



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES • 01/18/2022

A regular meeting of the Fire Board of Directors was held on **Tuesday, January 18, 2022 at 5:00 PM** at Fire Station 23, Administration Board Room, 3350 Old Munds Hwy, Flagstaff, AZ. The meeting was available through Zoom Video Conferencing.

1. Call to Order

The meeting was called to order at 5:00 PM.

2. Roll Call

Chairperson Hanecak*, Clerk Bippus*, Director Smith*, Director Foreman*, and Director Nelson* were present.

Administrative personnel present were Chief Miller, Chief True, Mrs. Wilson, and Ms. Jones

Visitors present included Captain Anticevich*, and Battalions at Station 23* and 25*.

*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. Chairperson Hanecak welcomed everyone.

5. Call to the Public. There no calls to the public.

6. Approval of Minutes.

A. DECEMBER 20, 2021 REGULAR MEETING. The Board reviewed the minutes for the December Board meeting. **A MOTION was made by Director Foreman and was seconded by Director Nelson to approve all minutes as presented;** the motion was unanimously **APPROVED**.

7. Finance

A. WARRANTS – The Board reviewed the warrants and credit card purchases paid in December. **A MOTION was made by Director Smith and was seconded by Director Foreman to accept the warrants as presented;** 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. Ms. Wilson sated those finances are on track. Chief Miller informed the Board that he will be monitoring and reporting overtime issues in the next couple of months.

C. INTEREST EARNING REPORT. Ms. Wilson explain that this report provides information regarding the county's quarterly interest earnings on investments on funds held for the District. The Board reviewed the report. Chairperson Hanecak asked how much the percentage equated in a dollar amount. Ms. Wilson replied that there is \$7,074 in interest earnings so far this year.

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8. Summary Reports & Correspondence

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Captain Anticevich reported the Toy Drive was a huge success; nine children were given toy for Christmas. The Local is beginning to plan for the Pancake Breakfast this Summer.
- B. BATTALION FIRE CHIEF’S SUMMARY REPORT – Chief True presented the Battalion Chief’s Report. There were 70 calls for service in December. Chief True described significant emergency responses in December. Director Foreman asked how many calls were directly related to GFR Support; Chief Ture replied that he could provide a report with exact numbers.
- C. FIRE CHIEF’S SUMMARY REPORT – Chief Miller presented the Fire Chief Report. Chief Miller thanked staff for continuing to work through the COVID crisis.
- D. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT. Chairperson Hanecak had nothing additional to report.
- E. CORRESPONDENCE – There was no additional correspondence presented.

9. Topics of Discussion and Possible Legal Action

- A. CONSIDERATION TO APPROVE ELECTRONIC PAYMENTS TO US BANK FOR CERTIFICATES OF PARTICIPATION. Mrs. Wilson recommended the County set-up electronic payments to US Bank for the Certificates of Participation that paid off the PSPRS unfunded liability and Construction of Station 23. After discussion, a **MOTION** was made by Director Foreman and was seconded by Director Bippus to approve the County make electronic payments to US Bank; the motion was unanimously **APPROVED**.
- B. CONSIDERATION TO APPROVE COCONINO COUNTY POLLING PLACE AGREEMENT. Ms. Jones presented the Polling Place Agreement with the County. She recommended the Board approve the agreement to allow the County to utilize the Hirsch Center as a polling place in the 2022 elections. After discussion, **A MOTION** was made by Director Nelson and was seconded by Director Smith to approve the Polling Place Agreement as presented; the motion was unanimously **APPROVED**.
- C. CONSIDERATION TO APPROVE RENEWAL OF ADOPTION AGREEMENT FOR 457 PLAN. Ms. Jones informed the Board that the District sponsors a Nationwide 457 Plan for employees to save for retirement. She explained that she requested a transfer funds from a traditional 457 Plan to the Roth 457 Plan; however, she learned that Adoption Agreement needs to be renewed to allow the transaction. Since she was not able to connect with the Nationwide representative to explain the agreement, Ms. Jones requested the Board table the item until she speaks with him. The Board requested Ms. Jones invite the representative to meet with the Board or at least speak with him herself, and the item was tabled.
- D. REVIEW FIRE BOARD HANDBOOK/BYLAWS. Ms. Jones presented the Fire Board Handbook for the Board’s review. Director Foreman stated that he didn’t see anything in the Handbook that needs to be changed and this time; however, new legislation may require changes.

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E. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar.

10. **Board Member comments.** There were no further comments.

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 6:12 PM.

Respectfully submitted,

Jayne Jones
Administrative Specialist