



FLAGSTAFF RANCH FIRE DISTRICT

Board of Directors

Regular Meeting Minutes for July 29, 2022

A regular meeting of the Flagstaff Ranch Fire District was held on **Friday, July 29, 2022 at 2:30 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 2:30 pm.

BOARD ATTENDANCE: Board Members Bob Woodings, Peter Heguy and Paul Butters were present in person at the meeting.

OTHER ATTENDANCE: Highlands Fire Chief Todd Miller, Controller Kirt Palmer and Administrative Assistant Sara Diaz were present at the meeting.

APPROVAL OF MINUTES:

- Board Clerk Peter Heguy made a motion to approve the May 26, 2022 regular meeting minutes as amended. This motion was seconded by Board Chair Bob Woodings; the motion was unanimous **approved**.

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

- Board Member Paul Butters made a motion to receive and file the May and June Financials. This motion was seconded by Board Clerk Peter Heguy; the motion was unanimously **approved**.

SUMMARY OF CURRENT EVENTS AND CORRESPONDANCE

- a. There were no comments or questions from Board Chair Bob Woodings for this meeting.
- b. Fire Chief Todd Miller presented his summary report to the Board.
 - Chief Miller reported there were three calls for service one on 05/19/2022, 06/24/2022 and the other on 07/20/22.
 - Chief Miller stated that there were no plan reviews for the months of May and June.
 - Chief Miller reported that his Battalion Chief Eric is transitioning his communications program to another staff member which has caused a slight delay in delivery of the portable radios.
 - Chief Miller reported that the hydrant maintenance around the community was completed during the presented reporting period.



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There was a couple of minor follow up items, but everything looked good overall.

- Chief Miller stated that Director of Safety David McGee mentioned that the community risk assessment that is due every five years will be due in 2023. Chief Miller has his team looking into this assessment to ensure compliance.
- c. Director of Safety and Compliance David McGee was unable to attend this meeting but provided a copy of the Gatehouse Report for the Board to review.
- d. There were no updates from Community Manager Craig Purcell for this meeting.

TOPICS OF DISCUSSION AND POSSIBLE LEGAL ACTION:

Item 1: The Board discussed and reviewed the suggestions from the POA for the Emergency Services Agreement.

- The Board requested for Mr. Butters to resend the agreement with response to their questions and suggestions to receive comments and possible approval.

Item 2: The Board reviewed the letter that was received from the County Attorney Office for a renewal of the Legal Representation for the Fire District.

- Board Member Paul Butters made a motion to authorize Chairman Bob Woodings to sign the letter with the discussed revisions and for Board Clerk Peter Heguy to attest the Resolution. This motion was seconded by Board Chair Bob Woodings; the motion was unanimously **approved**.

Item 3: The Board reviewed and discussed the questions presented by Board Member Paul Butters.

- Board Chair Bob Woodings requested since Community Manager Craig Purcell and Director of Safety David McGee were not present at this meeting that discussion regarding Mr. Butters questions continue at the next Board meeting to review with both Craig and David.



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Item 4: The Board reviewed and discussed Records Retention with Administrative Assistant Sara Diaz.

- Board Chairman Bob Woodings requested for Administrative Assistant Sara Diaz to find out if the Flagstaff Ranch Fire District has a Records Retention Policy. This will be brought back to the Board at the next scheduled meeting.
- Board Member Paul Butters made a motion to authorize Administrative Assistant Sara Diaz to proceed with the destruction of records as identified on the Certificate of Records Destruction based on the state retention schedules. This motion was seconded by Board Clerk Peter Heguy; the motion was unanimously **approved**.

BOARD MEMBER COMMENTS

Item 1: Board Chair Bob Woodings suggested that the Flagstaff Ranch Fire District create a set of Bylaws. This topic will be added to the next scheduled meetings agenda for discussion.

NEXT MEETING DATE AND TIME: The next meeting will be September 23, 2022 at 2:00 pm

ADJOURNMENT: Board Chair Bob Woodings made a motion to adjourn the regular meeting at 4:30 pm. This motion was seconded by Board Clerk Peter Heguy; the motion was unanimously **approved**.

Minutes prepared by Administrative Assistant Sara Diaz
Minutes reviewed by Board Clerk Heguy