONSIDERATION TO APPROVE RESOLUTION TO TRANSFER FUNDS FROM THE CAPITAL ACCOUNT TO GENERAL FUND.
- B. CONSIDERATION TO APPROVE RESOLUTION AUTHORIZING THE ENGANGMENT OF THE COCONINO COUNTY ATTORNEY AS THE DISTRICT’S LEGAL REPRESENTATION FOR FY 2025.
- C. CONSIDERATION TO GO INTO EXECUTIVE SESSION PER A.R.S. 38-431.03 (3.) FOR DISCUSSION OR CONSULTATION FOR LEGAL ADVICE WITH THE ATTORNEY OF THE PUBLIC BODY TO DISCUSS REVISIONS TO FISCAL POLICY #160 – SURPLUS PROPERTY.
 - a. CONSIDERATION TO APPROVE REVISIONS TO FISCAL POLICY #160 – SURPLUS PROPERTY.
- D. CONSIDERATION TO APPROVE RESOLUTION TO APPROVE FIRE CHIEF TODD MILLER AS ACCOUNT MANAGER FOR THE UNINCORPORATED ASSOCIATION, INCLUDING BUT NOT LIMITED TO, THE WELLS FARGO PURCHASING CARD ACCOUNT. THE FIRE CHIEF HAS COMPLETE AUTHORITY TO MANAGE AND MAKE CHANGES TO THE WELLS FARGO BUSINESS ELITE CREDIT CARD ACCOUNT, AND ANY OTHER ACCOUNTS NEEDED WITH WELLS FARGO.
- E. CONSIDERATION TO APPROVE RESOLUTION TO AUTHORIZE CHIEF TODD MILLER OR HIS DESIGNEE TO WORK WITH THE COCONINO COUNTY TREASURER’S OFFICE TO ESTABLISH CREDIT/DEBIT PAYMENTS FOR DONATIONS AND FEES ON THE HIGHLANDS FIRE DISTRICT WEBSITE.
- F. REVIEW BOARD TASK CALENDAR.

10. Board Member Comments - *Board members’ comments are meant to inform and clarify, and no legal action will be taken. Only Board members may speak.*

11. Adjournment

In compliance with the American with Disabilities Act, if you need special assistance to participate in a meeting, please contact Jayme Jones at (928) 525-1717. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangement to assure accessibility to the meetig

Agenda approved August 15, 2024
By Tom Hanecak, Chairperson

Agenda posted August 16, 2024
By Jayme Jones, Administrative Specialist