



FLAGSTAFF RANCH FIRE DISTRICT

Board of Directors

Special Meeting Minutes for April 27, 2022

A special meeting of the Flagstaff Ranch Fire District was held on **Wednesday, April 27, 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 special 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, 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.
 - There were no questions from the Board in regards to the summary report.
- 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 discussed the Property Owners Association Emergency Services Agreement. Board Clerk Peter Heguy made a motion to approve the recommendations presented by himself and Paul Butters and move forward with updating and presenting the draft agreement to the Board at the next scheduled meeting. This motion was seconded by Board Member Paul Butters and the Board voted to **approve** unanimously.



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Item 2: The Board discussed the Golf Club Administrative Services Agreement. Board Member Paul Butters made a motion to authorize Controller Kirt Palmer to update the discussed statute within the agreement as well as the dates and return the draft agreement to the Board for review at the next scheduled meeting. This motion was seconded by Board Clerk Peter Heguy and the Board voted to **approve** unanimously.

Item 3: The Board discussed the Highlands Fire District Mormon Lake Administrative Services Agreement. After discussion the Board agreed to receive and file this discussion item with no action taken.

Item 4: Board Member Paul Butters made a motion to accept the current presented format for the Property Owners Association Emergency Services Annual Report. This motion was seconded by Board Clerk Peter Heguy and the Board voted to **approve** unanimously.

Item 5: Chief Miller presented his operational staff briefing report to the Board. Board Chair Bob Woodings made a motion to receive and file the report. This motion was seconded by Board Clerk Peter Heguy and the Board voted to **approve** unanimously.

Item 6: The Board discussed the presented Fire District Task Calendar. No action was taken after discussion and the use of the task calendar was left for the Chairmans discretion.

Item 7: The Board discussed the need for a Board Chairmans Summary Report. No action was taken after discussion.

Item 8: The Board reviewed and discussed the presented draft of the Highlands Fire District Intergovernmental Agreement. Board Clerk Peter Heguy motioned to approve the draft agreement as amended and move forward with presenting the agreement to County Counsel. This motion was seconded by Board Member Paul Butters and the Board voted to **approve** unanimously.

BOARD MEMBER COMMENTS

Item 1: Board Member Paul Butters brought a few comments to the Board in regards to the budget. The Board had a general discussion with no action taken.

NEXT MEETING DATE AND TIME: The next meeting will be May 26, 2022 at 2:00 pm



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ADJOURNMENT: Board Clerk Peter Heguy made a motion to adjourn the regular meeting at 3:25 pm. This motion was seconded by Board Chair Bob Woodings; the motion was unanimously **approved**.

Minutes prepared by Administrative Assistant Sara Diaz

Minutes reviewed by Board Clerk Heguy