



# HIGHLANDS FIRE DISTRICT

BOARD OF DIRECTORS  
REGULAR MEETING MINUTES · 06/18/24

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A regular meeting of the Fire Board of Directors was held on **Tuesday, June 18, 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 5:01 PM.

2. **Roll Call.**

Board members present were Chairperson Hanecak, Director Jay Smith, Director Carl Nelson, and Director Dan Stoffel. Clerk Bippus was absent but agreed to attend a portion of the meeting by phone.

Administrative personnel present were Chief Todd Miller, Battalion Chief Josh Pond, Ms. Jayme Jones, and Mr. Ben Archer Clowe and Mr. Dominic Filosa\* from JVG.

Staff present included A-Shift including Captain Monreal

\*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 Dominic Filosa from JVG.

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

6. **Approval of Minutes.**

- A. APRIL 16, 2024 REGULAR MEETING
- B. MAY 21, 2024 REGULAR MEETING

Chairperson Hanecak entertained a motion to approval the minutes of both the meetings. The motion was moved by Director Stofel and was second by Director Smith. Chief Miller noted errors made in the minutes. The **MOTION** was revised to approve of the minutes as corrected; the motion was unanimously **APPROVED**.

7. **Finance**

- A. **WARRANTS** – Chairperson Hanecak entertained a **MOTION** to approve the warrants as presented. The motion was moved by Director Smith and was seconded by Director Stoffel. The Board reviewed the District's warrants and credit card purchases paid for in May. The motion was unanimously **APPROVED**.

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- B. FINANCIAL REPORT – Mr. Filosa presented the Financial Report for May. The Board was provided Profit/Loss Budget Overviews, Bank Reconciliation, County’s Fund Balance Summary, and Cash Flow Projection Reports. Mr. Filosa informed the Board that beginning in July we will begin a new budget cycle use different financial report format that is more consolidated, concise and gives the Board the information they need to provide oversight. Mr. Filosa reviewed the Income statement for the Operational Fund. The revenue is under budget by about \$292,000 mostly driven by Bear Jaw. The expenses are under budget by \$1.6 million, which will be reduced by the June and COP payments. Mr. Filosa informed the Board that the warrant process will go through him and Chief Miller, and he described some of the report the Board will see in July. There were no questions from the Board.

## 8. Summary Reports & Correspondence.

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Captain Monreal reported Local 1505 is gearing up for the Pancake Breakfast.
- B. BATTALION FIRE CHIEF’S SUMMARY REPORT – Chief Pond presented the Battalion Chief’s Report. There were 88 calls for service in May. Chief Pond described significant incidents, training events, and general activity (see the written report for additional details). The Board discussed a local arsonist that is starting fires in the Flagstaff area.
- C. FIRE CHIEF’S SUMMARY REPORT – Chief Miller presented the Fire Chief’s Report. Chief Miller recognized BC Chris Pond, Captain Monreal, and Engineers Chris Sanchez and Lance Kohl for completing their probationary period. Chief Miller also thanked the BCs for taking on many extra administrative duties. Chief Miller reviewed his written report, of note, JVG will be taking over accounts payable from Robyn, who has been doing contract work. Payroll will also move to JVG beginning in July (see the written report for additional details).
- D. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT – Chairperson Hanecak told the Board that he, Clerk Bippus, and Director Stoffel are focused on filing election paperwork. Chairperson Hanecak is looking forward to the Pancake Breakfast.
- E. CORRESPONDENCE – Chief Miller reiterated his thanks to Bear Jaw for the work they did to clean-up the community. The Board reviewed the 2024 Bear Jaw Community Clean-up Report Crew Performance Rating, a letter thanking BC C. Pond and his crew for excellent service, and a Certificate of Appreciation to HFD for outstanding performance and support during the 2024 Bravo Fire (see written reports for details).

## 9. Topics of Discussion and Possible Legal Action.

- A. PUBLIC HEARING OF HIGHLANDS FIRE DISTRICT FY 2025 BUDGET PURSUANT TO A.R.S. § 48-805.02(A). Chairperson Hanecak entertained a **MOTION** to open the Public Hearing for discussion regarding the FY 2025 Budget; the motion was moved by Director Nelson and was seconded by Director Stoffel. The motion was unanimously **APPROVED**. There were no members of the public present.

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Chairperson Hanecak entertained a **MOTION** to Close the Public Hearing; the motion was moved by Director Stoffel and was seconded by Director Nelson. The motion was unanimously **APPROVED**.

- B. CONSIDERATION TO APPROVE RESOLUTION TO ADOPT AND CERTIFY THE FY 2025 BUDGET PURSUANT TO A.R.S. § 48-805.02(A) & (D). Chief Miller presented the FY 2024 Budget on the forms required by the Arizona State Auditor General. Chairperson Hanecak entertained a **MOTION** to approve the Resolution to adopt and certify the FY 2025 Budget; the motion was moved by Director Smith and was seconded by Director Nelson. The motion was unanimously **APPROVED**.

