



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES • 03/21/2023

A regular meeting of the Fire Board of Directors was held on **Tuesday, March 21, 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, Clerk Brad Bippus, Director Jay Smith, Director Dirch Foreman, and Director Carl Nelson.

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

On-duty staff 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 visitors.

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

6. **Approval of Minutes**

A. FEBRUARY 21, 2023 REGULAR MEETING – The Board reviewed the minutes of the February 21, 2023 Regular Meeting. **A MOTION was made by Director Nelson and was seconded by Director Foreman to approve the minutes as presented;** the motion was unanimously **APPROVED**.

B. FEBRUARY 21, 2023 EXECUTIVE SESSION – The Board reviewed the minutes of the February 21, 2023 Executive Session. **A MOTION was made by Director Nelson and was seconded by Clerk Bippus 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 February. **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 had nothing of significance to note.

8. **Summary Reports & Correspondence**

A. (B.) BATTALION FIRE CHIEF'S SUMMARY REPORT – Chief True presented the Battalion Chief's Activity Report. There were 56 calls for service in January. Many of the calls were related to heavy snowfall including repairs needed on the snow fencing at Station 23. Clerk Bippus suggested including a map of incident locations; Chief True replied that perhaps County GIS could provide a

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map of incidents. The Board discussed snow damage to various roofs within the district, and emergency access to residents during heavy snowfall.

- B. (A.) IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Although the Zoom video report was imperceptible, it is likely that Engineer Modell reported about the Bowl-a-thon and Academy.
- C. FIRE CHIEF’S SUMMARY REPORT – Chief Miller presented the Fire Chief’s Report. Chief Miller thanked staff for their efforts to work through the heavy snow conditions, associated emergency incidents, and station power outage. Chief Miller noted that new legislation has the potential for grant funding for capital purchases. In addition, he informed the Board that he had earned his bachelor’s degree.
- D. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT – Chairperson Hanecak had nothing to report; however, he took the opportunity to thank staff for working with the County to plan their meeting in the Hirsch Center.

9. Topics of Discussion and Possible Legal Action

- A. UPDATE OF BUDGET COMMITTEE PROGRESS – Chief Miller informed the Board that the Budget Committee met and options need to be considered regarding the Capital Replacement Plan. Fiscal sustainability has been identified as a major goal. Chairperson Hanecak added that the mil rate will also be a topic under consideration.
- B. CONSIDERATION TO APPROVE KAIROS MEDICAL INSURANCE RENEWAL – Chief Miller presented the Kairos FY 2024 Health Insurance Renewal and directed the Board to the rate increase of 5%. Overall, the plan has not changed except for improvements to mental health access. After discussion, a **MOTION** was made by Director Foreman and was seconded by Director Smith to approve the Health Insurance Renewal as presented; the motion was unanimously **APPROVED**.
- C. CONSIDERATION TO APPROVE ENGAGEMENT WITH HINTON BURDICK CPAs & ADVISORS TO CONDUCT FINANCIAL AUDIT FOR YEARS ENDED JUNE 30, 2023; 2024, AND 2025 – Mrs. Wilson presented a letter of engagement for Auditing Services by Hinton Burdick CPAs & Advisors. She recommended the Board renew services for the next three years. After discussion, a **MOTION** was made by Director Foreman and was seconded by Director Nelson to approve the letter of engagement for Auditing Services as presented; the motion was unanimously **APPROVED**.
- D. PRESENTATION OF FLAGSTAFF RANCH FIRE DISTRICT (FRFD) OPERATIONAL REPORT – Chief Miller presented the annual FRFD Operational Report. He explained the recent changes to the make-up of their Board.
- E. PRESENTATION OF ISO PUBLIC PROTECTION CLASS REPORT AND IMPROVEMENT – Chief Miller reviewed the ISO Public Protection Class (PPC) Report. The District rating has recently improved to 3/3X. Although it was a lengthy process, it was worth our time and effort; homeowners insurance is likely to decrease. The Board reviewed ratings in the categories of Community Risk Reduction, Water Supply System, Fire Suppression Capabilities, and Emergency Communications.

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F. REVIEW FIRE BOARD TASK CALENDAR – The Board reviewed the Task Calendar.

10. Board Member comments. Director Smith thanked Chief Miller for allowing the County to distribute sandbags at Station 23.

11. Adjournment. A **MOTION** was made by Director Smith and was seconded Director Foreman to adjourn; the motion was unanimously **APPROVED**. The meeting adjourned at 6:24 PM.

Respectfully submitted,

Jayne Jones