



# HIGHLANDS FIRE DISTRICT

BOARD OF DIRECTORS  
REGULAR MEETING MINUTES • 06/17/25

---

A regular meeting of the Fire Board was held on **Tuesday, June 17, 2025, 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.** Chairperson Smith called the meeting to order at 5:00 PM.
2. **Roll Call.** Board members were Chairperson Jay Smith, Clerk Carl Nelson, and Director Dan Stoffel. Board member absent were Director Tom Hanecak and Director Dan Stoffel.

Administrative personnel present were Fire Chief Todd Miller, Battalion Chief Mitch Lopez, Ms. Jayme Jones, and Mr. Dominic Filosa\* from James Vincent Group.

\* Attendance through Electronic Conferencing.

3. **Pledge of Allegiance, Invocation, Mission and Vision Statements, and Board Responsibilities.**  
The Pledge of Allegiance was recited, followed by a short invocation. The District's mission, vision, and Board responsibilities were read.
4. **Welcome Visitors.** There were no visitors present.
5. **Call to the Public.** There were no comments from the public.
6. **Approval of Minutes**

A. MAY 15, 2025, REGULAR MEETING. The Board reviewed the minutes of May 15, 2025, regular meeting. Due to Chairperson Smith's proposed change to clarify the budget assumptions, the approval of the minutes was tabled until the July meeting.

7. **Approval of Financial Report presented by James Vincent Group**

- A. Mr. Filosa presented the May Financial Report, which highlighted the following:
- Revenue for May is \$206,902, which is \$314,756 under budget.
  - Expenses for May are \$403,033, which is \$319,802 under budget.
  - Revenue year-to-date is \$5,582,185, which is \$37,899 under budget.
  - Expenses year-to-date are \$4,601,762, which is \$282,860 under budget.

A **MOTION** was made by Director Stoffel and was seconded by Clerk Nelson to approve the Monthly Financial Report as presented. The motion was unanimously **APPROVED**.

8. **Summart Reports & Correspondence**

A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – No report was presented by Local Chapter 1505.

# HIGHLANDS FIRE DISTRICT

---

- B. BATTALION FIRE CHIEF'S SUMMARY REPORT – Battalion Chief Lopez presented the Battalion Chief's Report (see written report for details). He reported an increased call volume in May with 83 calls for service. Firefighters Aguirre and McIntyre passed the Engineer promotional process, and three new firefighters were hired.
- C. FIRE CHIEF'S SUMMARY REPORT – Fire Chief Miller presented the Fire Chief's Report (see written report for details). He thanked Bear Jaw for their success in cleaning up the community again this year. Fire Chief Miller thanked Battalion Chief C. Pond, Engineer Reed, and all evaluators for their efforts working on the Engineer and Captain promotional processes. He reiterated his congratulations to Firefighters Aguirre and McIntyre for passing the Engineer's promotional process. In addition, he congratulated Firefighter Hawkins, who became an Acting Engineer, and Emille Marroush and Austin Braunberger, who are now Certified EMTs. Fire Chief Miller will be participating in the Flagstaff Leadership Program in September.
- D. FIRE BOARD CHAIRPERSON'S SUMMARY REPORT – Chairperson Smith informed the Board that the County implemented an educational process about wildfire insurance. They hope to get more information from insurance providers as well as fire districts. They are also looking at legislation for risk model usage and cancellation notices. Chairperson Smith will be attending the Flynn Brown Academy for government leadership training.
- E. CORRESPONDENCE – The 2025 Bear Jaw Clean-up Report was reviewed, which highlighted the crew's accomplishments. Chairperson Smith would like to see a comparison of today's numbers with last year, as well as the cost of the program.

## 9. Public Hearing

- A. PUBLIC HEARING OF THE FY 2026 BUDGET. The Public Hearing was opened at 5:23 PM and immediately closed with no public members in attendance.

## 10. Topics of Discussion and Possible Legal Action

- A. CONSIDERATION TO ADOPT AND CERTIFY THE FY 2026 BUDGET PER A.R.S. § 48-805.2. Fire Chief Miller presented the official budget form for the Board's consideration. Mr. Filosa offered an explanation of the Budget and tax rates. **A MOTION was made by Clerk Nelson and was seconded by Director Stoffel to adopt and certify the FY 2026 Budget with a 3.5 mill rate and .1704 bond rate.** The motion was unanimously **APPROVED**. Director Stoffel thanked Mr. Filosa, Mr. Acher-Clowes, and the Budget Committee for their work.
- B. CONSIDERATION TO ADOPT PENSION FUNDING POLICY AND FORMALLY ACCEPT THE DISTRICT'S LIABILITIES UNDER THE PSPRS RETIREMENT SYSTEM'S ACTUARIAL VALUATION REPORT PER A.R.S. § 38-863.01. **A MOTION was made by Director Stoffel and was seconded by Clerk Nelson to approve the resolution to adopt the pension funding policy as presented.** The motion was unanimously **APPROVED**.
- C. CONSIDERATION TO APPROVE RESOLUTION AUTHORIZING COCONINO COUNTY ATTORNEY AS THE DISTRICT'S LEGAL REPRESENTATION FOR FY 2026. **A MOTION was made by Director Stoffel and was**

# HIGHLANDS FIRE DISTRICT

---

seconded by Clerk Nelson to approve the resolution authorizing Coconino County Attorney as the District's Legal Representation for FY 2026. The motion was unanimously **APPROVED**.

- D. CONSIDERATION TO APPROVE ADDENDUM TO MENTAL HEALTH SERVICES CONTRACT WITH REDEMPTION COUNSELING. Fire Chief Miller informed the Board that after further discussion with the entities involved, the addendum was removed, and this item is irrelevant.
- E. CONSIDERATION TO APPROVE REVISION TO EXECUTIVE DIRECTIVE 205 ACTING ASSIGNMENT. Fire Chief Miller provided an explanation of the changes to the Directive; although, Board approval is not necessary.
- F. CONSIDERATION TO APPROVE REVISION TO HR POLICY 40.02 HOLIDAYS. A **MOTION** was made by Director Stoffel and was seconded by Clerk Nelson to approve the revision to HR Policy 40.02 Holidays. Fire Chief Miller explained that the revision to HR Policy 40.02 supports the current practice for handling holiday pay and avoids unnecessary confusion. The motion was unanimously **APPROVED**.
- G. REVIEW FIRE BOARD TASK CALENDAR AND MESSAGE FORM THE FIRE BOARD. The Board reviewed the Board Task Calendar.

**11. Board Member Comments.** Director Stoffel announced his intention to resign effectively in July or August.

**12. Adjournment.** A **MOTION** was made by Clerk Nelson and was seconded by Director Stoffel to adjourn the meeting. The motion was unanimously **APPROVED** and the meeting adjourned at 5:40 PM.

Respectfully submitted,

Jayne Jones