



HIGHLANDS FIRE DISTRICT  
FIRE BOARD OF DIRECTORS  
SPECIAL MEETING MINUTES · 11/01/2023

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A special meeting of the Fire Board was held on Wednesday, November 1, 2023 at 3:00 PM. Members attended in-person at District Administration at 3350 Old Munds Hwy.

1. CALL TO ORDER. The meeting was called to order at 3:00 PM.
2. ROLL CALL: Board members present were Chairperson Hanecak, Clerk Brad Bippus, Director Smith, and Director Nelson. There is one vacancy on the Board.

Administrative personnel present was Ms. Jayme Jones.

3. INTERVIEWS OF CANDIDATES FOR APPOINTMENT TO FILL VACANCY ON THE FIRE BOARD. Chairperson Hanecak informed the Board that two interviews will be conducted in regular session and a discussion to consider the Board appointment will be held in executive session.
  - a. Mr. Dan Stoffel joined the meeting through video conferencing. Chairperson Hanecak welcomed Mr. Stoffel; the Board introduced themselves. Mr. Stoffel provided his background information. He has lived in Kachina Village for 20 years, and he is an Assistant Director of Information Technology Services at NAU. He would like the opportunity to give back to the community, and he hopes to learn more about how the Fire District and Board operate. The Board asked Mr. Stoffel several additional questions about his qualifications; the interview concluded at 3:35 PM.

The Board took a break at 3:35 PM and reconvened at 3:50 PM.

- b. Chairperson Hanecak welcomed Mr. Edwin Grant; the Board introduced themselves. Mr. Grant provided his background information. He lives in Kachina Village; he grew up here and returned about seven years ago. He hopes to volunteer to give back to his community. He has spent 23 years working in restaurant management and is now seeking a career change. The Board asked several questions about his qualifications; the interview concluded at 4:15 PM.
4. CONSIDERATION TO ADJOURN TO EXECUTIVE TO CONSIDER APPOINTING AN INDIVIDUAL TO SERVE ON THE FIRE BOARD PER A.R.S. 38-431.03(A)(1). A **MOTION** was made by Director Nelson and was seconded by Director Smith to adjourn the Executive Session to discuss appointment to the Board; the motion was unanimously **APPROVED**. The Board adjourned to Executive Session at 4:16 PM.
  5. RECONVIENE TO REGULAR SESSION TO CONSIDER APPOINTMENT TO THE FIRE BOARD. The Board reconvened to regular session at 4:40 PM. A **MOTION** was made by Director Smith and was seconded by Director Nelson to appoint Mr. Dan Stoffel to the Board as discussed in the Executive Session; the motion was unanimously **APPROVED**.
  6. ADJOURNMENT. A **MOTION** was made by Director Smith and was seconded by Director Smith to adjourn; the motion was unanimously **APPROVED**. The meeting adjourned at 4:42 PM.

# HIGHLANDS FIRE DISTRICT

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Respectfully submitted,

Jayne Jones  
Administrative Specialist