



HIGHLANDS FIRE DISTRICT  
FIRE BOARD OF DIRECTORS  
REGULAR MEETING MINUTES · 10/18/2022

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A regular meeting of the Fire Board of Directors was held on **Tuesday, October 18, 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, Battalion Chief Mike Greenwalt, Mrs. Robyn Wilson, and Ms. Jayme Jones.

A visitor present was Jennifer Frank, CPA, CFE, CGFM from Hinton Burdick CPAs & Advisors.

Staff present were Captain Kyle Anticevich\*, Brandon Blue\*, Gavin Quigley\*, and others.

\*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.** Chairperson Hanecak welcomed Ms. Frank from Hinton Burdick CPAs & Advisors.

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

6. **Approval of Minutes**

A. SEPTEMBER 20, 2022 REGULAR MEETING – The Board reviewed the minutes of the September 20, 2022 Regular meeting. Ms. Jones pointed out a correction to the date at the bottom of each page. **A MOTION was made by Director Nelson and was seconded by Director Foreman 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 September. **A MOTION was made by Director Foreman and was seconded by Director Nelson 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. Chairperson Hanecak asked about Overtime Expense. Chief Miller said that it was higher than expected due to COVID and light duty assignments; he anticipates that it will level out.

C. **COCONINO COUNTY INTEREST REPORT.** Mr. Wilson informed the Board that County's interest earning was .48% in the first quarter.

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## 8. Summary Reports & Correspondence

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Captain Anticevich reported that Local 1505 is gearing up for the Halloween event this month, and Christmas Toy Drive in December. They continue to work with Management to update a few policies and provide Union feedback.
- B. BATTALION FIRE CHIEF’S SUMMARY REPORT – Battalion Chief Greenwalt presented the Battalion Chief’s Activity Report. There were 78 calls for service in September. Firefighter Quigley was recognized for being selected as Firefighter of the Year.
- C. FIRE CHIEF’S SUMMARY REPORT – Chief Miller congratulated Firefighter Quigley for being honored as Firefighter of the Year, and he presented a Unit Citation to Bear Jaw for their great work on the Tunnel Fire. Chief Miller thanked Supervisor Ryan and his staff for sponsoring the Sign Project, which was approved unanimously by the Board of Supervisors. He also thanked Battalion Chief Lopez and Captain Blue for their efforts working on the project. Chief Miller presented his Chief’s Report for September, and he thanked the Board for allowing him to attend the Chief Executive Officer Program (CEOP).
- D. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT – Chairperson Hanecak congratulated Firefighter Quigley and recognized Chief Miller for his accomplishments. He appreciates that Chief Miller is willing to further his development and extends that commitment to staff. Chairperson Hanecak reminded everyone that Election Day is November 8, and the Hirsch Center is used as a polling place. They are expecting a good turnout and potentially high emotions related to the election.
- E. CORRESPONDENCE – The Board reviewed correspondence. There was a thank you letter from the Assistance League, a letter from AFDA related to Chief Miller’s graduation from CEOP, and a thank you letter from Coconino County Emergency Management for the use of the Hirsch Center for training.

## 9. Topics of Discussion and Possible Legal Action

- A. PRESENTATION OF FY 2021 AUDIT BY HINTON BURDICK CPAs; CONSIDERATION TO ACCEPT RESOLUTION TO REVIEW AND RECEIVE THE AUDIT PURSUANT TO A.R.S. § 48-805.02. Jennifer Frank with Hinton Burdick CPAs introduced herself, and she presented the FY 2022 Audit Report. Ms. Frank informed the Board that the District had a clean unmodified opinion, they found no material weaknesses or significant deficiencies, and the District is in compliance with A.R.S. § 48-805.

The District’s net position as of June 30, 2022 was \$5,395,455; an increase of \$224,921. Governmental capital assets increased by \$87,649 net of depreciation of \$364,488. Total governmental long-term debt was \$15,511.612 due to the COP issuance and Pension Liability one year lag in reporting. The pension liability pay-off will be reported in the next PSPRS Actuarial Report. Ms. Frank reviewed the trends associated with General Fund Balance, Cash, and Revenue and Expenditures. Ms. Frank thanked staff for their assistance and provided contact information for questions. Chairperson Hanecak thanked Ms. Frank for her efforts.

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A **MOTION** was made by Director Foreman and was seconded by Clerk Bippus to approve Resolution #2022-10-18 (9)(A) as presented; the motion was unanimously **APPROVED**.

- B. UPDATE REGARDING COMPENSATION SURVEY. Chief Miller informed the Board that RFQs have been sent to 15 consultants to conduct a compensation survey. The submission deadline is on November 15, 2022.
- C. CONSIDERATION TO APPROVE REVISED FISCAL POLICY #141 FEE SCHEDULE. Chief Miller informed the Board that they discussed the Fiscal Policy for Fee Schedules last month and agreed to make revisions for Board consideration. The policy was revised to state “Members of the public who reside outside the Fire District and receive services for the Fire District will be billed by Fire Recovery USA according to the most current fee schedule adopted by Fire Recovery USA.” Chief Miller explained other changes to the policy, which increased rates for facility use. A **MOTION** was made by Director Nelson and was seconded by Director Foreman to approve Fiscal Policy 141 – Fee Schedule Fee as presented. After questions, the motion was unanimously **APPROVED**.
- D. CONSIDERATION TO APPROVE IAFF LOCAL 1505 MEMORANDUM OF UNDERSTANDING (MOU). Chief Miller informed the Board that the Union MOU was expected to be renewed annually, but it has not been renewed. Upon the Board’s approval, the MOU will be renewed biannually. A **MOTION** was made by Director Smith and was seconded by Director Foreman to renew the IAFF Local 1505 MOU as presented. After discussion, the motion was unanimously **APPROVED**.
- E. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Fire Board Task Calendar. Ms. Jones informed the Board that the Chief’s Evaluation Documents will be distributed in November for the December Evaluation. The Board discussed the evaluation process, and Ms. Jones was asked to provide the documents prior to the November meeting.

10. **Board Member comments.** Director Smith informed the Board that he attended a PFAC meeting.

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 6:13 PM.

Respectfully submitted,

Jayne Jones  
Administrative Specialist