



HIGHLANDS FIRE DISTRICT  
FIRE BOARD OF DIRECTORS  
REGULAR MEETING MINUTES • 10/19/21

---

A regular meeting of the Fire Board of Directors was held on **Tuesday, October 19, 2021 at 5:00 PM** at Fire Station 23, Administration Board Room, 3350 Old Munds Hwy, Flagstaff, AZ. The meeting was available to the public through Zoom Video Conferencing.

**1. Call to Order**

The meeting was called to order at 5:01 PM.

**2. Roll Call**

Board members present were Chairperson Kloeber, Clerk Hanecak, and Director Bippus. Director Smith was absent as there was no signal from Jacob Lake. There is one vacancy on the Board.

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

**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 everyone.

**5. Call to the Public.** Chairperson Kloeber call to the public.

**6. Approval of Minutes.**

A. SEPTEMBER 21, 2021 REGULAR MEETING. The Board reviewed the minutes for the September 21, 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 September. Chairperson Kloeber requested information regarding a \$634.87 Amazon purchase. After discussion, **a MOTION was made by Clerk Hanecak and was seconded by Director Bippus to accept the warrants as presented.** The Board discussed the potential for credit card fraud. Chief Miller explained the purchasing process. 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 the overall Labor Expenses Accounts are artificially high due to the \$7.3 million payment for the PSPRS unfunded liability.

**8. Summary Reports & Correspondence**

A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Chief Lopez informed the Board that this will be his last report as Chapter VP; Kyle Anticevich will be filling the position. He reported there will be a

# HIGHLANDS FIRE DISTRICT

---

Drive-thru Halloween event, and they will continue doing the Pancake Breakfast. The Chapter is looking into getting non-profit status.

- B. BATTALION FIRE CHIEF'S SUMMARY REPORT – Chief Lopez presented the Battalion Chief's report including Individual Activity, Incidents, and Training. There were 69 calls for service in September; he provided details of the most significant calls.
- C. FIRE CHIEF'S SUMMARY REPORT – Chief Miller presented the Fire Chief Activity Report. Chief Miller congratulated Captain Modrell for being selected as Firefighter of the Year; he encouraged Board members to attend the Award Ceremony on October 20<sup>th</sup>.
- D. FIRE BOARD CHAIRPERSON'S SUMMARY REPORT. Chairperson Kloeber had nothing additional to report.
- E. CORRESPONDENCE – The Board reviewed a thank you letter from FFC.

## 9. Topics of Discussion and Possible Legal Action

- A. PRESENTATION OF FY 2021 AUDIT BY HINTON BURDICK CPAS; CONSIDERATION TO ACCEPT RESOLUTION TO REVIEW AND RECEIVE THE AUDIT PURSUANT TO A.R.S. § 48-805.02. Jennifer Frank with Hinton Burdick CPAs introduced herself, and she informed the Board she would be presenting the FY 2021 Audit Report. Ms. Frank informed the Board that the District had a clean unmodified clean opinion; they found no material weaknesses or significant deficiencies. The District is also compliance with A.R.S. § 48-805. The District's net position as of June 30, 2021 was \$5,170,530; an increase of \$260,441. Governmental capital assets decreased by 236,173 of the net depreciation of \$325,255. Total governmental long-term debt was \$9,023,181. Ms. Frank reviewed the trends associated with General Fund Balance, Cash, and Revenue/Expenditures.

After discussion, the Board thanked Ms. Frank for the presentation, and Ms. Frank thanked Mrs. Wilson for her cooperation. A MOTION was made by Clerk Hanecak and was seconded by Director Bippus to accept resolution 2021-10-19 (9)(A) as presented; the motion was unanimously APPROVED.

- B. UPDATE REGARDING STRATEGIC PLANNING PROCESS. Chief Miller informed the Board the first Strategic Planning Meeting has been scheduled on October 28<sup>th</sup>. The Plan is expected to be updated without a major overhaul.
- C. UPDATE REGARDING FILLING VACANCIES ON THE FIRE BOARD. Ms. Jones informed the Board she has not yet received any applications.
- D. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar. The Board established that the Chief's Goals will be determined in December; however, Chairperson Kloeber would like the Board to discuss his goals at the November meeting. Chairperson Kloeber also asked Chief Miller to email him potential goals.

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

## HIGHLANDS FIRE DISTRICT

---

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