



HIGHLANDS FIRE DISTRICT
FIRE BOARD OF DIRECTORS
REGULAR MEETING MINUTES • 12/20/2021

A regular meeting of the Fire Board of Directors was held on **Tuesday, December 20, 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

Chairperson Hanecak, Director Smith, Director Foreman and Director Nelson were present. Director Bippus was absent.

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

Visitors present included 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. NOVEMBER 16, 2021 REGULAR MEETING
- B. NOVEMBER 23, 2021 SPECIAL MEETING
- C. NOVEMBER 23, 2021 EXECUTIVE SESSION

The Board reviewed the minutes for the November Board meetings. A **MOTION** was made by Director Foreman and was seconded by Director Smith 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 November. A **MOTION** was made by Director Smith and was seconded by Director Nelson to accept the warrants as presented.
- 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.

HIGHLANDS FIRE DISTRICT

8. Summary Reports & Correspondence

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Captain Anticevich told the Board he looks forward to working with them in his new role as Vice President of Local Chapter 1505. The Chapter is having a toy drive to benefit disadvantaged kids in the District.
- B. BATTALION FIRE CHIEF’S SUMMARY REPORT – Chief True presented the Battalion Chief’s report including Individual Activity, Incidents, and Training. There were 42 calls for service in November. The Board discussed a significant accident involving a child fatality and associated critical incident stress debriefing.
- C. FIRE CHIEF’S SUMMARY REPORT – Chief Miller presented the Fire Chief Report. Chief Miller described participation in funeral services for Clayton Dillahunty and Larry Neal. The District was awarded \$17,000 from Arizona State DFFM for new equipment, and potential for additional alternative funding through the American Rescue Plan. There may a closer look and the potential for leasing property for a cell tower. Director Foreman suggested staff review the new leasing agreement for possible limitations. Chief Miller assured the Board that all legal aspects will be considered before moving forward.
- D. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT. Chairperson Hanecak had nothing additional to report.
- E. CORRESPONDENCE – There was no correspondence presented.

9. Topics of Discussion and Possible Legal Action

- A. FORMALIZE OATH OF OFFICE AND CONFLICT OF INTEREST STATEMENTS. Ms. Jones informed the Board that stating the oath of office annually has been a formality because all board members have their official oath of office on file. Chairperson Hanecak suggested that Board members renew their conflict-of-interest statements each year in December.
- B. CONSIDERATION TO APPROVE THE 2022 STRATEGIC PLAN PENDING 2021 RESPONSE STATISTICS. Chairperson Hanecak provided information about the Strategic Planning process. The plan received a fairly quick update, and it is being presented for approval tonight. Chief Miller reviewed changes made to the plan since last year. **A MOTION was made by Director Foreman and was seconded by Director Nelson to approve the 2022 Strategic Plan pending end of year emergency response statistics;** the motion was unanimously **APPROVED**. Chief Miller thanked all those involved with updating the Strategic Plan.
- C. CONSIDERATION TO APPROVE 2022 GOALS FOR CHIEF MILLER. Chief Miller presented his annual goals as discussed last month for final approval. The following goals were identified:
 - Complete higher education degree.
 - Complete a leadership/management certification course.

HIGHLANDS FIRE DISTRICT

- Pursue opportunities both internal and external to increase leadership and professional development of personnel, increase the number of individuals applying for promotion.
- Develop new community assistance/outreach program to replace (but include aspects of) the old CIP program.

A **MOTION** was made by Director Smith and was seconded by Director Nelson to approve the Fire chief's goals for 2022; the motion was unanimously **APPROVED**.

- D. CONSIDERATION TO APPROVE LETTER OF DECLARATION FOR JP MORGAN BANK. Chief Miller presented the annual letter of Declaration for JP Morgan Bank for approval. He informed the Board that this agreement that is routinely enter into each to year with the financial institution offering a revolving line of credit, in this case, JPMorgan Chase Bank. A **MOTION** was made by Director Foreman and was seconded by Director Smith to approve the Letter of Declaration for JP Morgan Chase Bank as presented. The motion was unanimously **APPROVED**.
- E. DISCUSSION REGARDING SECURIS WORKERS' COMPENSATION RATES. Chief Miller informed the Board that Securis is anticipating workers' compensation rate hikes due to the cancer legislation passed last year. AFDA is trying to help mitigate the situation by finding available funding for fire districts. Chief Miller will update the Board as more information becomes available.
- F. DISCUSSION REGARDING ADM OVERTIME ACCOUNT. Chief Miller informed the Board that the expense for overtime has become a concern. He explained the potential causes of the short fall and assured the Board that they are managing the situation for better outcome over time. Chairperson Hanecak suggested that the district be prepared for the next wave of COVID infections. Chief Miller confirmed that he very aware of all CDC guidelines.
- G. 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 Smith to **adjourn**; the motion was unanimously **APPROVED**. The meeting adjourned at 6:25 PM.

Respectfully submitted,

Jayne Jones
Administrative Specialist