



# HIGHLANDS FIRE DISTRICT

FIRE BOARD OF DIRECTORS  
REGULAR MEETING MINUTES • 09/20/22

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A regular meeting of the Fire Board of Directors was held on **Tuesday, September 20, 2022 at 5:00 PM** at Fire Station 23, Administration Board Room, 3350 Old Munds Hwy, Flagstaff, AZ. In addition, the meeting was also available through Zoom Video Conferencing.

**1. Call to Order.** Chairperson Hanecak called the meeting to order at 5:00 PM.

## **2. Roll Call**

Board members present were Chairperson Tom Hanecak, Director Jay Smith, and Director Carl Nelson; members absent were Clerk Brad Bippus and Director Dirch Foreman.

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

On-shift personnel attended 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.** There were no public visitors present.

**5. Call to the Public.** Chairperson Hanecak dispensed with the call to the public.

## **6. Approval of Minutes**

A. August 16, 2022 REGULAR MEETING – The Board reviewed the minutes of the August 16, 2022 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 – The Board reviewed the warrants and credit card purchases paid in July. **A MOTION was made by Director Foreman and was seconded by Clerk Bippus to accept the paid warrant report as presented.** After questions, 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 noted there is an agenda item to transfer funds into the capital fund later this evening.

## **8. Summary Reports & Correspondence**

A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Captain Anticevich reported that Local 1505 participated in the Fill-the-Boot fundraiser for Muscular Dystrophy and raised over \$2,000. They are in the process of becoming a 501(c)(3) organization to enable them to receive tax deductible donations. In addition, they are going to sponsor a Halloween event for local children.

- B. BATTALION FIRE CHIEF'S SUMMARY REPORT – Captain Pond presented the Battalion Chief's Activity Report. There were 65 calls for service in August. He noted that our crew responded to a climber that had fallen near the 89A switchbacks. To answer a question from Chairperson Hanecak, Captain Pond described the procedure for response to an active shooter situation.
- C. FIRE CHIEF'S SUMMARY REPORT – Chief Miller presented the Fire Chief Activity Report. He informed the Board that HFD was awarded \$30,000 of the Governor's Office Highway Safety Grant, and the County Sign Project will go before the County Board of Supervisors next month. In addition, ARPA funding may be available through the County as well as the Fire District Workers' Comp Risk Pool.
- D. FIRE BOARD CHAIRPERSON'S SUMMARY REPORT – Chairperson Hanecak informed the Board and staff that we may see an increase in the number of people voting here on November 8; be prepared for highly emotional voters.
- E. CORRESPONDENCE – There was no correspondence presented.

## 9. Topics of Discussion and Possible Legal Action

- A. UPDATE REGARDING COMPENSATION SURVEY. Chief Miller informed the Board that we have begun looking for a consultant to complete a compensation survey. Chairperson Hanecak suggested we look beyond a basic survey and get ideas for a long-term compensation strategy. He suggested the District issue an RFQ to gather necessary information to select a consultant; the Board agreed.
- B. CONSIDERATION TO APPROVE ADJUSTMENT TO FIRE RECOVERY MITIGATION RATES. Chief Miller explained "fire recovery mitigation" and recommended updating rates as suggested by Fire Recovery. Director Foreman suggested the policy reflect an automatic rate update going forward. Chairperson Hanecak suggested adding a sentence in Section II stating that "fee schedules are established per Fire Recovery." A MOTION was made by Director Foreman and was seconded by Director Nelson to accept the Fire Recovery rate changes in [fiscal] policy 141; the motion was unanimously APPROVED. Chief Miller agreed to revise the policy per the Board's request and bring it back to the Board for approval next month.
- C. CONSIDERATION TO APPROVE RESOLUTION TO TRANSFER \$175,000 FROM THE GENERAL FUND TO THE CAPITAL FUND. Chief Miller reminded the Board that it was his intent to transfer money into the capital fund at the end of FY 2022, but waited until October tax revenues were received. A MOTION was made by Director Smith and was seconded by Director Foreman to transfer \$175,000 from the General Fund to the Capital Fund; the motion was unanimously APPROVED.

Chairperson Hanecak commented that he questions whether \$175,000 is sufficient due to the rising cost of goods. Moving forward, we may want to bolster the Capital Fund; perhaps with unexpected funds that may be received.

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- D. CONFIRM BOARD REPRESENTATION ON THE STRATEGIC PLANNING COMMITTEE. Chief Miller informed the Board that the time commitment for serving on the committee is 3 – 4 meetings, and he described the process. Chairperson Hanecak said he is willing to serve on the committee; Director Nelson also volunteered to serve if there is flexibility in meeting times.
- E. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Fire Board Task calendar.
10. **Board Member comments.** The Board discussed the importance of PFAC. Proposition 310 signs are available for Board members.
11. **Adjournment.** A **MOTION** was made by Director Nelson and was seconded Director Foreman to adjourn; the motion was unanimously **APPROVED**. The meeting adjourned at 6:17 PM.

Respectfully submitted,

Jayme Jones  
Administrative Specialist