



HIGHLANDS FIRE DISTRICT

FIRE BOARD OF DIRECTORS REGULAR MEETING MINUTES • 05/18/22

A regular meeting of the Fire Board of Directors was held on **Tuesday, May 18, 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 5:01 PM.

2. Roll Call

Board members present were Chairperson Tom Hanecak, Clerk Brad Bippus, Director Carl Nelson, and Director Dirch Foreman. Board member absent was Director Jay Smith.

Administrative personnel present were Chief Todd Miller, Battalion Chief Mitch Lopez, and Mrs. Robyn Wilson, and Ms. Jayme Jones.

Personnel 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 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. APRIL 19, 2022 REGULAR MEETING.

B. MAY 4, 2022 SPECIAL MEETING.

The Board reviewed the minutes for the April 19, 2022 Regular meeting and the May 4, 2022 Special meeting. **A MOTION was made by Director Nelson and was seconded by Director Foreman 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 April.

A MOTION was made by Director Foreman and was seconded by Director Nelson to accept the paid 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 District finances are tracking well with the Budget, and he will provide an Overtime Report next month.

8. Summary Reports & Correspondence

A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Captain Anticevich thanked the Budget Committee and Board for their work on the FY 2023 Budget. He reported that the Union is planning the Pancake Breakfast, and they look forward to seeing everyone there on Sunday,

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July 3. The Local hopes to assist with Rodeo parking, and the Fill-the Boot fundraiser for Muscular Dystrophy Association (MDA) will take place soon.

- B. BATTALION FIRE CHIEF'S SUMMARY REPORT – Chief Lopez presented the Battalion Chief's report including Individual Activity, Incidents, and Training. There were 37 calls for service in April. He noted that HFD and Bear Jaw responded to the recent Tunnel Fire. Superintendent Erickson served as Deputy IC and Chief True served as Safety Officer for the Type III Incident Management Team. Duty Crews also organized a very successful donation drop-off site. Bear Jaw also removed 19,000 lbs. of pine needles during the Community Clean-up Project.
- C. FIRE CHIEF'S SUMMARY REPORT – Chief Miller presented the Fire Chief's Report. Chief Miller recognized personnel for doing a great job on the Tunnel Fire. Engine 25 responded with Captain Modrell, Engineer Reed, and Firefighter Sanchez; the Bear Jaw Crew was led by Robert Ortiz; Shelby Erickson served as Deputy IC, and BC True served as Division Sup. Soon after being released from the fire, the Bear Jaw Crew started on the Community Clean-up Project. Captain Pond led a successful Donation Drop-site Project. Chief Miller appreciates the effort made by Engineer Gutierrez, Chiefs Lopez and Greenwalt, Captains J. Pond, Blue, and C. Pond, and Engineers Gross, and Monreal for accomplishing the Engineer promotional process. He congratulated Firefighters Quigley, Kohl, and Sanchez in successfully passing all facets of the process. Chief Miller also recognized Ms. Jones and Mrs. Wilson on Administrative Professionals Day for their work.
- D. FIRE BOARD CHAIRPERSON'S SUMMARY REPORT. Chairperson Hanecak thanked staff for inspecting his property and issuing a permit to burn.
- E. CORRESPONDENCE – The Board reviewed a photo of equipment purchased with grant funds received from DFFM, and a thank letter from the Village Land Shoppe for assisting with their Easter Event.

9. Topics of Discussion and Possible Legal Action

- A. CONSIDERATION TO APPROVE THE FY 2023 BUDGETS TO POST AND PUBLISH PER A.R.S. §48-805.02(A). Ms. Wilson presented FY 2023 Budgets for approval to post and publish. A MOTION was made by Director Foreman and was seconded by Director Nelson to approve to post and publish the FY 2023 Budgets. The motion was unanimously **APPROVED**.
- B. CONSIDERATION TO APPROVE PROPOSAL FOR LEGAL SERVICES FOR THE PSPRS LOCAL BOARD. Chief Miller informed the Board that the RFQs sent for Legal Services for the Highlands Fire District PSPRS Local Board resulted in two responses. He recommended the Board consider approving the proposal received from Goering, Roberts, Rubin, Brogna, Enos & Treadwell-Rubin, P.C. Ms. Jones commented that the extensive experience cited by the firm is very impressive. The Board reviewed the Hourly Fee Structure and agreed that this would be the appropriate payment method to employ. After discussion, a MOTION was made by Director Nelson and was seconded by Clerk Bippus to approve the proposal for legal services by Goering, Roberts, Rubin, Brogna, Enos & Treadwell-Rubin, P.C. The motion was unanimously **APPROVED**.

