



# HIGHLANDS FIRE DISTRICT

## FIRE BOARD OF DIRECTORS REGULAR MEETING MINUTES • 07/19/22

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

2. **Roll Call**

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

Administrative personnel present were Chief Todd Miller, Battalion Chief Mike Greenwalt, 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. JUNE 21, 2022 REGULAR MEETING – The Board reviewed the minutes of the June 21, 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 Clerk Bippus to accept the paid warrant report 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.

C. QUARTERLY INTEREST REPORT. Mrs. Wilson commented that the County interest earnings in the last quarter were higher than normal.

8. **Summary Reports & Correspondence**

A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Captain Anticevich informed the Board that the Pancake Breakfast was a great success; they served between 350 – 400 breakfasts earning about

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\$3,000 for the local assistance fund. The Local Chapter assisted a member mitigate flooding on his property.

Chairperson Hanecak said he had a great time at the Pancake Breakfast. He recognized staff for doing an excellent job and said that the community certainly appreciates it.

- B. BATTALION FIRE CHIEF'S SUMMARY REPORT – Chief Greenwalt presented the Battalion Chief's Report including Individual Activity, Incidents, and Training. There were 57 calls in June. ESO call data was not available. Chief Greenwalt congratulated Firefighters Villa and Quigley for passing all requirements to become paramedics; there are now eight paramedics on staff.
- C. FIRE CHIEF'S SUMMARY REPORT – Chief Miller presented the July Fire Chief Report. He thanked everyone that helped with the Pancake Breakfast and regrets having to miss the event due to illness. Chief Miller thanked Firefighters Quigley and Villa for their efforts in becoming paramedics, which is a great accomplishment. Chief Miller provided a brief end of fiscal year summary. He will recommend a \$175,000 transfer to the Capital Fund after property taxes are received in October.
- D. FIRE BOARD CHAIRPERSON'S SUMMARY REPORT – Chairperson Hanecak commented that he has been getting acquainted with personnel, and he believes that the staff is amazing. He thanked management for hiring such capable personnel.
- E. CORRESPONDENCE – There was no correspondence presented.

## 9. Topics of Discussion and Possible Legal Action

- A. CONSIDERATION TO APPROVE RESOLUTION AUTHORIZING THE ENGAGEMENT OF THE COCONINO COUNTY ATTORNEY AS THE DISTRICT'S LEGAL REPRESENTATION FOR FY 2023. Chief Miller presented a letter of engagement and resolution for legal services with the Coconino County Attorney's Office. He informed the Board that this agreement is renewed annually. Chief Miller has met with the County Attorney to improve their response time. **A MOTION was made by Director Foreman and was seconded by Director Smith to approve Resolution #2022-06-21 (9)(A) to Authorize the engagement of Coconino County Attorney as the District's legal representation for FY 2023.** The motion was unanimously **APPROVED**.
- B. DISCUSS OPTIONS FOR COMPLETING A COMPENSATION SURVEY. Chairperson Hanecak reminded the Board that a few months ago he suggested the District consider hiring an outside consultant to assess compensation. The intent is to evaluate competitiveness as well as long-term strategies for compensation. Chief Miller asked the Board for direction regarding the compensation study and suggested he work with Chairperson Hanecak to evaluate options and costs. The Board agreed that a compensation study would be useful, and the Board is comfortable with Chief Miller and Chairperson Hanecak working together to determine the scope of work to hire a consultant to conduct an independent study.
- C. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Board Task Calendar.

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10. **Board Member comments.** There were no additional comments made by the Board.
11. **Adjournment.** A **MOTION** was made by Director Smith and was seconded Director Foreman to **adjourn**; the motion was unanimously **APPROVED**. The meeting adjourned at 6:04 PM.

Respectfully submitted,

Jayne Jones  
Administrative Specialist