



HIGHLANDS FIRE DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA 06/18/24

Notice is hereby given that a regular meeting of the Highlands Fire District Board of Directors is scheduled for June 18, 2024 at 5:00 PM at Fire Station 23, Administration Board Room, 3350 Old Munds Hwy, Flagstaff, AZ. Public access to the meeting room will be allow 15 minutes prior to the meeting. Public access to the meeting through internet conferencing must register in advance of the meeting at the link provided below. Members of the Highlands Fire District Board of Directors will attend either in person or by telephone, video conferencing.

Any item on this agenda and any other matters related thereto will be subject to Board consideration, discussion, approval, or other action per A.R.S. § 38-431.02.

Zoom Link - <https://us02web.zoom.us/meeting/register/tZwrdoCurDkvG9RQ5oEbtJXhl28Cu50H1JP>

1. Call to Order

2. **Roll Call** - Chairperson Tom Hanecak, Clerk Brad Bippus, Director Jay Smith, Director Carl Nelson, and Director Dan Stoffel.

3. Pledge of Allegiance, Invocation, Mission and Vision Statements, and Board Responsibilities

- A. Pledge of Allegiance and Invocation.
- B. Mission – *The Highlands Fire District is an emergency service and community-oriented organization dedicated to protecting the lives and property of its residents and visitors through emergency medical services, fire suppression, fire prevention, and public education.*
- C. Vision – *The Highlands Fire District will be recognized for the highest standards, levels of trust, innovation, and accountability while exceeding community expectations. We will succeed by developing and maintaining strategic partnerships, hiring and promoting quality people, and positioning the District for fiscal sustainability, both now and in the future.*
- D. Review selected Board responsibilities.

4. Welcome Visitors

5. **Call to the Public** – *In accordance with A.R.S. 38-431.0 1(H), any person may address the Board on any matter within the jurisdiction of the Board. The Board may respond to criticism, ask staff to review a matter, or ask that the matter be put on a future agenda. The Board shall not discuss or take legal action on matters raised unless the matters are properly noticed for discussion and legal action.*

6. Approval of Minutes

- A. April 16, 2024 Regular Meeting
- B. May 21, 2024 Regular Meeting

7. Finance

- A. Warrants
- B. Financial Report
- C. County Quarterly Interest Earning Report

8. **Summary Reports & Correspondence** – *In accordance with A.R.S. §38-431.02(K), the Board shall **not** propose, discuss, deliberate, or take legal action on any matter in the following summary reports.*

- A. IAFF Local Chapter 1505 Summary Report
- B. Battalion Chief's Summary Report
- C. Fire Chief's Summary Report

- D. Fire Board Chairperson's Summary Report
- E. Correspondence

9. Topics of Discussion and Possible Legal Action

- A. PUBLIC HEARING OF HIGHLANDS FIRE DISTRICT FY 2025 BUDGET PURSUANT TO A.R.S. § 48-805.02(A).
- B. CONSIDERATION TO APPROVE RESOLUTION TO ADOPT AND CERTIFY THE FY 2025 BUDGET PURSUANT TO A.R.S. § 48-805.02(A) & (D).
- C. CONSIDERATION TO APPROVE RESOLUTION TO ADOPT PSPRS PENSION FUNDING POLICY PURSUANT TO A.R.S. § 38-863.01(A)(1) & (2).
- D. CONSIDERATION TO APPROVE HR POLICY 30.02 COMPENSATION SCALE.
- E. CONSIDERATION TO RENEW FORT TUTHILL EMERGENCY SERVICE AGREEMENT.
- F. CONSIDERATION TO APPROVE COOPERATIVE AGREEMENT WITH ARIZONA DEPARTMENT OF FORESTRY AND FIRE MANAGEMENT (AZDFFM).
- G. CONSIDERATION TO APPROVE RENEWAL OF REDEMPTION COUNSELING.
- H. CONSIDERATION TO APPROVE REVISIONS TO FISCAL POLICY #154 FEDERAL GRANT ADMINISTRATION.
- I. CONSIDERATION TO APPROVE REVISIONS TO HFD INTERNAL CONTROL HANDBOOK.
- J. REVIEW BOARD TASK CALENDAR.

10. Board Member Comments - *Board members' comments are meant to inform and clarify, and no legal action will be taken. Only Board members may speak.*

11. Adjournment

In compliance with the American with Disabilities Act, if you need special assistance to participate in a meeting, please contact Jayme Jones at (928) 525-1717. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangement to assure accessibility to the meeting.

Agenda approved on June 12, 2024

By Tom Hanecak, Chairperson

Agenda posted on June 14, 2024

by Jayme Jones, Administrative Specialist