



# FLAGSTAFF RANCH FIRE DISTRICT

Board of Directors

Regular Meeting Minutes for January 28, 2022

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A regular meeting of the Flagstaff Ranch Fire District was held on **Friday, January 28, 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 regular meeting of the Flagstaff Ranch Fire District Board to order at 2:00 pm.

**BOARD ATTENDANCE:** Board Members Bob Woodings and Paul Butters were present in person at the meeting. Board Member Peter Heguy was present via telephone.

**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:** Board Chair Bob Woodings made a motion to approve the November 19, 2021 minutes as amended and Board Member Paul Butters seconded this motion; the motion was unanimously **approved**.

## **CONTROLLERS REPORT ON FINANCES:**

Item 1: Controller Kirt Palmer presented the monthly financial reports for November and December. Following discussion, Board Chair Bob Woodings made a motion to approve the financials and the motion was seconded by Board Clerk Peter Heguy; the motion was unanimously **approved**.

Item 2: Controller Kirt Palmer informed the board of the upcoming budget process. He stated that he will have a draft copy together for the Board to review at the next meeting in March. Mr. Palmer asked the Board if they would like to move forward with using the current assumptions that he has on hand. The Board agreed that this would be acceptable.

## **SUMMARY REPORTS AND CORRESPONDANCE:**

Item 1: Board Chair Bob Woodings presented his provided summary report.

- It was suggested by Board Chair Bob Woodings that Board Clerk Peter Heguy and Board Member Paul Butters create an email for all Fire District correspondences.
- No other questions or concerns arose from Board Chair Bob Woodings summary report.



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Item 2: Fire Chief Miller presented his summary report to the Board.

- Chief Miller reported that Highlands had one call with a transport. He stated that he did not have the record for one of the calls stated in the Gatehouse report and will follow up and bring back to the Board for confirmation.
- Chief Miller stated that a Member from Flagstaff Ranch contacted Highlands in regards to a home sprinkler system issue. Highlands sent an engine to the address to inspect the stated issue and informed the home owner how to move forward.
- Chief Miller presented a report on the hydrants around the Community. One hydrant in particular will need to be replaced and Chief Miller will inform his hydrant person with Highlands to contact Director of Safety David once a cost for replacement is complete.
- Chief Miller updated the Board on the request from Board Chair Bob Woodings to research if another water reservoir is needed in the Community. Chief miller stated that the Master Plan has not been obtained yet but that the tank near Tract M and O is a 750,000-gallon tank. He stated also that the tank itself is at capacity but the flow is adequate.
- Chief Miller stated that the emergency exit discussed in the November meeting does overlap with the wedge property development. He stated that Flagstaff Ranch should be responsible for the up keep and maintenance of that particular gate.

Item 3: Due to Director of Safety David McGee being absent, Community Manager Craig Purcell presented the Gatehouse summary report to the Board.

- The Gatehouse had three calls from 11/18/21-1/7/22 with one transport.
- No other questions or concerns arose from the Gatehouse summary report.

## **TOPICS OF DISCUSSION AND POSSIBLE LEGAL ACTION:**

Item 1: Administrative Assistant Sara Diaz presented to the Board her summary report on the Flagstaff Ranch Fire District records. Following discussion, the Board requested that as time permits for Ms. Diaz to review the destruction schedules and information.



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Item 2: The Board had discussion pertaining to the Highlands Fire District Inter-Governmental Agreement, the Emergency Services Agreement with the POA and the Administrative Services Agreement with the Golf Club. This will be a continued discussion at the March meeting. Board Chair Bob Woodings will communicate with the Board his requested changes.

- The Board reviewed the Highlands Fire Inter-Governmental Agreement. With the deadline coming up in June to renew, Board Chair Bob Woodings presented a few items that he would like to see added to the agreement upon renewal.
- The Board reviewed the Emergency Services Agreement between Flagstaff Ranch Fire District and the POA. Board Chair Bob Woodings would like to have the stated agreement reviewed by County Counsel for approval. Board Chair Woodings would also like to have this agreement be the same set time frame for renewal as the inter-governmental agreement.
- The Board reviewed the Administrative Agreement between Flagstaff Ranch Fire District and the Golf Club. Board Chair Bob Woodings would like to have the stated agreement reviewed by County Counsel for approval.
- Board Chair Bob Woodings made a motion to authorize the Board to make and receive comments regarding any agreements by email or in person. The motion was seconded by Board Clerk Peter Heguy; the motion was unanimously **approved**.
- Board Chair Bob Woodings made a motion for the Chairman to have authorization to speak with County Counsel on the review of all service agreements and if need be, sign any documents on behalf of the Board. The motion was seconded by Board Clerk Peter Heguy; the motion was unanimously **approved**.

Item 3: The Board discussed the Fire Mitigation Re-Zoning plan. Board Chair Bob Woodings proposed that he review the pre rezoning, post rezoning, MARS and Fire mitigation to provide comments to compare and contrast at the next Board meeting. Board Chair Bob Woodings made a motion for approval from the Board to review the stated documents and provide comments. Board Member Paul Butters seconded the motion; the motion was unanimously **approved**.



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Item 4: The Board reviewed the proposed Fire District meeting policy. Board Chair Bob Woodings motioned for the Board to approve the proposed meeting policy. Board Member Paul Butters seconded the motion; the motion was unanimously **approved**.

Item 5: The Board discussed a Board Task Calendar. Board Chair Bob Woodings stated that he will put together a task calendar and bring the document to the next scheduled meeting for Board review.

Item 6: Board Chair Bob Woodings made a motion to appoint Board Member Paul Butters as the liaison between the Fire Board and the POA. The motion was seconded by Board Clerk Peter Heguy; the motion was unanimously **approved**.

**NEXT MEETING DATE AND TIME:** The next meeting will be March 25, 2022 at 2:00 pm

**ADJOURNMENT:** Board Clerk Peter Heguy made a motion to adjourn the regular meeting at 4:16 pm. This motion was seconded by Board Chair Bob Woodings; the motion was unanimously **approved**.

Minutes prepared by Administrative Assistant Sara Diaz

Minutes review by Board Clerk Peter Heguy