



HIGHLANDS FIRE DISTRICT

BOARD OF DIRECTORS
REGULAR MEETING MINUTES · 09/19/23

A regular meeting of the Fire Board of Directors was held on **Tuesday, September 19, 2023 at 5:00 PM** at Fire Station 23, Administration Board Room, 3350 Old Munds Hwy, Flagstaff, AZ. The meeting was also available through Zoom Video Conferencing.

1. **Call to Order.** Chairperson Hanecak called the meeting to order at 5:02 PM.

2. **Roll Call**

Board members present were Chairperson Tom Hanecak, Director Jay Smith, and Director Carl Nelson; There is one vacancy on the Board. Clerk Brad Bippus joined the meeting at 5:31 PM.

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

3. **Pledge of Allegiance, Invocation, Mission and Vision Statements, and Board Responsibilities.** The Pledge of Allegiance was recited, and a silent invocation was offered, and the district's mission, vision, and selected Board responsibilities were recited.

4. **Welcome Visitors.** The Board welcomed Boy Scout Troop #7-134. HFD Staff, Scouts and Board members introduced themselves. Chairperson Hanecak explained the Board meeting procedures to the Scouts.

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

6. **Approval of Minutes**

A. JULY 18, 2023 REGULAR MEETING – The Board reviewed the minutes of the August 15, 2023 Regular Meeting. Ms. Jones pointed out that Mrs. Wilson did not present the Financial Report because she did not attend the meeting. **A MOTION was made by Director Smith and was seconded by Director Nelson to approve the minutes as discussed;** the motion was unanimously **APPROVED.**

7. **Finance**

A. **WARRANTS** – **A MOTION was made by Director Nelson and was seconded by Director Smith to approve the warrants as presented.** The Board reviewed the warrants and credit card purchases paid in August. The motion was unanimously **APPROVED.**

B. **FINANCIAL REPORT** – Mrs. Wilson presented Financial Report including 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. Although it's early in the fiscal year, Mrs. Wilson informed the Board that the financials are on track. Chief Miller reiterated the importance of keeping Administrative Reserve Funds in sight throughout the year.

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8. Summary Reports & Correspondence

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Chief Miller informed the Board that some members are currently knocking on doors to promote the Go Bond. Captain Blue told the Board HFD participated in the 9-11 Tower Challenge; Chief Miller provided more information.
- B. BATTALION FIRE CHIEF’S SUMMARY REPORT – Chief Pond presented the Battalion Chief’s Activity Report. There were 81 calls in August. See written report for further details.
- C. FIRE CHIEF’S SUMMARY REPORT – Chief Miller presented the Fire Chief’s Report. Chief Miller informed the Board a promotional ceremony was held on August 25th, and it was great to recognize the accomplishments of Battalion Chief Pond, Captain Monreal, Engineer Kohl, and Engineer Sanchez. The Board discussed the Public Informational meeting regarding the Go Bond scheduled for October 4th. See written report for further details.

Clerk Bippus arrived at the meeting at 5:31 PM.

- D. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT – Chairperson Hanecak commented that he wanted to talk about filling the Board Vacancy, which is on the agenda, so the Board will talk about it later.
- E. CORRESPONDENCE – The Board reviewed a thank you card from a resident of the District.

9. Topics of Discussion and Possible Legal Action.

Chairperson Hanecak explained the meeting procedure to the Scouts. Chief Miller also provided Scouts with an explanation of the reports that were delivered.

- A. ACCEPTANCE OF RESIGNATION OF FIRE BOARD DIRECTOR DIRCH FOREMAN. A **MOTION was made by Director Smith and was seconded by Director Nelson to accept Dirch Foreman’s resignation.** The motion was unanimously APPROVED.
- B. DISCUSS PROGRESS OF FILLING FIRE BOARD VACANCY. Ms. Jones informed the Board that she had received one application for the Board vacancy. The deadline had been extended from Sept. 15th to Sept. 30th for technical reasons. The Board requested extending the application period again to October 16th, review applications at their October 17th meeting, and potentially scheduling interviews on Nov. 1st from 3:00 PM to 6:00 PM.
- C. DISCUSS STRATEGIC PLANNING PROCESS. Although Chief Miller is not entirely sure how strategic planning will proceed, he requested two members of the Board to serve on the committee. Clerk Bippus and Director Nelson volunteered for the committee.
- D. CONSIDERATION TO FORMALLY ACCEPT FEE SCHEDULE AND LETTER OF ENGAGEMENT FOR LEGAL COUNSEL. Chief Miller requested the Board formally consider the fee schedule and Letter of Engagement for secondary counsel with Law Office of Nicolas J. Cornelius. Established Legal Counsel with the County Attorney’s Office will be notified if the District intends to utilize

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the services of Mr. Cornelius. A **MOTION** was made by Director Smith and was seconded by Clerk Bippus to accept the fee schedule and Letter of Engagement as presented. The motion was unanimously **APPROVED**.

E. REVIEW BOARD TASK CALENDAR. The Board reviewed the Fire Board Task Calendar. Chief Miller will let the Board know if there are any plans for a Trunk-or-Treat Event this year.

10. Board Member comments. Director Smith strongly recommends the District offer a Trunk-or-Treat Event this year.

11. Adjournment. A **MOTION** was made by Director Nelson and was seconded Clerk Bippus to adjourn; the motion was unanimously **APPROVED**. The meeting adjourned at 6:04 PM.

Respectfully submitted,

Jayne Jones