



HIGHLANDS FIRE DISTRICT

FIRE BOARD OF DIRECTORS REGULAR MEETING MINUTES · 04/19/22

A regular meeting of the Fire Board of Directors was held on **Tuesday, April 19, 2022 at 5:00 PM** at Fire Station 23, Administration Board Room, 3350 Old Munds Hwy, Flagstaff, AZ. In addition, the meeting was also available through Zoom Video Conferencing.

1. **Call to Order.** Chairperson Hanecak called the meeting to order at 5:04 PM.

2. Roll Call

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

Board member absent were Director Jay Smith and Director Dirch Foreman.

Administrative personnel present were Chief Todd Miller, Chief Mike Greenwalt, and Mrs. Robyn 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 visitors.** There were no visitors present.

5. **Call to the Public.** Chairperson Hanecak dispensed with the call to the public.

6. Approval of Minutes

A. MARCH 22, 2022 REGULAR MEETING. The Board reviewed the minutes for the March Board meeting. A **MOTION** was made by Director Nelson and was seconded by Clerk Bippus to approve the minutes as presented. After corrections were identified, the motion was **APPROVED** unanimously as amended.

7. Finance

A. WARRANTS – The Board reviewed the warrants and credit card purchases paid in February. A **MOTION** was made by Clerk Bippus and was seconded by Director Nelson 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. Chief Miller noted that labor expense category is on track; although, professional services are under spent due the expense expected for the COPs, which was rolled into the financing. Ms. Wilson explained the is spreadsheet error in Health & Fitness Equipment.

8. Summary Reports & Correspondence

A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – There was no report from the Local.

HIGHLANDS FIRE DISTRICT

- B. BATTALION FIRE CHIEF'S SUMMARY REPORT – Chief Miller informed the Board that Chief True was called out to the Tunnel Fire. Chief Greenwalt provided a summary BC report. He informed the Board that several employees responded to the Tunnel Fire; Engineer testing was conducted this week; staff is prepping for wildland season; program reassignments are in transition; Firefighters have completed their probationary period; Captain Blue is an Acting BC; and Firefighter Quigley is an Acting Engineer. Chief Greenwalt explained personnel task books and answered several questions.
- C. FIRE CHIEF'S SUMMARY REPORT – Chief Miller presented the Fire Chief's Report. He noted that the Easter Eggtravaganza was a great success, and he thanked C-Shift and Captain Anticevich for doing a great job organizing the event. Station 25 will need repairs of the siding; Chairperson Hanecak suggested getting it done ASAP to avoid potential water damage. A request has been made to have an early ISO review to hopefully improve the current rating.
- D. FIRE BOARD CHAIRPERSON'S SUMMARY REPORT. Chairperson Hanecak commented that the budget presentation was very well done.
- E. CORRESPONDENCE – The Board reviewed thank you letters from Sedona Fire District and Flagstaff Fire Department.

9. Topics of Discussion and Possible Legal Action

- A. PRESENTATION OF FLAGSTAFF RANCH FIRE DISTRICT (FRFD) OPERATIONAL REPORT. Chief Miller presented the FRFD Operation Report for 2021. There were nine calls for service last year. FRFD has plans for slight expansion, so there is a potential for an increase in call volume. Hydrant testing was completed without any complaints. The Board is satisfied with the services HFD has provided. The service IGA expires in June, and he expects to sign a new agreement. The Board discussed the potential terms of a future agreement.
- B. DISCUSSION REGARDING FLAGSTAFF RANCH FIRE DISTRICT (FRFD) EMERGENCY SERVICE IGA. Chief Miller informed the Board that the process for renewing the Emergency Service IGA is moving slowly. He is meeting with the Board again for further discussions.
- C. PRESENTATION OF FY 2023 BUDGET. Chief Miller informed the Board that the Budget needs to be approved to publish in May and final approval in June. In addition, a budget work session may be scheduled if needed.

Chief Miller presented the proposed FY 2023 Budget. He thanked Mrs. Wilson and the Budget Committee for their work. Chief Miller reviewed the goals and priorities of budget. Chief Miller showed an historical account of the District's Net Assessed Value (NAV) and MIL rates. He explained the Levy Limit for the 2022 tax year, and he presented the option to increase the MIL up to \$3.375. Slides illustrated the District's Revenue and Expense categories, loss of buying power due to inflation, and capital purchases plans. Chief Miller revisited the Budget goals and priorities as identified in the Strategic Plan.

HIGHLANDS FIRE DISTRICT

Chairperson Hanecak commented that he doesn't feel like it is 100% necessary to raise the MIL rate this year. Chief Miller commented that it is the Board's decision; the District can afford the proposed budget without a MIL rate increase. However, Chief Miller is concerned about the affordability of planned capital purchases in consideration of inflation and potential recession. Chairperson Hanecak suggested that the Board have a work session for the specific purpose of discussing the MIL rate.

Chairperson Hanecak commented, "...it's too rushed to raise the MIL rate this year without giving proper information to the taxpayers...anytime we increase taxes, we need to justify what we are doing." In addition, he believes, "we are dealing with a temporary situation [inflation]...if we don't absolutely need it this year [an increase to the MIL rate], we can wait for things to balance off... we owe it to our taxpayers to do the responsible thing." Although, next year increasing the MIL rate might be a very real possibility. Chairperson Hanecak informed the Board that Director Smith feels the same based on comments he made in Budget Planning meetings. Director Bippus agreed that a Budget Work Session is a good idea. Chairperson Hanecak also suggested that tax increases should be discussed during strategic planning.

Chief Miller believes that a potential recession might decrease the NAV and a tax increase then may be a heavy burden on taxpayers. The Board discussed calling a Work Session the first week of May.

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

10. **Board Member comments.** Chairperson Hanecak informed the Board that he is not available for the Board meeting scheduled on Election Day because he manages a precinct. He requested the Board meeting be rescheduled.
11. **Adjournment.** A **MOTION** was made by Director Nelson and was seconded Director Bippus to **adjourn**; the motion was unanimously **APPROVED**. The meeting adjourned at 6:52 PM.

Respectfully submitted,

Jayme Jones
Administrative Specialist