



HIGHLANDS FIRE DISTRICT

FIRE BOARD OF DIRECTORS REGULAR MEETING MINUTES • 06/21/22

A regular meeting of the Fire Board of Directors was held on **Tuesday, June 21, 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 5:00 PM.

2. Roll Call

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

Administrative personnel present were Chief Todd Miller, Battalion Chief Mitch Lopez, Mrs. Robyn Wilson, and Ms. Jayme Jones. Battalion Chief Lopez left the meeting at for a family emergency at 5:10 PM.

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.** Clerk Bippus dispensed with the call to the public.

6. Approval of Minutes

A. MAY 18, 2022 REGULAR MEETING – The Board reviewed the minutes of the May 18, 2022 Regular meeting. **A MOTION was made by Director Foreman and was seconded by Director Nelson 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 May. **A MOTION was made by Director Smith and was seconded by Director Foreman 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 the Coconino County Treasurer believes the District might only receive 98% of the budgeted revenue for FY 2022.

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 invited the Board to help serve at the Pancake Breakfast on July 3rd.

Battalion Chief Lopez left the meeting at 5:10 PM.

HIGHLANDS FIRE DISTRICT

- B. BATTALION FIRE CHIEF'S SUMMARY REPORT – Chief Miller presented the Battalion Chief's Report including Individual Activity, Incidents, and Training. Chief Miller described the District's response to the Pipeline Fire, and he reviewed the Call Report. There were 60 calls for service in May (data corrected on 7/15/22).
- C. FIRE CHIEF'S SUMMARY REPORT – Chief Miller reviewed the Fire Chief's Report as written.
- D. FIRE BOARD CHAIRPERSON'S SUMMARY REPORT – Clerk Bippus did not present a Summary Report.
- E. CORRESPONDENCE – Chief Miller presented excellent Performance Rating Reports for the Bear Jaw Crew and a thank you letter from Susan Hendricks with Colonial.

9. Public Hearing of Highlands Fire District FY 2023 Budget.

There were no members of the public present for a Public Hearing of the FY 2023 Budgets.

10. Topics of Discussion and Possible Legal Action

- A. CONSIDERATION TO ADOPT & CERTIFY FY 2023 BUDGETS. Ms. Wilson presented a resolution to adopt and certify the FY 2023 Budgets. A **MOTION** was made by Director Foreman and was seconded by Director Smith to approve Resolution # 2022-06-21 (10)(A) to adopt and certify the FY 2023 Budgets as presented. The motion was unanimously **APPROVED**.
- B. CONSIDERATION TO ADOPT PSPRS PENSION FUNDING POLICY. Ms. Jones informed the Board that pursuant to A.R.S. 38-863.01, the board is required to approve a PSPRS Pension Funding Policy. Chief Miller explained that considering that District paid \$7,251,008 toward the PSPRS unfunded liability on July 15, 2021, the Pension Funding Policy also reflects an estimate of the Funded Ratio of ~109.3%. After discussion, a **MOTION** was made by Director Smith and was seconded by Director Nelson to approve Resolution # 2022-06-21 (10)(B) to adopt the PSPRS Pension Funding Policy as presented. The motion was unanimously **APPROVED**.
- C. CONSIDERATION TO APPROVE FLAGSTAFF RANCH FIRE DISTRICT (FRFD) EMERGENCY SERVICE IGA. Chief Miller presented the IGA for Fire and Emergency Service in FRFD. He informed the Board that he has been working to get final approval from legal counsel and FRFD. Upon the Board's approval, the IGA will be effective on July 1, 2022. After discussion about the rate increase, a **MOTION** was made by Director Nelson and was seconded by Director Foreman to approve the FRFD Emergency Service IGA. The motion was unanimously **APPROVED**.
- D. CONSIDERATION TO APPROVE MENTAL HEALTH SERVICES IGA . Chief Miller reminded the Board that the IGA was presented last month for approval in concept. The IGA has been reviewed by all parties and legal counsel and is ready for final approval. Chief Miller explained that the IGA authorizes HFD to administer a multi-agency contract for mental health services through Redemption Counseling Center. A **MOTION** was made by Director Smith and was seconded by Director Nelson to approve the administration of mental health service agreement as presented. The motion was unanimously **APPROVED**.

HIGHLANDS FIRE DISTRICT

E. CONSIDERATION TO APPROVE SERVICE CONTRACT WITH REDEMPTION COUNSELING CENTER. Chief Miller apologized for not presenting a copy of the final agreement. Chief Miller informed the Board that there is a change in the agreement, and the Board was presented with a copy of the proposed change. Chief Miller explained the need for a more pro-active counseling service for firefighters. After discussion, a **MOTION** was made by Director Foreman and was seconded by Director Smith to approve the counseling service agreement with Redemption Counseling Center pending final approval by legal counsel. The motion was unanimously **APPROVED**. Chief Miller will see that the contract is signed and implemented once it is returned from the County Attorney's office.

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

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

12. Adjournment. A **MOTION** was made by Director Smith and was seconded by Director Foreman to adjourn; the motion was unanimously **APPROVED**. The meeting adjourned at 6:04 PM.

Respectfully submitted,

Jayne Jones
Administrative Specialist