



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES • 12/20/2022

A regular meeting of the Fire Board of Directors was held on **Tuesday, December 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, Clerk Brad Bippus, Director Jay Smith, Director Dirch Foreman, and Director Carl Nelson.

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

Staff present were Superintendent Shelby Erickson, Captain Kyle Anticevich*, Engineer Eric Reed*, and Firefighter Chris Sanchez*.

*Attended through Zoom 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 visitors present.

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

6. **Approval of Minutes**

A. NOVEMBER 15, 2022 REGULAR MEETING – The Board reviewed the minutes of the November 15, 2022 Regular meeting. Chief Miller asked for a correction Roll Call. **A MOTION was made by Director Nelson and was seconded by Director Foreman to approve the minutes revised as discussed;** the motion was unanimously **APPROVED**.

B. NOVEMBER 15, 2022 EXECUTIVE SESSION – The Board reviewed the minutes of the November 15, 2022 Executive Session. **A MOTION was made by Director Foreman 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 for in November. **A MOTION was made by Director Foreman and was seconded by Director Smith to accept the paid warrants 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 informed the Board that he is still investigating the charges for Workers' Compensation coverage.

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8. Summary Reports & Correspondence

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Captain Anticevich reported that the chapter is finishing toy collection and will be distributing toys to children in the District. Engineer Ahrendt will be the Chapter Vice President in January, and Engineer Monreal will continue as Secretary/Treasurer.
- B. BATTALION FIRE CHIEF’S SUMMARY REPORT – Chief True presented the Battalion Chief’s Activity Report. There were 55 calls for service in November. Chief True described many of the notable calls.
- C. FIRE CHIEF’S SUMMARY REPORT – Chief Miller presented the Fire Chief’s Report. Chief Miller noted that grant money related to COVID relief may still be awarded.
- D. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT – Chairperson Hanecak enjoyed the District holiday event. He thanked Director Nelson for his efforts working on the Strategic Planning Committee. He also informed the Board that it was a busy month, and much was accomplished.
- E. CORRESPONDENCE – The Board reviewed a thank you message from a visitor and a letter from legal counsel for the PSPRS Local Board.

9. Topics of Discussion and Possible Legal Action

- A. PRESENTATION BY ARMANDO RUIZ, COCONINO COUNTY ASSESSOR. Mr. Ruiz was not available to attend the meeting. This item was tabled until the February meeting. Chairperson Hanecak suggested Board member submit any questions they may have for Mr. Ruiz to Robyn.
- B. (F.) CONSIDERATION TO APPROVE CAMP NAVAJO WILDLAND FUELS AND FIRE PROJECT IGA. Chief Miller presented the Camp Navajo IGA with an extended term to five years; the content of the IGA has not changed. Superintendent Erickson explained the purpose of the IGA. **A MOTION was made by Director Foreman and was seconded by Director Nelson to approve the Camp Navajo IGA as presented;** the motion was unanimously **APPROVED**.
- C. (B.) UPDATE REGARDING COMPENSATION STUDY. Chief Miller informed the Board that two firms were interviewed regarding their proposals to do a compensation study. The committee selected Brenda Tranchina of HR Strategies to conduct the study. Director Smith asked if contracts for professional services should be the Board’s decision. Chief Miller explained that he and Chairperson Hanecak were given authority to move forward; however, a contract has not been signed. Once the scope of work is established, the contract will be presented for Board approval. Director Smith’s concern is the potential for a conflict of interest. Chairperson Hanecak believes that the contract should have language to verify there isn’t any conflict of interest. Chief Miller will formalize accepting the service.
- D. (C.) CONSIDERATION TO APPROVE 2023 STRATEGIC PLAN. Chairperson Hanecak told the Board that Chief Miller deserves props for steering the committee towards a purposeful strategic plan and the committee discussed going to a five-year plan instead of doing one every year. Director Smith commented that he liked the format, information, and appearance of the draft plan.

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Chief Miller reviewed the plan and highlighted the changes. The Board identified revisions and discussed the potential need to increase revenues to fund the capital purchases. After discussion, a MOTION was made by Clerk Bippus and was seconded by Director Foreman to approve the 2023 Strategic Plan with the changes as discussed. The motion was unanimously APPROVED. Chief Miller and Chairperson Hanecak thanked the committee for their efforts.

- E. (D.) CONSIDERATION TO APPROVE REVISION TO HR POLICY 30.02 COMPENSATION SCALE. Chief Miller explained that since the Board approved the 4% COLA in December, the policy revision reflects that decision. Director Foreman pointed out the the classification change to the Battalion Chief position needs to reflect the practice. After discussion, A MOTION was made by Director Smith and was seconded by Director Nelson approve HR Policy 30.02 as presented. The motion was unanimously APPROVED.
- F. (E.) CONSIDERATION TO APPROVE ASSISTANCE TO FIREFIGHTER GRANT PROGRAM IGA. Chief Miller informed the Board the Flagstaff region received a grant for instructor training. The IGA provides Flagstaff with the authority to manage and distribute the grant funds. A MOTION was made by Director Nelson and was seconded by Director Smith to approve the Assistance to Firefighter Grant Program IGA as presented. The motion was unanimously APPROVED.
- G. (F.) CONSIDERATION TO APPROVE CHIEF MILLER'S ANNUAL PERFORMANCE EVALUATION. Chairperson Hanecak explained the process he took to compile the Board's input for the Chief's performance evaluation. The "score" provided is an average of each Board member's feedback. He suggested the Board consider extending the range of the rating next year. The overall result calculated was 2.7 on a scale between 1 – 3, which has been discussed with the Chief. Chief Miller reported his progress on his 2022 goals as follows:
- Complete higher education degree – Nearly complete
 - Complete a leadership /management certificate course – Complete
 - Pursue opportunities both internal and external to increase leadership and professional development of personnel; increase the number of individuals applying for promotion – Complete
 - Develop new community assistance/outreach program to replace (but include aspects of) the old CIP Program – No progress

Chairperson Hanecak congratulated Chief Miller on a great first year. Many of the Board's comments recognize Chief Miller's leadership skills. Chairperson Hanecak appreciates Chief Miller's "willingness to look at things slightly different, to bring a new perspective" as well as being "true to yourself". He and the staff recognize this and have "lot respect and appreciation for the work that you've done and the effort you put into it."

Chief Miller appreciates the evaluation and comments. He said, "nothing that I do is without the help from others". His success reflects the work of the admin. team, command staff and all personnel. He thanked everyone for helping him through his first year.

A MOTION was made by Clerk Bippus and was seconded by Director Smith to approve Chief Miller's performance evaluation as presented. The motion was unanimously APPROVED.

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H. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar. Chairperson Hanecak requested that the Chief's goals be identified next month.

10. **Board Member comments.** Directed Smith commented that a fire safety flyer was produced, and they would like fire service input. In addition, please provide relevant feedback regarding new snowplow operators.

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 6:45 PM.

Respectfully submitted,

Jayme Jones
Administrative Specialist