



HIGHLANDS FIRE DISTRICT

BOARD OF DIRECTORS
REGULAR MEETING MINUTES · 07/16/24

A regular meeting of the Fire Board of Directors was held on **Tuesday, July 16, 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 5:02 PM.

2. **Roll Call.**

Board members present were Chairperson Hanecak, Director Jay Smith, Director Carl Nelson, and Director Dan Stoffel. Clerk Bippus was absent.

Administrative personnel present were Battalion Chief Mitch Lopez, Ms. Jayme Jones, and Mr. Dominic Filosa* from JVG.

Staff present included Captain Howell, Engineer Gross, and Firefighter McIntrye.

*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.** There were no visitors present.

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

6. **Approval of Minutes.**

A. JUNE 18, 2024 REGULAR MEETING. Chairperson Hanecak entertained a motion to approve the minutes of June 18, 2024; the **motion** was moved by Director Stoffel and was second by Director Nelson. 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 General, Bear Jaw, Capital Fund and Bond Proceeds Warrant Run Reports. The motion was unanimously **APPROVED**.

B. **FINANCIAL REPORT** – Mr. Filosa presented the FY 2024 End of Year Financial Report. He informed the Board that the FY 2025 Financial Reports will be a completely different format. The Board was provided Profit/Loss Budget Overviews for the General, Capital, Bond and Bear Jaw Accounts, Cash Flow Projection Reports for the General and Bear Jaw Accounts, Reconciled Cash Balance Report for all accounts and Fund Balance Summary Report for the General and Bear Jaw Accounts.

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Mr. Filosa noted that 102.2% of the budgeted revenues were received, and 87.4% of the budgeted expenses were spent, which is a difference of \$717,887.57. The Board asked no questions.

NOTE: Upon staff review, it was found that the Profit/Loss Budget Overview for the General Fund was inaccurate.

- C. COUNTY QUARTERLY INTEREST EARNINGS REPORT. There was no report presented. Chairperson Hanecak said that he is interested in seeing how low the earned interest rates are.

The Board said goodbye to Dominic, and he left the meeting.

8. Summary Reports & Correspondence.

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Engineer Gross reported that there were 422 people attending the Pancake Breakfast, and they earned just over \$3,000. The raffle earned about \$1,600. He informed the Board that they ran out of food this year, which is not uncommon. Several members will be participating in 9/11 Tower Challenge. Engineer Gross informed the Board that the “pool” has been filled in, and the Board discussed the concrete project. Ms. Jones suggested she put the item on the agenda.
- B. BATTALION FIRE CHIEF’S SUMMARY REPORT – Chief Lopez presented the Battalion Chief’s Report. Conflicting reports stated 73 and 86 calls for service in June. Chief Lopez described significant incidents, training events, and general activity (see the written report for additional details). He informed the Board that the new sign is operational.
- C. FIRE CHIEF’S SUMMARY REPORT – Chief Lopez presented the Fire Chief’s Report (see written report presented.) Chief Lopez noted that there are two new members on the honor guard and thanked Firefighters McIntyre and Hawkins for “stepping up”. Ms. Jones informed the Board that the website is getting an average of 20,000 visitors a month.
- D. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT – Chairperson Hanecak thanked everyone for making the Pancake Breakfast a success. It was great that all Board member attended, and He appreciates their service. Ms. Jones asked the Board and staff to share their Pancake Breakfast photos with her.
- E. CORRESPONDENCE – The Board reviewed Crew Performance ratings for Bear Jaw; their performance was for the most part superior.

9. Topics of Discussion and Possible Legal Action.

- A. CONSIDERATION TO APPROVE FIREFIGHTER MENTAL HEALTH SERVICES IGA WITH PINWOOD AND SUMMIT FIRE DISTRICTS. Chairperson Hanecak entertained a motion to approve the Firefighter Mental Health Services IGA with Pinewood and Summit Fire Districts; the motion was moved by Director Nelson and was seconded by Director Stoffel. Chief Lopez informed the

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Board that the administration of the service agreement was shifting to Pinewood. After discussion, the motion was unanimously **APPROVED**.

- B. CONSIDERATION TO APPROVE EQUIPMENT LEASE AGREEMENT FOR XEROX ALTALINK MULTI-FUNCTION PRINTER. Chairperson Hanecak entertained a **motion** to approve the Equipment Lease Agreement for a Xerox Altalink Multi-function printer; the motion was moved by Director Smith and was seconded by Director Nelson. Ms. Jones informed the Board that the current lease expired. Smart Documents Solution proposed a new lease with \$20 per month increase. After discussion, the motion was unanimously **APPROVED**.
- C. REVIEW BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar. Ms. Jones informed the Board that the County will know if the election will be cancelled by July 23rd. Chairperson Hanecak asked that strategic planning be added to the Task Calendar in August. Chairperson Hanecak commented that the Board should consider the process for getting feedback from staff for the Chief's Evaluation.
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 5:47 PM.

Respectfully submitted,

Jayne Jones