Clerk Bippus joined the meeting by telephone at 5:43 PM.

- C. (E.) CONSIDERATION TO RENEW FORT TUTHILL EMERGENCY SERVICE AGREEMENT. Chairperson Hanecak and Director Smith recused themselves from this topic due to their employment with Coconino County. Clerk Bippus made a **MOTION** to approve the renewal of the Fort Tuthill Emergency Service Agreement; the motion was seconded by Director Stoffel. Chief Miller informed the Board that the new IGA uses a different formula to calculate the fee as described in the IGA, which will be adjusted each July 1. The IGA has been reviewed by legal counsel. Chief Miller requested the Board give him the authority to sign the IGA. The **MOTION** was amended to provide Chief Miller the authority to sign the IGA. The motion was unanimously **APPROVED**.

Clerk Bippus left the meeting at 5:49 PM.

- D. (C.) CONSIDERATION TO APPROVE TO ADOPT PSPRS PENSION FUNDING POLICY PURSUANT TO A.R.S. § 38-863.01 (A)(1) & (2). Chairperson Hanecak entertained a **MOTION** to approve the to adopt the PSPRS Pension Funding Policy as presented; the motion was moved by Director Nelson and was seconded by Director Stoffel. Chief Miller asked if the Board had any questions, the Board did not. Chief Miller explained that the policy is required because we have members is PSPRS, and we must show how we intend to fund their pensions. Mr. Archer Clowe informed the Board that it is a template policy that is approved by all District's [with members in PSPRS]. The motion was unanimously **APPROVED**.
- E. (D.) CONSIDERATION TO APPROVE HR POLICY 30.02 COMPENSATION SCALE. Chairperson Hanecak entertained a **MOTION** to approve HR Policy 30.02 Compensation Scale; the motion was moved by Director Stoffel and was seconded by Director Smith. Chief Miller explained the by approving the budget the Board has approved a 3.2% increase in wages; however, generally we request the Board approve HR Policies including the Compensation Scale. After discussion, the motion was unanimously **APPROVED**.
- F. CONSIDERATION TO APPROVE COOPERATIVE AGREEMENT WITH ARIZONA DEPARTMENT OF FORESTRY AND FIRE MANAGEMENT (AZDFFM). Chairperson Hanecak entertained a **MOTION** to approve the Cooperative Agreement with Arizona Department of Forestry and Fire Management; the motion was moved by Director Stoffel and was seconded by Director Smith. Chief Miller informed the Board that this IGA is an overarching agreement for working with AZDFFM. The agreement allows us to provide services for the State and as Federal cooperators. After discussion, the motion was unanimously **APPROVED**.

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- G. CONSIDERATION TO APPROVE RENEWAL OF AGREEMENT WITH REDEMPTION COUNSELING CENTER. Chairperson Hanecak entertained a **MOTION** to approve renewal of agreement with Redemption Counseling Center; the motion was moved by Director Smith and was seconded by Director Nelson. Chief Miller provided details about the EAP Program. Chairperson Hanecak believes that management should check-in with staff to determine if their mental health care needs are being met. Chief Miller said that employees participated in a survey, and he believes we are meeting their needs. After further discussion, the motion was unanimously **APPROVED**.
- H. CONSIDERATION TO APPROVE REVISIONS TO FISCAL POLICY #154 FEDERAL GRANT ADMINISTRATION. Chairperson Hanecak entertained a **MOTION** to approve revision of Fiscal Policy #154 Federal Grant Administration; the motion was moved by Director Nelson and seconded by Director Smith. Chief Miller informed the Board that a financial management review revealed that additional language needed to be added to the policy. The Board reviewed the policy revision. After questions, the motion was unanimously **APPROVED**.
- I. CONSIDERATION TO APPROVE REVISIONS TO HFD INTERNAL CONTROL HANDBOOK. Chairperson Hanecak entertained a motion to approve revision of the HFD Internal Control Handbook; the **MOTION** was moved by Director Nelson and was seconded by Director Stoffel. Chairperson Hanecak commented that he had never seen the Internal Control Handbook. Chief Miller said that it was due for review. The Board reviewed the policy revision. Chief Miller confirmed with the Board that Fiscal Policy #152 Purchasing, which was added to the Handbook an addendum should be removed. The **MOTION** was amended to include the removal of the addendum. The motion was unanimously **APPROVED**.
- J. REVIEW BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar.
10. **Board Member comments.** Director Nelson appreciated the Push-in Ceremony for the newly acquired engine.
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 6:25 PM.

Respectfully submitted,

Jayne Jones