



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES · 03/22/2022

A regular meeting of the Fire Board of Directors was held on **Tuesday, March 22, 2022 at 5:00 PM** at Fire Station 23, Administration Board Room, 3350 Old Munds Hwy, Flagstaff, AZ. In addition, the meeting was available through Zoom Video Conferencing.

1. Call to Order

Chairperson Hanecak asked Director Smith to tell the Board about the awards he received on behalf of the County. Director Smith informed the Board that they received the Environmental Excellence Award as well as the Presidential Award for the “best of the best” Forest Restoration Initiative accomplishments. The Board congratulated Director Smith.

The meeting was called to order at 5:02 PM.

2. Roll Call

Board members present were Chairperson Hanecak, Clerk Bippus*, Director Smith, Director Foreman, and Director Nelson.

Administrative personnel present were Chief Miller, Chief Lopez, Mrs. Wilson, and Ms. Jones.

*Attended meeting through video conferencing.

3. Pledge of Allegiance, Invocation, Mission and Vision Statements, and Board Responsibilities. The Pledge of Allegiance was recited, a silent invocation was offered, and the district’s mission, vision, and selected Board responsibilities were recited.

4. Welcome visitors. Chairperson Hanecak welcomed everyone.

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

6. Approval of Minutes

A. FEBRUARY 15, 2022 REGULAR MEETING. The Board reviewed the minutes for the February Board meeting. A **MOTION** was made by Director Nelson and was seconded by Director Foreman to approve the minutes as presented. Director Smith pointed out a grammatical error to be corrected. The motion was unanimously **APPROVED**.

7. Finance

A. WARRANTS – The Board reviewed the warrants and credit card purchases paid in February. A **MOTION** was made by Director Foreman and was seconded by Director Smith to accept the warrants as presented; the motion was unanimously **APPROVED**.

B. FINANCIAL REPORT – The Board reviewed 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 told the Board there was nothing out of the ordinary to point out. Chairperson Hanecak asked about fuel costs; Mrs. Wilson explained that there will be a delay in the billing since fuel prices went up.

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8. Summary Reports & Correspondence

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Captain Anticevich reported that the Local has been working on the Budget Committee; the Pancake Breakfast was scheduled on July 3, 2022; and Local members will attend the Big Brother Big Sister Bowl-a-thon in Flagstaff.
- B. BATTALION FIRE CHIEF’S SUMMARY REPORT – Chief Greenwalt presented the Battalion Chief’s Report. Staff is still working to provide functional Analytics Reports. Five firefighters will test for engineer in April. Director Smith asked about Red Card training.
- C. FIRE CHIEF’S SUMMARY REPORT – Chief Miller presented the Fire Chief Report. He noted that COVID appears to be on a downward trend, and non-emergency precautions have been relaxed. Since another variant could spread, we will remain adaptable.
- D. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT. Chairperson Hanecak reported that he and Director Smith attended a Budget Planning Committee meeting. There may be an important decision to make regarding the mil rate. Chairperson Hanecak thanked Chief Miller for his foresight to provide time to discuss the implications this decision. Chairperson Hanecak discussed district taxes with several county employees to get a understanding of district funded.
- E. CORRESPONDENCE – There was no correspondence presented.

9. Topics of Discussion and Possible Legal Action

- A. CONSIDERATION TO APPROVE MEDICAL INSURANCE RENEWAL THROUGH KAIROS. Chief Miller presented the Fendley Benefits Medical Plan Analysis. Kairos proposed a 4% increase in rates on the current plan. He noted that many other medical insurance providers were found to be uncompetitive. District employees appear to be satisfied with the current Kairos plan regardless of the switch to UMR last plan year. **A MOTION was made by Director Smith and was seconded by Director Foreman to approve the Kairos proposal as presented.** After discussion, the motion was unanimously **APPROVED**.
- B. UPDATE REGARDING FLAGSTAFF RANCH FIRE DISTRICT (FRFD) EMERGENCY SERVICE IGA ENDING ON 6/30/2022. Chief Miller informed the Board that he will be presenting the FRFD Annual Operations Report and will be discussing Admin. and Emergency Service IGA with their Board on March 25th. He anticipates presenting a draft of the service IGA in May. Director Foreman warned that if substantive changes need legal review it could be a lengthy process.
- C. UPDATE ON PROGRESS OF BUDGET PLANNING COMMITTEE. Chief Miller informed the Board that the Budget Planning Committee met on March 7th and will meeting again on April 8th. The Committee discussed initial budgetary goals, and they will be reviewing the district’s historical NAV and tax assessments. He hopes to keep reserves at a good level to sustain a potential economic downturn and keep capital reserves intact for future capital purchases. The FY 2023 Budget will be presented in April, approved to post in May, and final approval in June.
- D. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar.

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10. **Board Member comments.** There were no further comments. Director Smith informed the Board that he will be out of the State on May 17th; and may not be available to attend the Board meeting.
11. **Adjournment.** A **MOTION** was made by Director Foreman and was seconded Director Nelson to **adjourn**; the motion was unanimously **APPROVED**. The meeting adjourned at 6:56 PM.

Respectfully submitted,

Jayne Jones
Administrative Specialist