



FLAGSTAFF RANCH FIRE DISTRICT

Board of Directors

Regular Meeting Minutes for January 30, 2024

A regular meeting of the Flagstaff Ranch Fire District was held on **Tuesday, January 30, 2024 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, Rebecca Peterson; Clerk Brad Thomas was absent; a quorum was present.

OTHER ATTENDANCE: Via phone: Community Manager Craig Purcell; Fire Chief Todd Miller from Highlands Fire District, Controller Kirt Palmer, Director of Safety and Compliance David McGee, Acct. Specialist Trisha Lynch.

PUBLIC ATTENDANCE: Resident Lee Raddatz attended in person only for item 2.

PUBLIC COMMENT:

- There was no public comment at this meeting.

APPROVAL OF MINUTES:

- Board Member Rebecca Peterson made a motion to approve the December 7, 2024 regular Board Meeting minutes. This motion was seconded by Board Chair Ted Vanderlaan; the motion was unanimously **approved**.

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

- Board Chair Ted Vanderlaan made a motion to receive and file the November and December 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 presented his Fire Chief's report to the board. Fire Chief Miller stated that some hydrants did receive regularly scheduled maintenance, while 4 are out of service and nothing has been initiated yet to correct the issues; The Board clarified again that Highlands Fire District will contact Tierra Water Company for that.



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- c. Director of Safety and Compliance David McGee summarized the Gatehouse Report provided in the board packet to the board.
- d. POA General Manager Craig Purcell did not provide a report in the packet, but did present his update to the board.

TOPICS OF DISCUSSION AND POSSIBLE LEGAL ACTION:

Agenda Item 1: Officer Elections

Discussion:

- Board Clerk Brad Thomas reported by email to Controller Kirt Palmer that he would like to nominate Board Chair Ted Vanderlaan to remain Chairman and nominate Board Member Rebecca Peterson as Clerk as he would like to stand down. Board Member Rebecca Peterson nominated Board Chair Ted Vanderlaan as Board Chairman. There were no other nominations. The vote passed unanimously. Board Chair Ted Vanderlaan nominated Board Member Rebecca Peterson as Board Clerk. There were no other nominations. The vote passed unanimously.

Agenda Item 2: Construction of a Turnaround on Tack Room

Discussion:

- Board Chair Ted Vanderlaan reported that the County Attorney could not address who, if anybody, is responsible for that unmet condition from back in 2000 because it's a conflict with their duty to the county.
- Board Chair Ted Vanderlaan also reported that the County Attorney did not see a way for the Fire District to pay for or finance the work, indicating that the gift clause was substantially narrowed a few years ago. Arizona statutes are specific about what a fire district SHALL and MAY do, and capital improvements on private land would not qualify. Board Clerk Rebecca Peterson stated that it appears that this is not the Fire District's responsibility and the Fire District really cannot legally perform this work.
- Board Chair Ted Vanderlaan agreed to take action to get with Waste Water to see if they can accommodate plowing the area for the proposed unpaved turnaround. Chief Miller would then evaluate the site for compaction and other factors and report back if the area would be serviceable.

Agenda Item 3: Records Management

Discussion:

- Board Chair Ted Vanderlaan asked the staff to send the completed essential records list and the destruction certificate to the Board for review.



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- The Board discussed March being the month where the Records Officer provides an annual report.

Agenda Item 4: Annual Audit

Discussion:

- Controller Kirt Palmer went over the final audit that was submitted and mentioned the addition of the operating reserve and answered any questions from the Board, which requested a copy of the annual report filed with the County.
- Controller Kirt Palmer explained that Flagstaff Ranch Fire District has used the same audit firm for 13 years, but the district being so small and uncomplicated compared to other Fire Districts is one of the reasons there have been no requests for other bids. The Board agreed to have Board Clerk Rebecca Peterson to do some research on other firms for potentially requesting bids in March, and Chief Miller said he would provide a sample RFP.

