



HIGHLANDS FIRE DISTRICT

BOARD OF DIRECTORS
REGULAR MEETING MINUTES · 08/20/24

A regular meeting of the Fire Board of Directors was held on **Tuesday, August 20, 2024 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 5:00 PM.

2. **Roll Call.**

Board members present were Chairperson Tom Hanecak, Clerk Brad Bippus, Director Jay Smith, Director Carl Nelson, and Director Dan Stoffel.

Administrative personnel present were Chief Todd Miller, Battalion Chief Chris Pond, Ms. Jayme Jones, and Mr. Doninic Filosa*.

*Attended through Zoom Video Conferencing.

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.

Welcome Visitors. The Board welcomed Erin Anding Erin Anding, County Deputy Attorney.

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

5. **Approval of Minutes.**

A. JULY 16, 2024 REGULAR MEETING. Chairperson Hanecak entertained a motion to approve the minutes of June 18, 2024 meeting; the **motion** was moved by Director Nelson and was seconded by Director Smith. Chief Miller noted two grammatical errors, and Director Stoffel noted that his name was misspelled. Director Hanecak clarified the pronunciation of his name. The motion was unanimously **APPROVED** with corrections as discussed.

6. **Finance**

A. **WARRANTS** – Chairperson Hanecak entertained a motion to approve the warrants as presented. The **motion** was moved by Director Smith and was seconded by Director Stoffel. Chief Miller informed the Board that the Financial Report is being presented in a new format, which does not include a Check Run of Warrants. The Board proceeded with the Financial Report.

B. **FINANCIAL REPORT** – Mr. Filosa explained the format of the new Financial Report; he presented the July Financial Report including the General Fund Balance Sheet, a Summary of Reconciled Cash Balance for all accounts, Profit & Loss Budget Performance for the General Fund, Profit & Loss Budget Performance for Bear Jaw Fund, a Fixed Asset Schedule, July Transactions for all accounts, and 12-month Cash Flow Report.

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Mr. Filosa reviewed key points presented in the report. Chief Miller believes the report provides everything that used to be reported plus more, and he encouraged the Board to ask any questions they may have. Chief Miller explained that the Monthly Transaction Report takes the place of a Check Run Report; although, the report does not breakout payments. Chief Miller informed the Board that payments are approved on the Bill.com platform by management and Chairperson Hanecak. Director Smith believes that one Board member's approval of payments without the Board's review is putting a lot of faith in that person. Mr. Filosa informed the Board that for a small fee, they too can review payments on the platform. Chief Miller suggested that Board members access the platform through him. Director Bippus would like to continue to see monthly check transactions reports, including the credit card charges. Chief Miller reiterated that Board members could access the information online.

Director Bippus believes payment transactions should be part of the public record since it is their tax money; Chairperson Hanecak believes that is a valid point. Mr. Filosa will investigate adding report details on the Transaction by Account Report for the hundreds of thousands of dollars of expenses paid through Bill.com, and he will attach a statement for the credit card charges. Chief Miller assured the Board that the report presented meets statutory requirements; however, he will report to the level of detail that the Board requests. Chief Miller guaranteed, "there is no Board that publishes every month, every transaction." There needs to be a balance in reporting between transparency and oversight. After discussion, Chairperson Hanecak entertained a motion to approve the Financial Report for July 2024; the motion was moved by Director Stoffel and was seconded by Director Smith. The motion was unanimously **APPROVED**.

Director Bippus requested a current ratio or cash position under the "Key Points" portion of the report, and how that relates to the health of the organization compared to other fire districts. He would rather see a ratio of the balance sheet instead of the actual figures. Mr. Filosa said in terms of industry average for fire districts, each fire district has a different cash balance; however, he could add an amount that is 30% of the net fund balance to the report.

The Board thanked Mr. Filosa, and he left the meeting at 5:48 PM.

7. Summary Reports & Correspondence.

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Engineer Monreal reported that the Local had their Highway Clean-up approved for September 12, 2024 for mile post 334-335. There are 12 spots available to participate in the Tower Challenge on September 11, 2024.
- B. BATTALION FIRE CHIEF'S SUMMARY REPORT – Chief C. Pond presented the Battalion Chief's Report. There were 89 Call for service in July. Chief C. Pond described significant incidents, training events, and general activity (see detailed written report). Chief C. Pond provided information about pre-incident planning. Chairperson Hanecak asked about fire inspections the City of Flagstaff conducts. Chief C. Pond and Chief Miller provided information about pre-incident planning and the enforcement of the fire code in Flagstaff.

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- C. FIRE CHIEF'S SUMMARY REPORT – Chief Miller presented the Fire Chief's Report (see detailed written report). Chief Miller recognized Firefighters Carillo and Dunlap for completing their probationary year. In addition, Firefighter Dunlap was accepted into the next paramedic class.
- D. FIRE BOARD CHAIRPERSON'S SUMMARY REPORT – Chairperson Hanecak nothing additional to report.
- E. CORRESPONDENCE – The Board reviewed two Crew Performance ratings for Bear Jaw.

