



# HIGHLANDS FIRE DISTRICT

BOARD OF DIRECTORS  
REGULAR MEETING MINUTES • 07/18/23

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A regular meeting of the Fire Board of Directors was held on **Tuesday, July 18, 2023 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 Dirch Foreman, and Director Carl Nelson. Director Brad Bippus arrived at 5:11 PM. Director Jay Smith was absent.

Administrative personnel present were Chief Todd Miller, Chief Eric True, and Mrs. Robyn Wilson. Ms. Jayme Jones was absent.

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.** There were no public comments.

6. **Approval of Minutes**

A. JUNE 20, 2023 REGULAR MEETING – The Board reviewed the minutes of the June 20, 2023 Regular Meeting. **A MOTION was made by Director Foreman 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 June. **A MOTION was made by Director Nelson and was seconded by Director Foreman to approve the warrants as presented;** the motion was unanimously **APPROVED**.

B. FINANCIAL REPORT – Chief Miller reviewed end-of-year account summaries for FY 2023. The District collected 99.5% of budgeted revenue. Chief Miller reviewed many of the expense accounts. The District will carryover \$2,034,182.16. Chief Miller suggested the Board consider providing him with direction for ongoing management of the Reserve Funds.

Ms. Wilson presented the District's Financial Report including 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.

C. QUARTERLY INTEREST EARNING REPORT. Ms. Wilson presented the County's Quarterly Interest Earning Report at 1.31% for Jan – March 2023.

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## 8. Summary Reports & Correspondence

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Engineer Ahrendt thanked the Board for their participation in the Pancake Breakfast. They served 475 breakfasts and raised \$4,800. It was a very successful event.
- B. BATTALION FIRE CHIEF’S SUMMARY REPORT – Chief True presented the Battalion Chief’s Activity Report. He congratulated Firefighters McIntyre, Aguirre, and Hawkins for their successful completion of the GFR Academy. Firefighter McIntyre received the outstanding recruit award based on top scores in the Academy. Captain Modrell represented HFD well as an Academy instructor. Battalion Chief Pond will be managing planning, Battalion Chief Lopez will manage training and operations, and Battalion Chief True will continue managing Logistics. There were 57 calls for service in June. Chief True reviewed significant calls.
- C. FIRE CHIEF’S SUMMARY REPORT – Chief Miller presented the Fire Chief’s Report. He noted Pancake Breakfast went very well. He also congratulated the newest Firefighters and recognized Firefighter McIntyre for his award as outstanding recruit. He reviewed his and the department’s activity. ARPA funds (\$184,382) were received to offset costs of COVID expenses.
- D. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT – Chairperson Hanecak apologized for missing the Pancake Breakfast. He attended the Flag Ceremony for Battalion Chief Greenwalt and was very moved.
- E. CORRESPONDENCE – The Board reviewed thank you notes from Mr. Moede, of Sherwood Forest FD, FHS FSW Program, and local children.

## 9. Topics of Discussion and Possible Legal Action

- A. CONSIDERATION TO APPROVE RESOLUTION AUTHORIZING THE ENGANGMENT OF THE COCONINO COUNTY ATTORNEY AS THE DISTRICT’S LEGAL REPRESENTATION FOR FY 2024. Chief Miller informed the Board that Paul Garns will be our legal counsel from Coconino County Attorney’s Office. The letter of engagement and resolution will formalize their representation. **A MOTION was made by Director Nelson and was seconded by director Foreman to approve the resolution authorizing the engagement of the Coconino Conty Attorney as the District’s legal Representation for FY 2024.** The motion was unanimously **APPROVED**.
- B. CONSIDERATION TO APPROVE COCONINO COUNTY ELECTIONS IGA FOR BALLOT-BY-MAIL ELECTION SERVICES. Chief Miller informed the Board the Ballot-by-Mail election services is for the General Obligation Bond process. **A MOTION was made by Director Foreman and was seconded by Director Nelson to approve the County Elections IGA for Ballot-by-Mail Election Services.** The motion was unanimously **APPROVED**.
- C. CONSIDERATION TO APPROVE POLICY REVISIONS. Chief Miller and Mrs. Wilson explained policy revisions as follows:
  - a) HR Policy 40.04 Sick Leave – Clarify policy by adding “once an individual has exhausted all of their own sick and vacation leave” on Guideline V. A. 2.

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- b) Fiscal Policy 152 Purchasing – Increases purchase limits in all categories.
- c) Fiscal Policy 154 Federal Grant Administration – New policy regarding grants as recommended by our Accountants, Hinton Burdick CPAs.

A **MOTION** was made by Director Foreman and was seconded by Director Nelson to accept policy recommendations as presented. The motion was unanimously **APPROVED**.

D. REVIEW BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar.

**10. Board Member comments.** There were no further comments.

**11. Adjournment.** A **MOTION** was made by Director Nelson and was seconded Director Bippus to adjourn; the motion was unanimously **APPROVED**. The meeting adjourned at 5:56 PM.

Respectfully submitted,

Jayne Jones