



FLAGSTAFF RANCH FIRE DISTRICT

Board of Directors

Regular Meeting Minutes for September 28, 2023

A regular meeting of the Flagstaff Ranch Fire District was held on **Thursday, September 28, 2023 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 Ted Vanderlaan called the regular meeting of the Flagstaff Ranch Fire District Board to order at 2:00 pm.

BOARD ATTENDANCE: Board Members Ted Vanderlaan, Brad Thomas, and Rebecca Peterson; a quorum was present.

PLEDGE OF ALLEGIANCE: Led by Board Chair Ted Vanderlaan.

OTHER ATTENDANCE: Deputy Incident Commander Shelby Erickson from Highlands Fire District, Controller Kirt Palmer, Director of Safety and Compliance David McGee, Acct. Specialist Trisha Lynch.

PUBLIC ATTENDANCE: No members of the public were in attendance.

PUBLIC COMMENT:

- There was no public comment at this meeting.

APPROVAL OF MINUTES:

- Board Member Rebecca Peterson made a motion to approve the July 10, 2023 regular Board Meeting minutes as written. This motion was seconded by Board Clerk Brad Thomas; the motion was unanimously **approved**.

CONTROLLERS REPORT ON FINANCES: Controller Kirt Palmer presented the monthly financial reports for July and August 2023.

- Board Chair Ted Vanderlaan made a motion to receive and file the July and August financial reports. The motion was seconded by Board Member Rebecca Peterson; the motion was unanimously **approved**.

SUMMARY OF CURRENT EVENTS AND CORRESPONDENCE:

- a. Board Chair Ted Vanderlaan presented his Chairman's report to the board.
- b. Fire Chief Todd Miller was not in attendance, his report was provided in the board packet; There were no questions or discussion.
- c. Director of Safety and Compliance David McGee summarized the Gatehouse Report provided in the board packet and answered informational questions from the board. Board Member Rebecca asked if there might be



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circumstances in which the Fire District might bill an insurance company for the cost of Fire or EMS, it appears the only possible scenario would be if FRFD has to pay an incremental amount to Highlands because of the length of a certain call, which has never happened. Consensus was to consider this if the situation occurs.

- d. Community Manager Craig Purcell was not in attendance, his report was provided in the board packet; Firewise Certificate was renewed for another year; Board Member Rebecca Peterson asked if Sprinkler inspections will be required for the new Townhouses. Board Chair Ted Vanderlaan stated that the Townhouses don't, but the Condos do.

TOPICS OF DISCUSSION AND POSSIBLE LEGAL ACTION:

Agenda Item 1: Discussion and possible action on fire risk mitigation steps in the national forest adjoining Flagstaff Ranch.

Discussion:

- Shelby Erickson showed via the Risk Management Assistance Dashboard (<https://experience.arcgis.com/experience/f9d7f7f920494c3db43a23a8dffe4664>) that the caldera rim is the biggest fire risk near Flagstaff Ranch, but small compared to many other areas in Coconino County, and he has high confidence that fire protection services could respond. He stressed the importance of residents maintaining their lots to Firewise criteria. The relevant agencies should have records of past mitigation actions, but they are not complete. We can get approval through NEPA to take mitigation actions at our cost, but would also need to line up resources to do the work. Shelby gave a rough estimate of \$2K/acre to perform mitigation. Shelby will provide Board Chair Ted Vanderlaan with Forest Service contacts and Board Clerk Brad will provide the notes from Hardy Strozier on past communications.

Agenda Item 2: Discussion and possible action on 2022-2023 annual audit engagement.

Discussion:

- Board Chair Ted Vanderlaan stated that Board Member Rebecca Peterson raised questions about looking into other audit firms; Board members agreed that the engagement letter be signed sooner to be looked over for next year. Board Member Rebecca Peterson made a motion that the Board authorize Board Chair Ted Vanderlaan and Controller Kirt Palmer to memorialize the decision that was made to use this firm to sign the engagement letter. The motion was seconded by Board Member Brad Thomas; the motion was unanimously **approved**.



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Agenda Item 3: Discussion and possible action on adding a turnaround on Tack Room.

Discussion:

- The board is supportive of paying for this work if within the \$50-100K cost estimate and if the Fire District will not be responsible for maintaining it. Board Chair Ted Vanderlaan will ask Community Manager Craig Purcell to get 2 additional bids for the plans. Before any work is performed, we would need to amend the budget, which would require a public hearing with notice. Board Chair Ted Vanderlaan will contact the County Attorney to determine what if any responsibility we have to do this work, originally the responsibility of the developer, which no longer exists.

Agenda Item 4: Discussion and possible action on a Fire District representative on the Shared Use Working Group.

Discussion:

- Motion by Board Clerk Brad Thomas to approve Board Chair Ted Vanderlaan as the Fire District Board representative on the Shared Use Working Group; The motion was seconded by Board Member Rebecca Peterson; the motion was unanimously **approved**.

Agenda Item 5: Discussion and possible action on an Agreement with the Coconino County Attorney for legal services.

Discussion:

- Motion by Board Chair Ted Vanderlaan to approve and adopt resolution 2023-2 and to have the Chairman sign the County Attorney Letter of Engagement as included in the Sep 28 board packet; The motion was seconded by Board Member Rebecca Peterson; the motion was unanimously **approved**.

Agenda Item 6: Discussion and possible action on a revised Handbook and new Bylaws.

Discussion:

- Motion by Board Chair Ted Vanderlaan to adopt the revised handbook, new Bylaws, and associated forms as included in the Sep 28 board packet with these agreed-upon changes; The motion was seconded by Board Clerk Brad Thomas; The motion was unanimously **approved**.
 - Application Packet, General Information, Minimum Qualifications now read:



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1. Must be a registered voter in the fire district, a resident of the district for at least one year before election or appointment, and not be directly related to another board member or employee of the district. (ARS 48-802.D.2)
2. Must not be absent from the state for more than three consecutive months (ARS 38-291)

BOARD MEMBER COMMENTS:

- a. Board Members may provide individual comments for the record
- b. The Board may discuss future dates for meetings
- c. The Board may discuss and direct staff to place matters on future agendas
 - Audit, Tack room turnaround, Caldera fire mitigation, liability insurance (renews Dec 31)

NEXT MEETING DATE AND TIME: A Regular Meeting will be held on Thursday, December 7, 2023 at 2:00 pm.

ADJOURNMENT: Board Chair Ted Vanderlaan made a motion to adjourn the regular meeting at 3:26pm. Board Clerk Brad Thomas seconded the motion; the motion was unanimously **approved**.

Minutes prepared by Acct. Specialist Trisha Lynch

Minutes reviewed by Board Member Brad Thomas