



# HIGHLANDS FIRE DISTRICT

## FIRE BOARD OF DIRECTORS REGULAR MEETING MINUTES • 08/16/22

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A regular meeting of the Fire Board of Directors was held on **Tuesday, August 16, 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, Battalion Chief Eric True, 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. JULY 19, 2022 REGULAR MEETING – The Board reviewed the minutes of the July 19, 2022 Regular meeting. **A MOTION was made by Director Smith and was seconded by Director Nelson 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 Nelson and was seconded by Director Smith to accept the paid warrant report 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 noted that in our first month of the FY 2023 Budget; everything is looking good.

### 8. Summary Reports & Correspondence

A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Captain Anticevich reported that Local Chapter 1505 supports Proposition 310, and they have been working on their MOU and revisions to job descriptions.

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- B. BATTALION FIRE CHIEF'S SUMMARY REPORT – Chief True presented the Battalion Chief's Activity Report. There were 93 calls for service in July. He noted that many of the calls were cancelled in route as well as some Forest Highlands alarms were triggered by lightning.
- C. FIRE CHIEF'S SUMMARY REPORT – Chief Miller presented the Fire Chief Report describing his July activities as well as updates related to COVID, Workers' Comp claims, alternative funding, and legislation. In addition, he informed the Board about a housing development in the fire district and the completion of service contracts, which will ensure mental health support for firefighters.
- D. FIRE BOARD CHAIRPERSON'S SUMMARY REPORT – Chairperson Hanecak commented that he was impressed with the professionalism of firefighters that assisted a woman during elections. He also requested kid's educational supplies be restocked.
- E. CORRESPONDENCE – The Board reviewed a letter from Patrice Horstman, Coconino County Board of Supervisor that thanked staff for their assistance with sandbag production.

## 9. Topics of Discussion and Possible Legal Action

- A. UPDATE REGARDING COMPENSATION SURVEY. Chief Miller informed the Board that his will be a running item on the agenda as the process unfolds. Chief Miller connected with the City of Flagstaff and received some good information about potential companies to engage as well as a sample RFP. Chairperson Hanecak commented that the general intention is to incorporate the compensation study into the strategic plan.
- B. REVISION TO HR POLICY 40.25 TRAUMATIC EVENTS COUNSELING PER HB 2336. Chief Miller informed the Board that a revision to this policy is necessary to comply with new legislation. The change is related to broadening the definition of acceptable mental health care providers. Chief Miller noticed that Item V. E. should be revised to say "mental health professional". After discussion, a **MOTION was made by Director Smith and was seconded by Director Nelson to accept the HR #40.25 changes as discussed.** The motion was unanimously **APPROVED**.
- C. COMMUNITY SURVEY RESULTS. THE BOARD REVIEWED THE COMMUNITY SURVEY RESULTS.
- D. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar.

10. **Board Member comments.** There were no additional comments made by the Board.

11. **Adjournment.** A **MOTION was made by Director Nelson and was seconded Director Smith to adjourn;** the motion was unanimously **APPROVED**. The meeting adjourned at 5:48 PM.

Respectfully submitted,

Jayne Jones  
Administrative Specialist