



**Flagstaff Ranch Fire District
Minutes of the Regular Meeting
February 26, 2021
2:00 pm**

A regular meeting of the Flagstaff Ranch Fire District was held on **Friday, February 26, 2021 at 2:00 PM** via Zoom virtual conference service. This meeting was accessible to Board members and public through the virtual conference service.

CALL TO ORDER: Board Member Mike Clementino called the regular meeting of the Flagstaff Ranch Fire District Board to order at 2:00 pm.

BOARD ATTENDANCE: Board Members Mike Clementino and Peter Heguy were present at the meeting.

OTHER ATTENDANCE: Highlands Fire Chief Dirch Foreman, Highlands Fire Battalion Chief Todd Miller, Community Manager, Lucy Schulte, Director of Safety, Steven Keesling, Senior Accountant, Kirt Palmer, Administrative Assistant, Sara Diaz and Coconino County Attorney, Mark Byrnes.

APPROVAL OF MINUTES: Board Member, Peter Heguy made a motion to move the approval of the December 11th meeting minutes as written as well as the January 22nd meeting minutes as written. Board Chair, Mike Clementino seconded this motion; the motion was unanimously **approved**.

NEW BUSINESS:

Item 1: The Coconino County Attorney for Special Districts was introduced to the board.

Item 2: The board discussed Mr. Strozier's resignation from the board. Board Member, Peter Heguy made a motion to accept the resignation and Board Chair seconded this motion; the motion was unanimously **approved**.

Item 3: The board discussed the filling of the board vacancy by appointment. Board Chair, Mike Clementino stated that he will reach out to a Member to see if he is interested in joining the board. The board will move to appoint this Member if interest is expressed.

Item 4: The Clerk position opened with the resignation of a board member. The board discussed filling the position and Board Member, Peter Heguy made a motion to be voted in as the Board District Clerk. Board Member, Mike Clementino seconded this motion; the motion was unanimously **approved**.

Item 5: The board reviewed the draft plan for the Flagstaff Ranch Fire District Records Management. Administrative Assistant, Sara Diaz stated that she is working towards having the records management training and requirements completed within the next two months.

Item 6: The board discussed the proposed transcribed minutes process and agreed that the proposed process is the best practice for the transcription of minutes administratively.

Item 7: The board moved to approve Controller; Kirt Palmers request to start the draft budget. This will be presented at the next board meeting in March.

OLD BUSINESS:

Item 1: Community Manager, Lucy Schulte gave an update on the Fire Mitigation discussion. She stated that she received an invite for the March 3rd meeting with the County Board of Supervisors. A legal consult will be moving forward to represent the POA at this meeting. This will be a long process, but the POA and Fire District are working hard to move forward.

CHIEFS COMMENTS:

Item 1: Chief Foreman stated that there were three calls since the last meeting in December.

Item 2: The board discussed the Plan Review Checklist presented by Chief Foreman.

Item 3: The board reviewed the updated Plan Review Amendment presented by Chief Foreman. Board Member, Peter Heguy made a motion to approve the IGA Amendment. Board Chair, Mike Clementino seconded this motion; the motion was unanimously **approved**. Chief Foreman stated that he will produce the updated IGA for the County Attorney to review and approve due to language change then present to the Highlands Fire Board for approval. Once approved and it is received from the Attorneys office, it may be signed by the board.

Item 4: The board discussed authorization for Chief Foreman to represent the Fire District on matters before the Coconino County Attorney, Community Development, the Planning and Zoning Commission and the Board of Supervisors. Board Member, Peter Heguy made a motion to approve this authorization and Board Chair Mike Clementino seconded this motion; the motion was unanimously **approved**.

FINANCIALS: The financials look good overall. Board Member, Peter Heguy made a motion to approve the financials and this motion was seconded by Board Chair, Mike Clementino; the motion was unanimously **approved**.

GATEHOUSE REPORT:

Item 1: The Gatehouse responded to one call since the last meeting.

COMMUNICATION TO AND FROM BOARD MEMBERS:

NEXT MEETING DATE AND TIME: The next meeting will be March 26, 2021 at 2:00pm via Zoom.

ADJOURNMENT: The regular meeting adjourned at 2:00 pm
Minutes prepared by Sara Diaz