



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES • 02/21/2023

A regular meeting of the Fire Board of Directors was held on **Tuesday, February 21, 2023 at 4:30 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 4:31 PM.

2. **Roll Call**

Board members present at 4:30 PM were Chairperson Tom Hanecak, Clerk Brad Bippus, and Director Carl Nelson; Director Foreman arrived at 5:01 PM and Director Smith arrived at 5:13 PM.

Administrative personnel present were Chief Todd Miller, Chief Mike Greenwalt, 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.** Visitor Sarah Benatar, Coconino County Treasurer arrived at 4:35; visitor Armando Ruiz, Coconino County Assessor arrived at 5:50 PM; and visitor Wiatt Wong, President of VFIS of Arizona arrived at 5:27 PM.

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

6. **Approval of Minutes**

A. JANUARY 17, 2023 REGULAR MEETING – The Board reviewed the minutes of the January 17, 2023 Regular meeting. **A MOTION was made by Director Nelson and was seconded by Director 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 January. **A MOTION was made by Director Nelson and was seconded by Director Bippus 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 report; he was open to questions.

8. **Summary Reports & Correspondence**

A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Captain Anticevich reported that members will be participating in a bowl-a-thon to benefit Big Brothers/Big Sisters this weekend.

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- B. BATTALION FIRE CHIEF'S SUMMARY REPORT – Chief Greenwalt presented the Battalion Chief's Activity Report. There were 71 calls for service in January. The Board discussed many of the issues with snow removal.
- C. FIRE CHIEF'S SUMMARY REPORT – Chief Miller presented the Fire Chief's Report. Chief Miller acknowledged BC Lopez, Captain Modrell, Captain Anticevich, Engineer Ahrendt, and Firefighter Sanchez for assisting with the Firefighter hiring process; four conditional job offers have been made. Chief Miller informed the Board the median home price in Flagstaff is \$990,000. He also provided information regarding an Engagement Letter with Brenda Tranchina and Annual Summary OSHA Report (Form 300A).

Director Foreman arrived at the meeting at 5:01 PM.

- D. FIRE BOARD CHAIRPERSON'S SUMMARY REPORT – Chairperson Hanecak introduced Sarah Benatar, Coconino County Treasurer.

9. Topics of Discussion and Possible Legal Action

- A. PRESENTATION FROM SARAH BENATAR, COCONINO COUNTY TREASURER – Ms. Benatar explained the work of the Treasurer's office, and she provided information about processing FDAT and tax rates. The Board had the opportunity to ask questions. (Taped presentation from 5:02 PM – 5:31 PM.)

Director Smith arrived at the meeting at 5:13 PM.

- B. PRESENTATION FROM ARMANDO RUIZ, COCONINO COUNTY ASSESSOR – Mr. Ruiz presented information about the County Assessor's Office; they locate, identify, and value all locally assessed property for property tax purposes. The Board had the opportunity to ask questions. (Taped presentation from 5:32 PM – 6:16 PM.)

Ms. Benatar and Mr. Ruiz left the meeting at 6:16 PM. The Board took a break at 6:16 PM and reconvened at 6:20 PM.

- C. PRESENTATION FROM WIATT WONG, PRESIDENT, VFIS OF ARIZONA; CONSIDERATION TO APPROVE VFIS INSURANCE PROPOSAL – Chairperson Hanecak welcomed Mr. Wong. Mr. Wong presented a 0% rate increase VFIS renewal proposal. He provided the Board with claim data. The Board discussed specific coverages. Mr. Wong suggested the Board consider adding an Accident & Sickness Policy. Ms. Jones informed Mr. Wong that the District currently has an Accident & Health Policy with Provident. Mr. Wong said he would compare policy coverage and rates. Mr. Wong struck the cost for the Accident Policy until more information is available. After discussion, a MOTION was made by Director Foreman and was seconded by Director Nelson to approve the VFIS proposal; the motion was unanimously APPROVED. Mr. Wong let the meeting. (Taped presentation from 6:21PM – 6:45 PM).

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- D. CONFIRMATION OF BOARD MEMBERS TO SERVE ON THE BUDGET COMMITTEE – Chairperson Hanecak and Director Nelson were identified as members on the Budget Committee.
- E. COMMUNITY SURVEY RESULTS – Mrs. Wilson presented the Community Survey results.
- F. REVIEW FIRE BOARD TASK CALENDAR – The Board reviewed the Board Task Calendar. Chairperson Hanecak suggested the Board meet with County Assessor and/or Treasurer each year and add a potential meeting to the Board Task Calendar.
- G. CONSIDERATION TO ADJOURN TO EXECUTIVE SESSION TO DISCUSS THE FIRE CHIEF’S COMPENSATION AS ALLOWED PER A.R.S. 38-431.03(A)(1) - *Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee, or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.*

A MOTION was made by Director Smith and was seconded by Director Foreman to adjourn to Executive Session; the motion was unanimously APPROVED. The Board adjourned at 6:58 PM and reconvened to the Regular Meeting at 7:28 PM.

- H. CONSIDERATION TO APPROVE FIRE CHIEF’S COMPENSATION AS DISCUSSED IN EXECUTIVE SESSION. A MOTION was made by Director Smith and was seconded by Director Foreman to approve the decision as discussed in Executive Session; the motion was unanimously APPROVED.

10. Board Member comments. Director Foreman informed the Board that he had a discussion with a Board member from Flagstaff Ranch Fire District (FRFD).

11. Adjournment. A MOTION was made by Director Foreman and was seconded Director Smith to adjourn; the motion was unanimously APPROVED. The meeting adjourned at 7:40 PM.

Respectfully submitted,

Jayme Jones