



# HIGHLANDS FIRE DISTRICT

## BOARD OF DIRECTORS REGULAR MEETING AGENDA 12/17/24

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Notice is hereby given that a regular meeting of the Highlands Fire District Board of Directors is scheduled for December 17, 2024 at 5:00 PM at Fire Station 23, Administration Board Room, 3350 Old Munds Hwy, Flagstaff, AZ. Public access to the meeting room will be allowed 15 minutes prior to the meeting. Public access to the meeting online must register in advance of the meeting at the link provided below. Members of the Highlands Fire District Board of Directors may attend either in person or video conferencing.

Zoom Link – <https://us02web.zoom.us/meeting/register/tZclc-gpgDItHN0gCfi7vK9lBlxFr59Whnbi>

Any item on this agenda and any other matters related thereto will be subject to Board consideration, discussion, approval, or other action per A.R.S. § 38-431.02.

### 1. Call to Order

2. **Roll Call** - Chairperson Jay Smith, Clerk Carl Nelson, Director Brad Bippus, Director Tom Haneck, and Director Dan Stoffel.

### 3. Pledge of Allegiance, Invocation, Mission and Vision Statements, and Board Responsibilities

A. Pledge of Allegiance and Invocation.

B. Mission – *The Highlands Fire District is an emergency service and community-oriented organization dedicated to protecting the lives and property of its residents and visitors through emergency medical services, fire suppression, fire prevention, and public education.*

C. Vision – *The Highlands Fire District will be recognized for the highest standards, levels of trust, innovation, and accountability while exceeding community expectations. We will succeed by developing and maintaining strategic partnerships, hiring and promoting quality people, and positioning the District for fiscal sustainability, both now and in the future.*

D. Review selected Board responsibilities.

### 4. Welcome Visitors

5. **Call to the Public** – *In accordance with A.R.S. 38-431.0 1(H), any person may address the Board on any matter within the jurisdiction of the Board. The Board may respond to criticism, ask staff to review a matter, or request the matter be put on a future agenda. The Board shall not discuss or take legal action on matters raised unless the matters are properly notified for discussion and legal action.*

### 6. Acknowledgement of Incoming Board Officers

### 7. Approval of Minutes

A. NOVEMBER 19, 2024 Regular Meeting

### 8. Financial Report

9. **Summary Reports & Correspondence** – *In accordance with A.R.S. §38-431.02(K), the [Board shall not propose, discuss, deliberate, or take legal action on any matter in the following summary reports.](#)*

A. IAFF Local Chapter 1505 Summary Report

B. Battalion Chief's Summary Report

C. Fire Chief's Summary Report

D. Fire Board Chairperson's Summary Report

E. Correspondence

## 10. Topics of Discussion and Possible Legal Action

- A. UPDATE OF STRATEGIC PLANNING PROCESS.
- B. CONDUCT FIRE CHIEF'S EVALUATION AND IDENTIFY GOALS FOR 2025.
- C. REVIEW BOARD TASK CALENDAR.

## 11. Board Member Comments - *Board members' comments are meant to inform and clarify, and no legal action will be taken. Only Board members may speak.*

## 12. Adjournment

*In compliance with the American with Disabilities Act, if you need special assistance to participate in a meeting, please contact Jayme Jones at (928) 525-1717. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.*

Agenda approved December 12, 2025

By Jay Smith, Chair

Agenda posted December 13, 2024

By Jayme Jones, Administrative Assistant III