



**Flagstaff Ranch Fire District  
Minutes of the Regular Meeting  
July 16, 2021  
2:00 pm**

A regular meeting of the Flagstaff Ranch Fire District was held on **Friday, July 16, 2021 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 Member, Mike Clementino called the regular meeting of the Flagstaff Ranch Fire District Board to order at 1:56 pm.

**BOARD ATTENDANCE:** Board Members Mike Clementino, Peter Heguy and Bob Woodings were present at the meeting.

**OTHER ATTENDANCE:** Highlands Fire Chief Dirch Foreman, Highlands Fire Battalion Chief Todd Miller, Director of Safety, David McGee, Controller, Kirt Palmer and Administrative Assistant, Sara Diaz.

**APPROVAL OF MINUTES:** Board Member Bob Woodings made a motion to approve the May 28, 2021 minutes as written and Board Clerk Bob Peter Heguy seconded this motion; the motion was unanimously **approved**.

**NEW BUSINESS:**

Item 1: The Board discussed with Kirt Palmer the renewal agreement with the County to continue legal representation for the Fire Board. Board Member Bob Woodings made a motion to renew the agreement for legal representation by the county and Board Clerk, Peter Heguy seconded this motion; the motion was unanimously **approved**.

Item 2: Board Chair Mike Clementino discussed with the Board and Director of Safety David McGee the dead trees around the community. David reported that the Gatehouse is contacting Members directly to inform them of the dead trees and the POA has been working on contacting Members to receive a time frame of when the trees will be taken down and removed from their property for Firewise purposes.

## **OLD BUSINESS:**

Item 1: No Old Business

## **CHIEFS COMMENTS:**

Item 1: Battalion Chief Todd Miller stated that Highlands Fire had zero calls since the last meeting.

Item 2: A report was given regarding the 4<sup>th</sup> of July parade and Firewise day. Battalion Chief Todd Miller stated one fire engine and the Firewise trailer was on site and there was a successful turn out from Members.

Item 3: Battalion Chief Todd Miller reported that there have been eight plan reviews completed by the Highlands fire inspector none with any issues just a couple that were given suggestions for additional tree removals.

Item 4: Fire Chief Dirch Foreman reported to the board that the zoning update is on a brief hold as the Planning and Zoning Commissions and Board of Supervisors are on a break. A public hearing should be scheduled at the end of August. Afterwards the information from the meeting will be sent to the Board of Supervisors for approval with usually falls in a month time frame.

**FINANCIALS:** The financials look good overall. Board Member Bob Woodings made a motion to approve the financials and this motion was seconded by Board Clerk Peter Heguy; the motion was unanimously **approved**.

## **GATEHOUSE REPORT:**

Item 1: The Gatehouse responded to one medical call since the last meeting that resulted in a transport by Guardian.

Item 2: Gatehouse Director David McGee reported that the approved AED purchase was complete and two new AED's have been installed. One was placed at the Chuckwagon, the other at the Gatehouse.

## **COMMUNICATION TO AND FROM BOARD MEMBERS:**

Item 1: The Board discussed requesting that the POA place in their next newsletter the location of all AEDs on property for Member's knowledge.

**NEXT MEETING DATE AND TIME:** The next meeting will be September 24, 2021 at 2:00 pm

**ADJOURNMENT:** The regular meeting adjourned at 2:37 pm

Minutes prepared by Sara Diaz