



FLAGSTAFF RANCH FIRE DISTRICT

Board of Directors

Special Meeting Agenda for March 13, 2023

Notice is hereby given that a Fire Board meeting will be held on **Monday, March 13, 2023 at 1:00 p.m.** at Flagstaff Ranch Clubhouse, Board Room, 3685 S. Strawberry Roan, Flagstaff, AZ.

Pursuant to A.R.S. 38-431.02, notice is hereby given to the Board Directors and the general public that the Flagstaff Ranch Fire District will hold a meeting open to the public. In compliance with the American with Disabilities Act, if you need special assistance to participate in a meeting, please contact Sara Diaz at (928) 226-3107. Notification 48 hours prior to the meeting will enable the district to make reasonable arrangement to assure accessibility to the meeting. The following topics, and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

- I. CALL TO ORDER**
- II. ROLL CALL OF BOARD MEMBERS**
- III. PLEDGE OF ALLEGIANCE**
- IV. RECOGNITION OF SPECIAL GUESTS**
- V. CALL TO THE PUBLIC**

The public is invited to speak on any item of concern in the Call to the Public. The Board of Directors cannot discuss any items that are not on the agenda. Therefore, actions taken as a result of public comments will be limited to directing staff to study the matter or schedule the matter for discussion, consideration and decision at a later date. All remarks should be addressed to the Chair and to any and all members of the Board. Any member of the public desiring to address the Board must first be recognized by the Chair, and shall come forward, state their name and address in an audible tone for the record and shall limit their remarks to no longer than five (5) minutes.

- VI. APPROVAL OF MINUTES – Deferred to March 31, 2023 Meeting**
 - I. FINANCIAL REPORTS and BUDGET UPDATES - Deferred to March 31, 2023 Meeting**
 - II. SUMMARY OF CURRENT EVENTS and CORRESPONDENCE - Deferred to March 31, 2023 Meeting**
 - III. TOPICS OF DISCUSSION AND POSSIBLE LEGAL ACTION**

Item 1: The Board will discuss its responsibilities to prepare meeting minutes pursuant to A.R.S. 38-431, and potentially provide policy direction to staff specific to the following draft meeting minutes, as well as future District minutes required by the Open Meeting Act:

- a. Review of Minutes of the Flagstaff Ranch Fire District Board Emergency Meeting on January 9, 2023
- b. Review of Minutes of the Flagstaff Ranch Fire District Board Regular Meeting on February 3, 2023

Item 2: Review and discussion on the alignment of agenda items for the March 31, 2023 Regular Meeting. The Board to determine which are priority due to time sensitivity and/or impact and assure that all three Board Members have the same background information on each item. No action will be taken on these items, other than potential requests for additional information to be brought to the March 31, 2023 meeting.

Item 3: Discussion and potential actions related to the Flagstaff Ranch Fire District Handbook and proposed Bylaws with review of the Handbook feedback that Staff has compiled, and an analysis on items from other districts. The Board may take one or more actions on the next steps but neither document will be finalized nor approved at this meeting.

Item 4: Discussion of Officer Positions and the requirements of the Chairperson and Clerk positions, AFDA recommendations, and Board Member desires regarding these positions. Election to be conducted at the next regular meeting.

IV. BOARD MEMBER COMMENTS

- a. Board Members may provide individual comments for the record;
- b. The Board may discuss future dates for meetings; and
- c. The Board may discuss and direct staff to place matters on future agendas.

V. SET NEXT MEETING DATE AND TIME

Regular Meeting 2:00 PM, Friday, March 31, 2023

VI. ADJOURNMENT

NOTE: The Board may move the order of agenda items.

NOTE: The Board may vote to hold an executive session for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda pursuant to A.R.S. 38-431.03(A) (3).

NOTE: One or more members of the governing board may attend the meeting telephonically.

Agenda Approved:

By: Robert Woodings, Chairman

Agenda Posted: March 9, 2023 before 5:00 pm

By: Sara Diaz, Administrative Specialist