



FLAGSTAFF RANCH FIRE DISTRICT

Board of Directors

Postponed Regular Meeting Agenda for February 3, 2023

Notice is hereby given that a Fire Board meeting will be held on **Friday, February 3, 2023 at 2:00 p.m.** at Flagstaff Ranch Clubhouse, Board Room, 3685 S. Strawberry Roan, Flagstaff, AZ.

Any Member of the Public or Director may attend this meeting via telephone by using the following dial in number and passcode to join the meeting:

- **Dial In Number:** 866-516-3949
- **Passcode:** 9871554#

Pursuant to A.R.S. 38-431.02, notice is hereby given to the Board Directors and the general public that the Flagstaff Ranch Fire District will hold a meeting open to the public. In compliance with the American with Disabilities Act, if you need special assistance to participate in a meeting, please contact Sara Diaz at (928) 226-3107. Notification 48 hours prior to the meeting will enable the district to make reasonable arrangement to assure accessibility to the meeting. The following topics, and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

- I. CALL TO ORDER**
- II. ROLL CALL OF BOARD MEMBERS – SPECIALIST DIAZ**
- III. PLEDGE OF ALLEGIANCE**
- IV. RECOGNITION OF SPECIAL GUESTS**
- V. CALL TO THE PUBLIC**

The public is invited to speak on any item of concern in the Call to the Public. The Board of Directors cannot discuss any items that are not on the agenda. Therefore, actions taken as a result of public comments will be limited to directing staff to study the matter or schedule the matter for discussion, consideration and decision at a later date. All remarks should be addressed to the Chair and to any and all members of the Board. Any member of the public desiring to address the Board must first be recognized by the Chair, and shall come forward, state their name and address in an audible tone for the record and shall limit their remarks to no longer than five (5) minutes.

VI. APPROVAL OF MINUTES

- a. Minutes for the Flagstaff Ranch Fire District Board Regular Meeting on November 18, 2022
- b. Minutes for the Flagstaff Ranch Fire District Board Special Meeting on December 16, 2022
- c. Minutes for the Flagstaff Ranch Fire District Board Special Meeting on January 9, 2023
- d. Minutes for the Flagstaff Ranch Fire District Board Emergency Meeting on January 9, 2023
(Pending legal opinion from County Attorney regarding validity of Emergency Meeting)

VII. FINANCIAL REPORTS and BUDGET UPDATES – CONTROLLER PALMER

- a. November 2022 Financial Reports
- b. December 2022 Financial Reports

VIII. SUMMARY OF CURRENT EVENTS and CORRESPONDENCE

The Board Chairman, Fire Chief, Director of Safety & Compliance, and Flagstaff Ranch Property Owners Association's Community Manger may present a brief summary of current events pursuant to A.R.S. 38-431.02(K). The Board will not discuss or take action on any current event summary.

- a. Board Chairman's Summary Report (CSR) – Chairman Woodings
- b. Fire Chief's Summary Report – Chief Miller
- c. Gatehouse Summary Report – Director of Safety and Compliance McGee
- d. POA Community Manager's Summary Report – Community Manager Purcell

IX. TOPICS OF DISCUSSION AND POSSIBLE LEGAL ACTION

Item 1: Recognition of Director Peter Heguy's years of service to the Fire District

Item 2: Discussion and potential actions related to the legal opinion from Coconino County Civil Deputy County Attorney, Mr. Mark Byrnes, regarding the January 9, 2023, Special Meeting and Emergency Meeting. Chief Miller will also brief the Board related to Director terms. Potential actions include adoption of a resolution setting aside all January 9th Board actions taken outside of Open Meeting Act requirements, receiving instructions regarding Board Director terms, and Board discussion regarding potential responses and policy directions to staff. (CSR 25) (CSR 28)

Item 3: Discussion and potential actions related to Flagstaff Ranch Fire District's January 9th Emergency Meeting Agenda processing and posting pursuant to ARS 38-431.02(D). The Board will discuss potential responses to protests or complaints, and potential policy directions to staff regarding all District agenda postings required by the Open Meeting Act. (CSR 27)

Item 4: Discussion and potential actions related to the Insurance Service Office (ISO), its ongoing effort to accurately classify the Flagstaff Ranch community under the Fire Suppression Rating Schedule (FSRS) program, and its Public Protection Classification (PPC) Summary Report. Chief Miller and Controller Palmer will brief the FRFD Board. Following the briefing, the Board will discuss potential responses and policy directions to staff. (CSR 26)

Item 5: Discussion and potential actions related to Board direction to Chief Miller regarding updates to the Flagstaff Ranch Fire District Board of Directors Handbook. (CSR 29)

Item 6: Discussion, review and potential action on the MARS Firewise Guidelines with Community Manager Craig Purcell

Item 7: Discussion and potential actions related to appointment of a new board member. Review of candidate applications, questions of potential Board candidates, development of objective and subjective criteria for candidate ranking, and potential action to set deadlines for application completion and additional potential Board candidates or to appoint a qualified candidate to the board position currently held by Director Butters and to agree on the effective date of such appointment. (CSR 22)

Item 8: Discussion and potential action on board procedures for creating a meeting agenda with consideration of updating the FRFD Handbook to reflect any potentially approved action on this item.

Item 9: Discussion and potential action regarding election of officers

Item 10: Discussion and potential action on the naming of a POA liaison and their duties

Item 11: Discussion and potential actions related to removal of Bob Woodings from the Flagstaff Ranch Fire District Board and appointment of a replacement Board Member

X. BOARD MEMBER COMMENTS

- a. Board Members may provide individual comments for the record;
- b. The Board may discuss future dates for meetings; and
- c. The Board may discuss and direct staff to place matters on future agendas.

XI. SET NEXT MEETING DATE AND TIME

Proposed for last Friday of the month - Regular Meeting 2:00 PM, Friday, March 31, 2023

XII. ADJOURNMENT

NOTE: The Board may move the order of agenda items.

NOTE: The Board may vote to hold an executive session for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda pursuant to A.R.S. 38-431.03(A) (3).

NOTE: One or more members of the governing board may attend the meeting telephonically.

Agenda Posted: January 31, 2023 before 5:00 pm

By Sara Diaz, Administrative Specialist with direction from the County Attorney