



# HIGHLANDS FIRE DISTRICT

BOARD OF DIRECTORS  
REGULAR MEETING MINUTES • 07/15/25

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A regular meeting of the Fire Board was held on **Tuesday, July 15, 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 present were Chairperson Jay Smith, Clerk Carl Nelson, Director Brad Bippus and Director Dan Stoffel. Director Tom Hanecak\* joined the meeting at 5:05 PM.

Administrative personnel present were Fire Chief Todd Miller\*, Battalion Chief Chris Pond, 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 reviewed.
4. **Welcome Visitors.** There were no members of the public present.
5. **Call to the Public.** There were no comments from the public.
6. **Approval of Minutes**

A. MAY 19, 2025, REGULAR MEETING. The Board reviewed the minutes of May 19, 2025, regular meeting. A **MOTION** was made by Director Stoffel and was seconded by Clerk Nelson to approve the revised minutes as discussed. The motion was unanimously **APPROVED**.

B. JUNE 17, 2025, REGULAR MEETING. The Board reviewed the minutes of June 17, 2025, regular meeting. A **MOTION** was made by Director Stoffel and was seconded by Director Bippus to approve the minutes as presented. The motion was unanimously **APPROVED**.

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

A. Mr. Filosa presented the June Financial Report, which highlighted the following:

- Revenue for June is \$264,274, which is \$52,261 under budget.
- Expenses for June are \$568,784, which is \$51,865 under budget.
- Revenue year-to-date is \$5,846,459, which is \$90,160 under budget.
- Expenses year-to-date are \$5,174,361, which is \$330,939 under budget.

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

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## 8. Summary Reports & Correspondence

- A. IAFF LOCAL CHAPTER 1505 SUMMARY REPORT – Engineer Ahrendt reported that due to Captain Monreal’s resignation, he will be stepping into the role of Vice President. At least 500 guests were served at the Pancake Breakfast. He thanked the Board for their participation. The Union donated \$500 to a local firefighter with cancer. Battalion Chief C. Pond informed the Board that next year’s Pancake Breakfast will be its 50th Anniversary.
- B. BATTALION FIRE CHIEF’S SUMMARY REPORT – Battalion Chief C. Pond presented the Battalion Chief’s Report (see written report for details). He reported 98 calls for service in June, which was the second busiest month in the past five years. Staffing plans have been established for the upcoming employment vacancies, and a lateral Captain will be hired for one of the open positions. Fire Chief Miller informed the Board that it is unprecedented for the District to hire a Captain from outside of the organization.
- C. FIRE CHIEF’S SUMMARY REPORT – Fire Chief Miller presented the Fire Chief’s Report from the AFCA/AFDA Conference where he is participating in the Ambassador Program (see written report for details). Fire Chief Miller congratulated Captain Howell on his retirement after 22 years of service, and he invited the Board to attend Ben’s Retirement Luncheon and Flag Lowering Ceremony. Clay Ahrendt was promoted to Captain, and Jacob McIntyre promoted to Engineer. Fire Chief Miller thanked the Board for serving pancakes at the Annual Pancake Breakfast. He thanked the community for showing up and staff for their efforts as well.
- D. FIRE BOARD CHAIRPERSON’S SUMMARY REPORT – Chairperson Smith commented that it was a great Pancake Breakfast, and he appreciates everyone’s efforts.
- E. CORRESPONDENCE – The Board reviewed a thank you letter from a District resident, a letter from the GFR Academy regarding Probationary Firefighters, a thank you letter from Chris Fennell to those that helped with yard clean-up for Chief Bills, and a thank you from Kachina Firewise.

## 9. Topics of Discussion and Possible Legal Action

- A. DISCUSSION REGARDING END OF FY 2025 FINANCIAL REPORT. Fire Chief Miller said it was the intention to provide the Board with end of year closed out information; however, the report is delayed and will be presented next month. The item was tabled until August.
- B. DISCUSSION AND POTENTIAL ACTION REGARDING ADJUSTMENT TO FORT TUTHILL IGA RATE FOR EMERGENCY SERVICES. Fire Chief Miller informed the Board that County Parks & Rec can’t afford the rate adjustment determined in the IGA approved last year. He requested the Board table this item until August when more information will be available.
- C. DISCUSSION REGARDING POTENTIAL OPEN BOARD SEAT AND PROCESS FOR FILLING THE BOARD POSITION. The Board discussed the process of filling an open seat on the Board upon Director Stoffel’s resignation. Director Hanecak believes the Board should do everything to select the best candidate possible. He suggested that two Board members do an initial screening of applications, and he offered to serve in that capacity.

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D. REVIEW FIRE BOARD TASK CALENDAR AND MESSAGE FORM THE FIRE BOARD. The Board reviewed the Board Task Calendar.

**10. Board Member Comments.** Director Hanecak had a lot of fun at the Pancake Breakfast. He thanked everyone that helped out. Director Stoffel agreed, and he commented that there was good community feedback this month. Clerk Nelson also agreed. Chairperson Smith thanked those involved with the Pancake Breakfast, and he looks forward to its 50<sup>th</sup> year anniversary; “We have to come up with something good.”

**11. 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 5:53 PM.

Respectfully submitted,

Jayne Jones