



HIGHLANDS FIRE DISTRICT

BOARD OF DIRECTORS

REGULAR MEETING AGENDA 11/21/23

Notice is hereby given that the regular Fire Board meeting scheduled for November 21, 2023 at 5:00 PM at Fire Station 23, Administration Board Room, 3350 Old Munds Hwy, Flagstaff, AZ. The meeting is also accessible through Zoom video conferencing with the link provided below. Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZEIcOiuqjliHdFENrXdP18cQ2d3e85Z0i2w>

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

1. Call to Order

2. **Roll Call** - Chairman 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. October 17, 2023 Regular Meeting
- B. November 1, 2023 Special Meeting
- C. November 1, 2023 Executive Session

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. ELECT FIRE BOARD CHAIRPERSON AND CLERK EFFECTIVE DECEMBER 1, 2023.
- B. RATIFY APPROVAL OF ASSISTANCE TO FIREFIGHTER GRANT PROGRAM BETWEEN THE CITY OF FLAGSTAFF AND HIGHLANDS FD, PINEWOOD FD, PONDEROSA FD, AND SUMMIT FMD.
- C. DISCUSS GENERAL OBLIGATION BOND ELECTION RESULTS AND NEXT STEPS.
- D. DISCUSS CHIEF'S EVALUATION PROCESS TO BE CONDUCTED IN DECEMBER; DISTRIBUTE EVALUATION DOCUMENTS INCLUDING CHIEF'S REPORTS, CHIEFS'S GOALS, AND CHIEF'S EVALUATION FORM.
- E. UPDATE REGARDING STRATEGIC PLANNING PROCESS.
- F. REVIEW COMMUNITY SURVEY RESULTS.
- G. REVIEW BOARD TASK CALENDAR.

10. Board Member Comments - *Board member's 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 meeting.

Agenda approved: November 16, 2023

By Tom Hanecak, Board Chair

Agenda posted: November 17, 2023

by Jayme Jones, Administrative Specialist