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- C. CONSIDERATION TO APPROVE RENEWAL OF FLAGSTAFF RANCH FIRE DISTRICT (FRFD) INTERGOVERNMENTAL AGREEMENT (IGA) FOR EMERGENCY SERVICES. Chief Miller presented an IGA for Fire and Emergency Service in FRFD. Chief Miller reviewed revisions made to the IGA, including the rate adjustment to \$144,000 per year. The IGA has a three-year term with two, one-year automatic renewals. Chief Miler requested the Board approve to send the IGA to the County Attorney for review. Once reviewed, the IGA will be brought to the Board for formal approval. A MOTION was made by Clerk Bippus and was seconded by Director Nelson to send the FRFD Emergency Service IGA to the County Attorney for review. The motion was unanimously **APPROVED**.
- D. CONSIDERATION TO APPROVE RENEWAL OF COCONINO PARKS AND RECREATION INTERGOVERNMENTAL AGREEMENT (IGA) FOR EMERGENCY SERVICE IN FORT TUTHILL. Chief Miller informed the Board that we are in the fifth year of our agreement with Coconino Parks and Recreation for Emergency Services in Fort Tuthill. The renewal will consist of preparing a letter to with adjusted rate per the IGA. Chairperson Hanecak recused himself for a potential conflict of interest. Chief Miller requested the Board approve the letter to renew the IGA. A MOTION was made by Director Nelson and was seconded by Director Foreman to approve the letter to renew the IGA with Coconino Parks and Rec. Chairperson Hanecak abstained; Clerk Bippus, Director Foreman and Director Nelson voted “aye”. The motion was **APPROVED**.
- E. CONSIDERATION TO APPROVE MENTAL HEALTH SERVICES INTERGOVERNMENTAL AGREEMENT (IGA). Chief Miller presented a new IGA with Summit and Pinewood Fire Districts to administer a multi-agency contract for mental health services for firefighters. Chief Miller requested the Board consider sending the IGA to the County Attorney for review. The Board discussed the need for mental health service, and they agreed that it would be beneficial to the firefighters to submit the IGA for review.
- F. CONSIDERATION TO APPROVE RESOLUTION TO CALL AN ELECTION FOR TWO SEATS ON THE FIRE BOARD PER A.R.S. 16-226(A). Ms. Jones provided the Board with information about the November 8, 2022 election; there will be two open seats on the Board. Incumbents Director Smith and Director Nelson were provided election packets. A MOTION was made by Director Foreman and was seconded by Clerk Bippus to approve the Resolution 2022-05-18 (9)(F) to Call for an Election to fill two seats on the Fire Board on November 8, 2022. The motion was unanimously **APPROVED**.
- G. CONSIDERATION TO REPEAL HR POLICY 30.14 BATTALION CHIEF COMPENSATION. Chief Miller informed the Board that HR Policy 30.14 will be irrelevant because he intends to reclassify Battalion Chiefs as non-exempt personnel. Initially BC salaries will be adjusted from salaried to hourly at the same comparable rate; overtime may have a budgetary impact but will be monitored. After discussion, a MOTION was made by Director Nelson and was seconded by Clerk Bippus to approve repealing HR Policy 30.14. Chairperson Hanecak, Clerk Bippus, and Director Nelson voted “aye”, and Director Foreman voted “nay”; the motion was **APPROVED**.
- H. REVIEW COMMUNITY SURVEY RESULTS. The Board reviewed Community Survey results. The Board acknowledged that response rate had declined. Ms. Wilson explained that there was a delay in sending survey cards due to the system change.

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

10. Board Member comments. There were no additional comments from the Board.

11. Adjournment. A **MOTION** was made by Director Foreman and was seconded Director Nelson to **adjourn**; the motion was unanimously **APPROVED**. The meeting adjourned at 6:23 PM.

Respectfully submitted,

Jayne Jones
Administrative Specialist