



# HIGHLANDS FIRE DISTRICT

BOARD OF DIRECTORS  
REGULAR MEETING MINUTES • 05/16/23

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A regular meeting of the Fire Board of Directors was held on **Tuesday, May 16, 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, Director Jay Smith, Director Dirch Foreman, and Director Carl Nelson. Director Bippus joined the meeting 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.** There were no visitors present.

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

6. **Approval of Minutes**

A. APRIL 18, 2023 REGULAR MEETING – The Board reviewed the minutes of the April 18, 2023 Regular Meeting. **A MOTION was made by Director Foreman and was seconded by Director Nelson 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 for in April. **A MOTION was made by Director Smith and was seconded by Director Foreman to accept the 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. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Engineer Bryan Monreal reported the Chapter participated in the Fill-the-Boot Fundraiser to benefit Muscular dystrophy. They have begun planning the Pancake Breakfast on Sunday, July 2, 2023 and they held a Going Away Party for Engineer Levi Gutierrez after 9 years of service for HFD.

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- B. BATTALION FIRE CHIEF'S SUMMARY REPORT – Chief Greenwalt presented the Battalion Chief's Activity Report. There were 52 calls for service in April. Chief Greenwalt will present the BC Report at the next Board meeting, which will be his last report due to his imminent retirement.
- C. FIRE CHIEF'S SUMMARY REPORT – Chief Miller presented the Fire Chief's Report. He informed the Board that details for Chief Greenwalt Retirement Recognition will be provided, and he gave Ms. Jones and Mrs. Wilson recognition as Administrative Professionals. Coconino County Board of Supervisors thanked HFD staff for their hospitality during budget meetings. Chief Miller explained staffing issues and related overtime expenses; he intends to present a thorough staffing report in June.
- D. FIRE BOARD CHAIRPERSON'S SUMMARY REPORT – Chairperson Hanecak informed the Board that he will not be available to attend the Pancake Breakfast. Directors Bippus, Nelson, and Foreman committed to attending. Coconino County was pleased with the use of HFD facilities for budget hearings. Chairperson Hanecak thanked Administrative Staff for their work, and he wished Chief Greenwalt the best in his next endeavor. In addition, he thanked everyone for their efforts to implement the GO Bond Election as well as work on budget planning, compensation study, and day-to-day business.
- E. CORRESPONDENCE. Chief Miller presented letters of renewal from Northern Arizona Healthcare and Redemption Counseling Center.

## 9. Topics of Discussion and Possible Legal Action

- A. CONSIDERATION TO APPROVE TO POST AND PUBLISH FY 2024 BUDGET. Chief Miller presented the FY 2024 Budgets on the required forms for the Board's review. He provided specific information about training expenses. Chairperson Hanecak pointed out that the Board has committed to asking the citizens for a General Obligation Bond to cover a deficiency in the budget that will off-set the cost of the Capital Plan. In addition, Ms. Wilson has presented budget several budget options, and he appreciates the work that has gone into the process. After further discussion, a **MOTION** was made by Director Nelson and was seconded by Director Foreman to approve to post and publish the FY 2024 Budgets. The motion was unanimously **APPROVED**.
- B. CONSIDERTION TO APPROVE REVISION TO HR POLICY 40.22 EDUCATIONAL ASSISTANCE & INCENTIVE. Chief Miller presented revisions to HR Policy 40.22, which requires a contract for Paramedic Certification. The District covers the cost of the training; however, employees would pay back a portion of the cost if they leave the District before completing three years of service. After discussion, a **MOTION** was made by Director Foreman and was seconded by Director Smith to approve revisions to HR Policy 40.22 as presented. The motion was unanimously **APPROVED**.
- C. CONSIDERTION TO APPROVE REVISION TO HR POLICY 10.14 RESIDENCY REQUIREMENTS FOR EXECUTIVE OFFICERS. Chief Miller explained that historically firefighters at HFD were required to live in District. In 2019, A.R.S. changed, which did not allow the District to have a residency requirement for firefighters; however, the District could have residency requirement for "executive-level firefighters".

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After a lengthy discussion, the Board agreed to change the residency requirement for Fire Chief to 1 hour travel time of the District headquarters and allow the Fire Chief to determine residency requirements for all other executive-level firefighters. A **MOTION** was made by Director Nelson and was seconded by Director Smith to revised HR Policy 10.14 to reflect their decision. The motion was unanimously **APPROVED**.

- D. CONSIDERATION AND POSSIBLE ADOPTION OF A RESOLUTION DECLARING, FOR PURPOSES OF SECTION 1.150-2 OF THE FEDERAL TREASURY REGULATIONS, OFFICIAL INTENT TO BE REIMBURSED IN CONNECTION WITH CERTAIN CAPITAL EXPENDITURES RELATING TO PUBLIC SAFETY PROJECTS. Chief Miller presented a resolution that would allow us to be reimbursed for payments made for the Type 6 Engine with Bond Fund if the election is successful. A **MOTION** was made by Director Foreman and was seconded by Clerk Bippus to approve Resolution #2023-05-16 (9)(D) as presented. The motion was unanimously **APPROVED**.
  - E. REVIEW COMMUNITY SURVEY REPORT. Mrs. Wilson presented the Community Survey Report. She informed the Board that any negative comments are addressed by Chief Miller.
  - F. REVIEW FIRE BOARD TASK CALENDAR. Ms. Jones reviewed items to be considered in June. The Board discussed the possibility of having a work session to discuss staffing.
- 10. Board Member comments.** Director Nelson acknowledged all those involved in the Community Clean-up; it was very much appreciated. Director Smith invited participation in the County sponsored Wildfire Awareness Program.
- 11. Adjournment.** A **MOTION** was made by Director Foreman and was seconded Director Nelson to adjourn; the motion was unanimously **APPROVED**. The meeting adjourned at 6:58 PM.

Respectfully submitted,

Jayne Jones