



HIGHLANDS FIRE DISTRICT

BOARD OF DIRECTORS
REGULAR MEETING MINUTES • 11/19/24

A regular meeting of the Fire Board of Directors was held on **Tuesday, November 19, 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 Carl Nelson*, and Director Dan Stoffel. Director Jay Smith was absent.

Administrative personnel present were Chief Todd Miller, Captain Eric True, Ms. Jayme Jones, and Mr. Ben Archer-Clowes* from James Vincent Group.

*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 statutory Board responsibilities were recited.
4. **Welcome Visitors.** Chairperson Hanecak welcomed Mr. Ted Vanderlaan, Chairperson of the Fire Board for Flagstaff Ranch Fire District. Chairperson Vanderlaan said it's been great working HFD; particularly Chief Miller, Ms. Jones, and Supr. Erickson.
5. **Call to the Public.** There were no public comments.
6. **Approval of Minutes.**

A. OCTOBER 15, 2024 REGULAR MEETING. Chairperson Hanecak entertained a motion to approve the minutes of the October 15, 2024 regular meeting; the motion was moved by Director Stoffel and was seconded by Director Nelson. Chief Miller pointed out a few typographical errors. The motion was unanimously **APPROVED** with corrections as discussed.

7. **Financial Report**

A. Mr. Ben Archer-Clowes provided the October Financial Report. He noted that tax revenue collection is under budget by \$500,367 and personnel cost are over budget by \$105,723 due to wildland reimbursable wages. Cash flow projections currently show a positive outcome for the end of the year. Chairperson Hanecak entertained a motion to approve the financial report as presented; the motion was moved by Director Stoffel and was seconded by Director Nelson. The motion was unanimously **APPROVED**.

Chairperson Vanderlaan requested a copy of the Financial Report.

HIGHLANDS FIRE DISTRICT

8. Summary Reports & Correspondence.

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Engineer Clayton noted that this year’s highway clean-up project was completed. There will be a holiday toy drive in December and a change in union leadership – Bryan Monreal, Vice President and Faith Aguirre, Treasurer. The union handed out about 100 bags of candy on Halloween. The District received positive feedback for the event.
- B. BATTALION FIRE CHIEF’S SUMMARY REPORT – Captain True presented Chief Lopez’s Battalion Chief’s Report. There were 63 calls for service in October. He described Battalion Chiefs’ Activity, Calls of Note, and Training (see written report for details). Captain True provided information about a significant fire that occurred in Kachina Village.
- C. FIRE CHIEF’S SUMMARY REPORT – Chief Miller presented the Fire Chief’s Report, and he provided additional details about the structure fire in Kachina Village. Chief Miller recognized Firefighter Aguirre for being selected as Firefighter of the Year by her peers, and he thanked Engineer Poggi-Jenkins for being willing to work the Rover Position. Chief Miller rededicated the Hirsch Center to both Jan and Steve Hirsch. Chief Miller described his Management, Leadership, Safety, and Public Relations activities (see written report for details).

Director Bippus left the meeting at 5:34 PM.

- D. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT – Chairperson Hanecak expressed the County’s appreciation for the use of the Hirsch Center for a polling place. The election went very smooth.
- E. CORRESPONDENCE – The Board reviewed a letter from James Molesa; he thanked staff for assisting with the celebration of life for his sister, Jan Hirsch.

9. Topics of Discussion and Possible Legal Action.

- A. BOARD MEMBERS TAKE THE OATH OF OFFICE. Chairperson Hanecak suggested officer elections be pushed to the next meeting. The Board discussed moving the officer election; however, decided to move forward due to the language cited in their bylaws. Ms. Jones suggested the newly elected Board members take the oath of office. The Board members took the oath of office and Ms. Jones notarized their oath.
- B. ACCEPT NOMINATIONS AND CONDUCTED THE ELECTIONS FOR FIRE BOARD CHAIR & CLERK. Chairperson Hanecak accepted nominations for Board Chair. **Director Nelson nominated Director Smith to serve as Board Chair; the nomination was seconded by Director Stoffel.** The Board discussed potentially extending the term as well as implementing term limits for the position. The Board unanimously voted in favor of Director Smith to serve as Board Chair.

Chairperson Hanecak accepted nominations for Board Clerk. **Director Stoffel nominated Director Nelson to serve as Board Clerk; the nomination was seconded by Chairperson Hanecak.** The Board unanimously voted in favor of Director Nelson to serve as Board Clerk.

HIGHLANDS FIRE DISTRICT

- C. CONSIDERATION TO ACCEPT RESOLUTION TO REVIEW AND RECEIVE THE AUDIT PURSUANT TO A.R.S. § 48-805.02. After reviewing the audit, Chief Miller recommended the Board agree to the resolution to accept the final audited financial statement as presented. **A MOTION was made by Director Stoffel and was seconded by Director Nelson to approve the resolution to review and receive the audit as presented.** The motion was unanimously **APPROVED**.
- D. DISTRIBUTE CHIEF'S EVALUATION DOCUMENTS. The Board discussed the Chief's evaluation process. The evaluation form will be distributed electronically, and Board members can provide Chairperson Hanecak their input. Chief Miller informed the Board that it is preferable for his evaluation to be completed in December. Chairperson Hanecak asked for a few days to consider revisions to the form, and he will provide the form to Board members. The staff survey questions also need to be finalized and distributed. Ms. Jones requested the Board consider how each rating criteria is weighed. Chairperson Hanecak suggested the Board begin working on their portion of the evaluation, and staff work on their portion; the Board will determine the weight of the sections at the next meeting. The Board agreed.

Ms. Jones informed the Board that they were provided Chief's Reports from Jan – Nov 2024. Chief Miller asked how he should provide input of his goals. Chairperson Hanecak asked Chief Miller to send him the information. Chairperson Hanecak said that he will administer the Chief's review around December 12th or 13th, before the next meeting on the 17th.

- E. REVIEW BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar.
10. **Board Member comments.** Director Nelson appreciated the first day of strategic planning. The meeting was conducted very well with a lot of engagement. Director Stoffel appreciated the work on the Shiprock Fire, many people were afraid. He thanked staff for engaging with the public on Halloween. Director Stoffel also thanked Chairperson Hanecak for his service.
11. **Adjournment.** **Chairperson Hanecak entertained a motion to adjourn the meeting; the motion was moved by Director Stoffel and was seconded by Director Nelson.** The motion was unanimously **APPROVED**. The meeting adjourned at 6:04 PM.

Respectfully submitted,

Jayne Jones