



HIGHLANDS FIRE DISTRICT

BOARD OF DIRECTORS
REGULAR MEETING MINUTES · 10/17/23

A regular meeting of the Fire Board of Directors was held on **Tuesday, October 17, 2023 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 5:02 PM.

2. **Roll Call**

Board members present were Chairperson Tom Hanecak, Director Jay Smith, and Director Carl Nelson; Director Brad Bippus was absent. There is one vacancy on the Board.

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

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 Jennifer Frank from Hinton Burdick CPAs & Advisors and thanked her for joining us.

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

6. **Approval of Minutes**

A. SEPTEMBER 19, 2023 REGULAR MEETING – The Board reviewed the minutes of the September 19, 2023 Regular Meeting. **A MOTION was made by Director Nelson and was seconded by Director Smith to approve the minutes as presented;** the motion was unanimously **APPROVED**.

7. **Finance**

A. **WARRANTS** – **A MOTION was made by Director Smith and was seconded by Director Nelson to approve the warrants as presented.** The Board reviewed the warrants and credit card purchases paid in September. After questions the motion was unanimously **APPROVED**.

B. **FINANCIAL REPORT** – Mrs. Wilson presented Financial Report including 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 had nothing significant to report. Director Smith asked about a vehicle purchase costing \$8,349.35; Mrs. Wilson explained the purchase was for emergency accessories for a new Type 6 Engine.

C. **QUARTERLY INTEREST EARNINGS REPORT** – Ms. Wilson presented the Quarterly Interest Earning Report from Coconino County; current earnings were 2%.

Visitor Ian Allen joined the meeting at 5:11 PM. He introduced himself and informed the Board he applied for the vacant Board position. The Board and staff introduced themselves.

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8. Summary Reports & Correspondence

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Engineer Ahrendt informed the Board that union members finished canvassing to promote the Go Bond. Citizens seemed to support what the District is requesting. They are preparing for the Halloween event by collecting candy for the kids.
- B. BATTALION FIRE CHIEF’S SUMMARY REPORT – Chief Miller presented the Battalion Chief’s Activity Report. There were 85 calls in September. See the written report for further information reported.
- C. FIRE CHIEF’S SUMMARY REPORT – Chief Miller presented the Fire Chief’s Report. Chief Miller thanked staff for their efforts to take care of business while he was away caring for his father. No one attended the meeting held to inform the public about the Go Bond. See the written report for further information reported. The Board discussed the project to provide informational signs in Kachina Village and Mountianaire.
- D. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT – Chairperson Hanecak thanked staff for the preparation for the public meeting. Mr. Kloeber, former Fire Board Chair, has requested information about the Go Bond. Chairperson Hanecak attended the Bear Jaw Crew appreciation event.
- E. CORRESPONDENCE – The Board reviewed a thank you message from Chief Fisher for welcoming the boy scouts at the September 19, 2023 Fire Board meeting.

9. Topics of Discussion and Possible Legal Action.

- A. PRESENTATION OF FY 2023 AUDIT BY HINTON BURDICK CPAs; CONSIDERATION TO ACCEPT RESOLUTION TO REVIEW AND RECEIVE THE AUDIT PURSUANT TO A.R.S. § 48-805.02. Jennifer Frank with Hinton Burdick CPAs introduced herself, and she presented the FY 2023 Audit Report. Ms. Frank informed the Board that the District had a clean, unmodified opinion, they found no material weaknesses or significant deficiencies, and the District is in compliance with all legal requirements.

The District’s net position as of June 30, 2023 was \$5,331,152; a total net position decrease of \$64,302. Governmental capital assets decreased \$147,757 net of depreciation of \$364,488. Total governmental long-term debt was \$10,344,663 on June 30, 2023. Ms. Frank reviewed the trends associated with General Fund Balance Sheet, Cash, and Revenue and Expenditures. Regarding Budget vs Actual, overall revenues decreased \$224,000, the bulk of which was Charges for Services that were down \$600,450. Chief Miller asked about the Debit Ratio; Ms. Frank said she would run a report and add that information to the presentation. Chief Miller asked Ms. Frank to provide her notes related to the Statement of Revenue, Expenditures, and Changes to Fund Balance as depicted on page 17 of the Audit; Ms. Frank agreed to forward the notes to Chief Miller. Ms. Frank thanked staff for their assistance, and she provided her contact information for questions. Chairperson Hanecak thanked Ms. Frank.

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A **MOTION** was made by Director Nelson and was seconded by Director Smith to accept Resolution #2023-10-17 (9)(A) to review and receive the Audit per A.R.S. §48-805.92(G) as presented; the motion was unanimously **APPROVED**.

- B. REVIEW FIRE BOARD APPLICATIONS. Chairperson Hanecak informed the Board that they would not be discussing applications in open meeting; however, they will discuss the process moving forward. The Board concluded that each Board member would review the applications and would submit input to Chairperson Hanecak. The top three applicants will be asked to interview with the Board on November 1, 2023.
- C. CONSIDERATION TO APPROVE THE COCONINO COUNTY POLLING PLACE AGREEMENT. Chief Miller informed the Board that this is a standard Polling Place Agreement with County Elections. After discussion, a motion was approved to accept the Polling Plan Agreement as presented. The Board discussed the facility rental fee, and they requested further information about the potential for increasing the fee.*

* After noticing the Polling Place Agreement requested a signature by the Chief, the Board revisited Item C. to revise the motion. A **MOTION** was made by Director Smith and was seconded by Director Nelson to accept the Polling Place Agreement and provide consent for Chief Miller to sign as Authorized Agent. The motion was unanimously **APPROVED**.

- D. CONSIDERATION TO APPROVE IGA FOR REGIONAL LEADERSHIP TRAINING. Chief Miller presented an IGA with the City of Flagstaff for participation in a grant program for regional leadership training. Chief Miller explained the benefits of high-quality leadership training at a reduced cost. Board members agreed that it is a great opportunity. Chairperson Hanecak stated, "Hearing no [additional] comments from the Board, all in favor of approving the IGA for regional leadership training say I." All Board members voted in favor.**

** Ratify decision with proper motion on November 21, 2023.

- E. CONSIDERATION TO APPROVE IGA FOR HAZARD MITIGATION PLAN GRANT. Chief Miller explained that this IGA is under legal review and has not been returned yet; therefore, the IGA is not in the Board Packet. Chief Miller does not want to delay the work related to the Hazard Mitigation Plan Grant, so he provided background information about the IGA and asked the Board to approve the first phase of fuels mitigation work in Munds Park and areas in Highlands Fire District. Chief Miller asked the Board to give him and Superintendent Erickson authorization to sign the IGA once it is through legal review. Chief Miller noted that no District money would be expended, the grant is being administered by Coconino County, and the Bear Jaw Crew will be employed to provide services. Chairperson Hanecak stated that he has no issue with giving the Chief Authority to finalize the IGA since there is no financial burden on the District. After further discussion, a **MOTION** was made by Director Smith and was seconded by Director Nelson to give Chief Miller the authority to sign the Hazard Mitigation Plan Grant IGA once final review by the County Attorney Office is complete. The motion was unanimously **APPROVED**.

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F. REVIEW BOARD TASK CALENDAR. The Board reviewed the Fire Board Task Calendar. The Board briefly discussed the Chief's Evaluation process.

10. Board Member comments. Director Smith provided information about the Community Wildfire Protection Plan.

11. Adjournment. A **MOTION** was made by Director Nelson and was seconded Clerk Bippus to **adjourn**; the motion was unanimously **APPROVED**. The meeting adjourned at 6:04 PM.

Respectfully submitted,
Jayme Jones