



# FLAGSTAFF RANCH FIRE DISTRICT

Board of Directors

Regular Meeting Minutes for July 10, 2023

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A regular meeting of the Flagstaff Ranch Fire District was held on **Thursday, July 10, 2023 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 and Brad Thomas; a quorum was present.

**PLEDGE OF ALLEGIANCE:** Led by Board Chair Ted Vanderlaan.

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

**PUBLIC ATTENDANCE:** The following members of the public identified themselves: Flagstaff Ranch members Rebecca Peterson and Shane Randall.

**PUBLIC COMMENT:**

- There was no public comment at this meeting.

**APPROVAL OF MINUTES:**

- Board Chair Ted Vanderlaan made a motion to approve the May 25, 2023 regular Board Meeting minutes as written. This motion was seconded by Board Member Brad Thomas; the motion was unanimously **approved**.
- Board Chair Ted Vanderlaan made a motion to approve the April 26, 2023 Executive Session minutes dated June 16, provided to Board member Thomas on June 29. This motion was seconded by Board Member Brad Thomas; the motion was unanimously approved.

**CONTROLLERS REPORT ON FINANCES:** Controller Kirt Palmer presented the monthly financial reports for May and June 2023.

- Board Chair Ted Vanderlaan made a motion to receive and file the May and June financial reports. The motion was seconded by Board Member Brad Thomas; the motion was unanimously **approved**.

**SUMMARY OF CURRENT EVENTS AND CORRESPONDENCE:**

- a. Board Chair Ted Vanderlaan presented his Chairman's report to the board.



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- b. Fire Chief Todd Miller summarized the Fire Chief's report provided in the board packet and answered informational questions from the board.
- c. Director of Safety and Compliance David McGee summarized the Gatehouse Report provided in the board packet and answered informational questions from the board.
  - Craig requested Waste Management reports on tonnage and \$ for the yard waste program from Kirt.
  - David will send the Firewise risk assessment to the board members this week.

## TOPICS OF DISCUSSION AND POSSIBLE LEGAL ACTION:

**Agenda Item 5:** Discussion and consideration of potential approval of changes to the Emergency Services Agreement with the Flagstaff Ranch Property Owners Association.

**Discussion:**

- After Board review and discussion of the Emergency Services Agreement with Community Manager, Craig Purcell, Board Chair Ted Vanderlaan made a motion to approve the Emergency Services Agreement as provided in the Board Packet and to have the Chairman sign the document when and if it is approved by the Flagstaff Ranch Property Owners Association Board of Directors, as is or with no material changes. The motion was seconded by Board Member Brad Thomas; the motion was unanimously **approved**.

**Agenda Item 1:** Recognition of Bob Woodings' service to the Board.

**Discussion:**

- Board Chair Ted Vanderlaan recognized Bob Woodings service to the Board over the last two years.

**Agenda Item 2:** Discussion and potential action regarding appointment of a qualified candidate to the vacant Board seat.

**Discussion:**

- The Board recognized three candidates that stated their willingness to serve on the Board. After discussion regarding the candidates, Board Chair Ted Vanderlaan made a motion to appoint Flagstaff Ranch Member Rebecca Peterson to the vacant board seat effective August 1, 2023 to complete the term that ends Nov 30, 2024. The motion was seconded by Board Member Brad Thomas; the motion was unanimously **approved**.



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- Board Chair Ted Vanderlaan provided information to Ms. Peterson regarding required paperwork that will need to be completed.

**Agenda Item 3:** Discussion and potential action regarding election of officers.

**Discussion:**

- Board Chair Ted Vanderlaan nominated Brad Thomas to serve as Clerk of the Board. Board Member Brad Thomas was unanimously **approved** as Clerk.

**Agenda Item 4:** Discussion and potential action regarding approval of budget filing with the county.

**Discussion:**

- Board Chair Ted Vanderlaan made a motion that the Chairman and Clerk sign the Flagstaff Ranch Fire District 2024 Coconino County Budget and that the Controller submit the signed document to the Coconino County Treasurer and the Coconino County Board of Supervisors by July 31, 2023. The motion was seconded by Board Member Brad Thomas; the motion was unanimously **approved**.

**Agenda Item 6:** Discussion and consideration of potential approval of changes to the Administrative Services Agreement.

**Discussion:**

- The Board reviewed and had discussion of the draft Administrative Services Agreement.
  - Board Chair Ted Vanderlaan informed the Board that he spoke with General Manager, Eric Slack, and Mr. Slack stated that he supports the revised agreement and that he will recommend to the Golf Board that they approve the updated agreement.
  - Board Chair Ted Vanderlaan stated there is no change to the dollar amount listed in the agreement.
  - Material changes that were made were as follows:
    - a. Both the Board and Administrative Staff have the ability to request cancellation with 90 days' notice.
    - b. The Administrative Staff is to help with maintaining the website.
    - c. The County Attorney recommended changing the indemnification clause.
- Board Chair Ted Vanderlaan made a motion to approve the Administrative Services Agreement as provided in the Board Packet and to have the Chairman sign the document when and if it is approved by the Flagstaff Ranch Golf Club Board of Directors, as is or with no material



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changes. The motion was seconded by Board Member Brad Thomas; the motion was unanimously **approved**.

**Agenda Item 7:** Discussion and consideration of potential approval of an Agreement with the Coconino County Attorney for legal services.

**Discussion:**

- The Board reviewed and discussed the Letter of Engagement for Legal Representation from the County Attorney from the prior year.
- Board Chair Ted Vanderlaan made a motion to have the Chairman and Clerk approve any offering of legal services offered by the County Attorney if it does not bind or obligate the Fire District beyond the latest agreement. The motion was seconded by Board Member Brad Thomas; the motion was unanimously **approved**.

**BOARD MEMBER COMMENTS:**

- a. Board Members may provide individual comments for the record
  - Board Clerk Brad Thomas thanked Board Chair Ted Vanderlaan for all his work on the agreements approved.
- b. The Board may discuss future dates for meetings
- c. The Board may discuss and direct staff to place matters on future agendas
  - Board Chair Ted Vanderlaan would like to have discussion for the Handbook and Bylaws at the next scheduled meeting.

**NEXT MEETING DATE AND TIME:** A Regular Meeting will be held on Thursday, September 28, 2023 at 2:00 pm.

**ADJOURNMENT:** Board Clerk Brad Thomas made a motion to adjourn the regular meeting at 2:53pm. Board Chair Ted Vanderlaan seconded the motion; the motion was unanimously **approved**.

Minutes prepared by Acct. Specialist Trisha Lynch

Minutes reviewed by Board Member Brad Thomas