



# FLAGSTAFF RANCH FIRE DISTRICT

Board of Directors

Special Meeting and Budget Workshop Minutes for April 11, 2022

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A special meeting of the Flagstaff Ranch Fire District was held on **Monday, April 11, 2022 at 2:00 PM** in person at the Flagstaff Ranch Golf Club Board Room. This meeting was accessible to both Board members and the public.

**CALL TO ORDER:** Board Chair Bob Woodings called the regular meeting of the Flagstaff Ranch Fire District Board to order at 2:00 pm.

**BOARD ATTENDANCE:** Board Members Bob Woodings, Peter Heguy and Paul Butters were present in person at the meeting.

**OTHER ATTENDANCE:** Highlands Fire Chief Todd Miller, Controller Kirt Palmer, Administrative Assistant Sara Diaz, Director of Safety and Compliance David McGee and Community Manager Craig Purcell were present at the meeting.

**APPROVAL OF MINUTES:** Deferred to the May meeting.

**CONTROLLERS REPORT ON FINANCES:** Deferred to the May meeting.

## **SUMMARY OF CURRENT EVENTS AND CORRESPONDANCE**

- a. Board Chair Bob Woodings presented his provided summary report.
  - Board Chair Bob Woodings stated that he made an owner/member POA records request for two budget documents that were removed from the CSR Chairman Summary Report prior to distribution.
- b. There were no updates from Fire Chief Todd Miller for this meeting.
- c. There were no updates from the Gatehouse for this meeting.
- d. There were no updates from Community Manager Craig Purcell for this meeting.

## **TOPICS OF DISCUSSION AND POSSIBLE LEGAL ACTION:**

Item 1: The Board had discussion with Controller Kirt Palmer in regards to the 2022-2023 and 2023-2024 Draft Budgets. After much deliberation in regards to certain statutes and definitions, the following actions were taken and motions were made;

- Board Clerk Peter Heguy made a motion to post the 2022-2023 draft budget as presented. This motion was seconded by Board



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Chair Bob Woodings and the Board voted to **approve** unanimously.

- Board Chair Bob Woodings made a motion to direct Controller Kirt Palmer to bring back to the Board his findings in regards the reserves policy and the definition of revenues for a special district. This motion was seconded by Board Clerk Peter Heguy and the Board voted to **approve** unanimously.

Item 2: The Board had a discussion in regards to the Inter-Government Agreement with Highlands Fire District. All Board Members presented and discussed their suggested updates and changes to the agreement. It was agreed that Board Clerk Peter Heguy will meet with Chief Miller within the next week to review the IGA for Chief Miller to then put together a Draft for the Flagstaff Ranch Fire District Board to review and potentially approve.

- Board Chair Bob Woodings requested that Controller Kirt Palmer take the agreement to the insurance company once the agreement is finalized and approved to assure it is satisfactory based on the insurance policy. Controller Kirt Palmer agreed to the said request.

Item 3: The Board had a discussion in regards to the Emergency Services Agreement with the POA. Board Clerk, Peter Heguy stated that it is not desirable to make any modifications to the agreement at the current time. After much deliberation, the Board decided to continue the discussion regarding this agreement at the next scheduled meeting on April 27<sup>th</sup>, 2022.

## **BOARD MEMBER COMMENTS**

Item 1: The deadline for comments to be submitted to Administrative Assistant Sara Diaz to compile for the next Board meeting will be Friday, April 15<sup>th</sup>, 2022.

**NEXT MEETING DATE AND TIME:** The next meeting will be April 27, 2022 at 2:00 pm

**ADJOURNMENT:** Board Member Paul Butters made a motion to adjourn the regular meeting at 5:01 pm. This motion was seconded by Board Chair Bob Woodings; the motion was unanimously **approved**.



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Minutes prepared by Administrative Assistant Sara Diaz

Minutes reviewed by Board Clerk Heguy