Agenda Item 5: Liability Insurance

Discussion:

- Controller Kirt Palmer went over the current liability policy that the Fire District has and stated that earthquake, flood damage, coverage for computer software, auto liability, and other items are part of packages and does not affect the price of the policy. Due to the low cost, there was no motion by the Board to take any action at this time.

Agenda Item 6: Emergency Services Agreement Plan Reviews of Fire Mitigation Requirements

Discussion:

- Board Chair Ted Vanderlaan went over the response from the DRC in regards to complying with the 2017 Fire Mitigation Plan. Board Chair Ted Vanderlaan made a motion that he contacts Flagstaff Ranch Fire District private legal attorney asking for his guidance on next steps and his input on what liability may exist regarding this matter. The motion was seconded by Board Clerk Rebecca Peterson; The motion was unanimously **approved**.

Agenda Item 7: Amendment of Handbook & Bylaws

Discussion:

- Board Clerk Rebecca Peterson suggested that the Records Officer report to the Board once a year in March. Board Chair Ted Vanderlaan agreed.



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- The Board agreed to add the Pledge of Allegiance to the beginning of every meeting. Board Clerk Rebecca Peterson made a motion to add the Pledge of Allegiance to the standard agenda. The motion was seconded by Board Chair Ted Vanderlaan; The motion was unanimously **approved**.
- Board Chair Ted Vanderlaan made a motion to change the regular meeting to the last Tuesday of every other month starting in July. The motion was seconded by Board Clerk Rebecca Peterson; The motion was unanimously **approved**.
- The Board discussed to add the new requirement for notice of room availability and the process for deviating from the regular meeting schedule to the Bylaws section on Meetings.
- The Board agreed to have Controller Kirt Palmer work with Fire Chief Todd Miller to get the county the proper notices of the regular meeting date change.
- Board Chair Ted Vanderlaan made a motion to change the operating reserve to \$150,000 and to include it in the monthly balance sheet. The motion was seconded by Board Clerk Rebecca Peterson; The motion was unanimously **approved**.

Agenda Item 8: Budget Amendment

Discussion:

- Controller Kirt Palmer updated the Board on his meeting with the auditor about whether the expenditures, not in the budget, could be done by resolution or if the budget needs to be amended. He stated that the auditor said it could be done by resolution. However, he spoke with the county treasurer and she referenced a statute and said it would have to be an amended budget, but that the budget could include a contingency for unforeseen expenses.

Agenda Item 9: November 2024 Board Election

- Controller Kirt Palmer went over the dates and events that need to be taken by the Fire District to call the election, recommending a formal action at the March meeting to request the election and stating that the Fire District will need to submit a notice of election to the county 180 days before the November 5th election.

BOARD MEMBER COMMENTS:

- a. Board Members may provide individual comments for the record
 - Board Clerk Rebecca Peterson mentioned that Flagstaff Ranch Fire District does not have a Year End Review letter. She says it would be good to send out an annual letter that tells where money is



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going, speaks to anything significant going on, and how board members are found. Board Chair Ted Vanderlaan agreed to draft such a letter, including key dates for the election, for review at the next meeting.

- b. The Board may discuss future dates for meetings
- c. The Board may discuss and direct staff to place matters on future agendas
 - Budget process, Follow-up on fire mitigation requirements, Follow-up on changes to Handbook & Bylaws, Communication to the Flagstaff Ranch Members, 2024 Board Election Resolution, Update on requesting bids for the annual financial audit, and Records Management Report.

NEXT MEETING DATE AND TIME: A Regular Meeting will be held on Tuesday, March 26, 2024 at 2:00 pm.

ADJOURNMENT: Board Clerk Rebecca Peterson made a motion to adjourn the regular meeting at 3:42pm. Board Chair Ted Vanderlaan seconded the motion; the motion was unanimously **approved**.

Minutes prepared by Acct. Specialist Trisha Lynch

Minutes reviewed by Board Clerk Rebecca Peterson