8. Topics of Discussion and Possible Legal Action.

- A. (Item B on the agenda) CONSIDERATION TO APPROVE RESOLUTION AUTHORIZING THE ENGANGMENT OF THE COCONINO COUNTY ATTORNEY AS THE DISTRICT'S LEGAL REPRESENTATION FOR FY 2025.
Chief Miller directed The Board to a letter from Coconino County Attorney's Office. He informed the Board that Legal Representation is approved each fiscal year. After discussion, **A MOTION was made by Director Stoffel and was seconded by Director Nelson to approve the resolution authorizing the engagement of the Coconino County Attorney as the District Legal Representation for FY 2025.** The motion was unanimously **APPROVED**. Chief Miller asked Ms. Jones to correct the date on the resolution and reprint it for the Board's Signature.
- B. (Item C on the agenda) CONSIDERATION TO GO INTO EXECUTIVE SESSION PER A.R.S. 38-431.03 (3.) FOR DISCUSSION OR CONSULTATION FOR LEGAL ADVICE WITH THE ATTORNEY OF THE PUBLIC BODY TO DISCUSS REVISIONS TO FISCAL POLICY #160 – SURPLUS PROPERTY. **A MOTION was made by Director Smith and was seconded by Director Stoffel to go into executive session to consult with legal counsel.** The motion was unanimously **APPROVED**. The Board went into executive session at 6:23 PM. After the executive session legal counsel left the meeting.

Chairperson Hanecak entertained a motion to reconvene to regular session; the MOTION was moved by Director Stoffel and seconded by Director Smith. The Board reconvened to regular session at 6:57 PM.
- C. (Item A on the agenda) CONSIDERATION TO APPROVE RESOLUTION TO TRANSFER FUNDS FROM THE CAPITAL ACCOUNT TO GENERAL FUND. **Chairperson Hanecak entertained a motion to approve the resolution to transfer funds from the capital account to the general fund; the MOTION was moved by Director Nelson and was seconded by Director Smith.** Chief Miller explained that an account was established for payroll and accounts payable and capital expenses were paid with the general fund. The transfer will reimburse the general fund. The motion was unanimously **APPROVED**.
- D. CONSIDERATION TO APPROVE RESOLUTION TO APPROVE FIRE CHIEF TODD MILLER AS ACCOUNT MANAGER FOR THE UNINCORPORATED ASSOCIATION, INCLUDING BUT NOT LIMITED TO, THE WELLS FARGO PURCHASING CARD ACCOUNT. THE FIRE CHIEF HAS COMPLETE AUTHORITY TO MANAGE AND MAKE CHANGES TO THE WELLS FARGO BUSINESS ELITE CREDIT CARD ACCOUNT, AND ANY OTHER ACCOUNTS NEEDED WITH WELLS FARGO. **Chairperson Hanecak entertained a MOTION to approve Fire Chief Todd Miller as account manager for the unincorporated association, including but not limited to, the Wells Fargo Purchasing Card**

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Account. The Fire Chief has complete authority to manage and make changes to the Wells Fargo Business Elite Credit Card Account, and any other accounts needed with Wells Fargo; the motion was moved by Director Smith and was seconded by Director Stoffel. Chief Miller informed the Board that the resolution was requested by Wells Fargo to set up our account properly and provide online access. The motion was unanimously **APPROVED**.

- E. CONSIDERATION TO APPROVE RESOLUTION TO AUTHORIZE CHIEF TODD MILLER OR HIS DESIGNEE TO WORK WITH THE COCONINO COUNTY TREASURER'S OFFICE TO ESTABLISH CREDIT/DEBIT PAYMENTS FOR DONATIONS AND FEES ON THE HIGHLANDS FIRE DISTRICT WEBSITE. Chairperson Hanecak entertained a **MOTION** to approve resolution to authorize Chief Todd Miller or his designee to work with the Coconino County Treasurer's Office to establish credit/debit payments for donations and fees on the highlands Fire District website; the motion was moved by Director Stoffel and was seconded by Director Smith. Director Stoffel asked if this is a feature on the website. Ms. Jones confirmed that it is. However, the district must work with the County to set it up. Director Stoffel asked about the fees involved. At this point, Ms. Jones was unaware of the fees, and Chief Miller said we would find out. The purpose for the payment function is to accept fees for facility use or other fees, and donations. After discussion, the motion was unanimously **APPROVED**.

(Item C. a. on the agenda) CONSIDERATION TO APPROVE REVISIONS TO FISCAL POLICY #160 – SURPLUS PROPERTY. The Board agreed to table this item.

F. REVIEW BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar

9. **Board Member comments.** Director Smith informed the Board that there would be a celebration for Matt Ryan at Raymond Park.
10. **Adjournment.** Chairperson Hanecak entertained a **motion** to adjourn the meeting; the motion was moved by Director Stoffel and was seconded by Director Nelson. The motion was unanimously **APPROVED**. The meeting adjourned at 7:11 PM.

Respectfully submitted,

Jayne Jones