



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES • 11/16/21

A regular meeting of the Fire Board of Directors was held on **Tuesday, November 16, 2021 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

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

2. Roll Call

Board members present were Chairperson Kloeber, Clerk Hanecak, Director Bippus, and Director Smith*. There is one vacancy on the Board.

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

Visitors present included Mr. Dennis Kiefer, and Battalions for 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 Kloeber welcomed Mr. Kiefer and introduced him to the Board.

5. Call to the Public. Chairperson Kloeber opened the floor to the public.

6. Approval of Minutes.

A. OCTOBER 19, 2021 REGULAR MEETING. The Board reviewed the minutes for the October 19, 2021 Regular meeting. A **MOTION** was made by Clerk Hanecak 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 October. A **MOTION** was made by Director Bippus and was seconded by Clerk Hanecak 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 informed the Board that wildfire reimbursements have been paid in full.

8. Summary Reports & Correspondence

A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Local 1505 had nothing to report.

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- B. BATTALION FIRE CHIEF'S SUMMARY REPORT – Chief True presented the Battalion Chief's report including Individual Activity, Incidents, and Training. There were 54 calls for service in October; details of the most significant calls were provided.
- C. FIRE CHIEF'S SUMMARY REPORT – Chief Miller presented the Fire Chief Report. He informed the Board that two grant opportunities to purchase a Type 6 Engine both failed; therefore, the engine will be purchased through the District's Capital Fund.
- D. FIRE BOARD CHAIRPERSON'S SUMMARY REPORT. Chairperson Kloeber had nothing additional to report.
- E. CORRESPONDENCE – N/A

9. Topics of Discussion and Possible Legal Action

- A. UPDATE REGARDING FILLING VACANCY ON THE FIRE BOARD. Ms. Jones informed the Board that she has received four applications to fill the Fire Board vacancies. Interviews were scheduled on October 23.
- B. (Agenda Item C.) RENEW OATH OF OFFICE AND CONFLICT OF INTEREST STATEMENTS. Chairperson Kloeber tabled this item, which will be on next month's agenda.
- C. (Agenda Item D.) UPDATE REGARDING STRATEGIC PLANNING PROCESS. Chief Miller informed the Planning Committee has had two meetings. Necessary changes were identified, and individuals have been assigned to complete the changes. The 2022 Strategic Plan will be presented to the Board at the December meeting for approval. The Board discussed the purpose for updating the Strategic Plan annually. Chairperson Kloeber commented that an annual review keeps the District on track for the budgeting process.
- D. (Agenda Item F.) CONSIDERATION TO APPROVE HR POLICY 30.14 BATTALION CHIEF COMPENSATION. Chief Miller informed he Board that the Battalion Chief Compensation Policy has been moved from Executive Directives to be formalized by the Board. After discussion, **A MOTION was made by Director Bippus and was seconded by Clerk Hanecak to approve HR Policy 30.14 Battalion Chief Compensation as presented;** the motion was unanimously **APPROVED**.
- E. (Agenda Item G.) DISCUSSION REGARDING LEASE OF DISTRICT PROPERTY. Chief Miller informed the Board that there are potentially two separate opportunities to lease District property: 1) a cell phone tower; and 2) an air medical transport company.

Regarding a cell phone tower, Chief Miller provided basic information. After discussion, the Board determined that they are interested in learning more about the potential for leasing property for a cell phone tower.

Regarding air transport, little is known about this opportunity; however, Chief Miller believes there is a potential liability, the relationship with Guardian Air could be affected, and zoning might be an issue. After discussion, the Board determined that they are not currently interested in pursuing a partnership with an air transport company.

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F. (Agenda Item E.) DISCUSSION REGARDING CHIEF'S GOALS. The Board and Chief identified potential goals for the Chief to accomplish in 2022, which will be determined at the December meeting. Proposed goals are as follows:

- 1) Pursue opportunities both internal and external to increase leadership and professional development of personnel; increase the number of personnel applying for promotion.
 - Chairperson restated, "Personnel development, training, and promotability."
 - Clerk Hanecak provided Chief Miller with additional leadership training suggestions
- 2) Accomplish educational goal including higher education degree and Chief Executive Officer training through Arizona Fire Chief's Association.
 - Chairperson restated, "Chief's Education and Certification."
- 3) Develop a community assistance or outreach program to substitute for the loss of the Community Integrated Paramedicine Program (CIP).
 - Chairperson Kloeber suggested staff figure out a catchy name for this program.
 - Chief Miller restated, "Evaluate or create a new community involvement program including aspects of the old CIP program."

G. APPROVE ACCEPTANCE OF RESIGNATION FROM PETER KLOEBER. Chairperson Kloeber informed the Board of his intention to step down for the Board effective December 30, 2021, unless he is need longer. A **MOTION** was made by Director Bippus and was seconded by Director Smith to approve Chairperson Kloeber's resignation effective December 30, 2021 as requested. Chairperson Kloeber recused himself from voting; the motion passed with three remaining members voting affirmatively.

H. ELECT FIRE BOARD CHAIRPERSON AND CLERK EFFECTIVE DECEMBER 1, 2021. Chairperson Kloeber nominated Tom Hanecak to serve as Chairperson of the Board; Director Bippus seconded the nomination. Clerk Hanecak accepted the nomination. There were no additional nominations. The Board voted unanimously to elect Tom Hanecak as Chairperson effective December 1, 2021.

Director Smith nominated Director Bippus to serve as Clerk of the Board; Clerk Hanecak seconded the nomination. Director Bippus accepted the nomination. There were no additional nominations. The Board voted unanimously to elect Brad Bippus as Clerk of the Board effective December 1, 2021.

I. REVIEW COMMUNITY SURVEY RESULTS. The Board reviewed the Community Survey Results. Chief Miller explained the comment "took a long time to get there," which was an 8 min. response that was canceled for medical emergency.

J. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar. Chairperson Kloeber suggested doing an informal interim evaluation this year.

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

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- 11. Adjournment.** A **MOTION** was made by Director Bippus and was seconded Clerk Hanecak to **adjourn**; the motion was unanimously **APPROVED**. The meeting adjourned at 6:24 PM.

Respectfully submitted,

Jayne Jones
Administrative Specialist