



**Flagstaff Ranch Fire District
Minutes of the Regular Meeting
January 22, 2021
1:15 pm**

A regular meeting of the Flagstaff Ranch Fire District was held on **Friday, January 22, 2021 at 1:15 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 1:16 pm.

BOARD ATTENDANCE: Board Members Mike Clementino, Peter Heguy and Hardy Strozier 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, and Administrative Assistant, Sara Diaz.

APPROVAL OF MINUTES: Board Clerk, Hardy Strozier made a motion to move the approval of the December 11th meeting minutes to the next board meeting on February 26th. Board Chair, Mike Clementino seconded this motion and the motion was unanimously approved.

NEW BUSINESS:

Item 1: The board reviewed the correspondence from the Flagstaff Ranch POA and Board Member, Peter Heguy made a motion that all correspondences from board members to the staff or POA go to the Board Chairman first. Board Clerk, Hardy Strozier seconded this motion; the motion was unanimously approved.

Item 2: Board Clerk, Hardy Strozier reviewed and discussed his recitation of the Arizona Fire District Association "Redbook" with the Board.

1. Controller, Kirt Palmer stated that he will begin the process to add Board Clerk, Hardy Strozier as a board Member. Kirt stated that it is about a three-month process and will let the Board know when it has been completed.

2. The Records Management portion of this memo was reviewed and Administrative Assistant, Sara Diaz stated that she has received guidance from Jayme Jones at Highlands Fire to begin the process of training to bring the Flagstaff Ranch Fire District into compliance with the essential records requirements through the Director at the Department of Library and Archives. Board Chair, Mike Clementino will schedule a meeting with the Administrative Staff to put together a timeline on when this may be completed.

Item 3: Board Clerk, Hardy Strozier reviewed and discussed with the board the Fire Mitigation Zoning Conditions and recommended a Check List for the POA and Flagstaff Ranch Fire District Inspectors.

1. Chief Foreman gave a briefing to the board that all inspection standards are being followed, give or take a couple of items that the Fire District has no control over.

Item 4: The board discussed the statutory training request from Administrative Assistant, Sara Diaz. This online statutory training will be \$150.00 for the training material and six-hour video provided by the Arizona Fire District Association. Board Chair, Mike Clementino made a motion to approve the request and this motion was seconded by Board Member, Peter Heguy; the motion was unanimously approved.

OLD BUSINESS:

Item 1: Community Manager, Lucy Schulte gave an update on the Fire Mitigation discussion. She stated that she will be applying with the county for a zone change to put the 2017 mitigation plan in motion to replace the 2002 fire mitigation standards. She stated that this process could take six to nine months to complete the document change.

CHIEFS COMMENTS:

Item 1: Chief Foreman stated that there have been no incidents since the last meeting in December.

Item 2: Chief Foreman reviewed with the board and gave a short briefing of the end of year report on medical calls with the board. Highlands Fire responded to 12 calls between January 1, 2020 and December 31, 2020. Board Clerk, Hardy Strozier requested a more detailed report for future reports. Due to HIPAA, reports are to remain as limited in detail as possible to protect the privacy of the patient and/or medical situation.

Item 3: The board reviewed the Plan Review Amendment presented by Chief Foreman to accept to the existing IGA for Emergency Services. Board Clerk, Hardy Strozier requested further review time to make adjustments. Board Chair, Mike Clementino made a motion to approve this request and Board Member, Peter Heguy seconded this motion; the motion was unanimously approved.

Item 4: Chief Foreman gave a short briefing of the three plan reviews from December. Board Member, Hardy Strozier made a motion to approve the plan reviews and this motion was seconded by Board Member, Peter Heguy; the motion was unanimously approved.

FINANCIALS: The financials look good overall. Board Clerk, Hardy Strozier 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 two medical calls since the last meeting none of which were transports.

COMMUNICATION TO AND FROM BOARD MEMBERS:

Item 1: The board requested that Chief Foreman invite Special District Attorney, Mark Byrnes to the next meeting for an introduction.

NEXT MEETING DATE AND TIME: The next meeting will be February 26, 2021 at 1:15pm via Zoom.

ADJOURNMENT: The regular meeting adjourned at 3:38 pm
Minutes prepared by Sara Diaz