



# FLAGSTAFF RANCH FIRE DISTRICT

Board of Directors

Special Meeting Minutes for March 13, 2023

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A special meeting of the Flagstaff Ranch Fire District was held on **Monday, March 13, 2023 at 1:00 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 Bob Woodings called the special meeting of the Flagstaff Ranch Fire District Board to order at 1:00 pm.

**BOARD ATTENDANCE:** Board Members Bob Woodings, Ted Vanderlaan and Brad Thomas; a quorum was present.

**PLEDGE OF ALLEGIANCE:** Led by Board Chair Bob Woodings

**OTHER ATTENDANCE:** Controller Kirt Palmer and Administrative Specialist Sara Diaz

**PUBLIC ATTENDANCE:** Flagstaff Ranch Member Claudia Sangster

**PUBLIC COMMENT:**

- No public comment was made at this meeting

**APPROVAL OF MINUTES:** – Deferred to March 31, 2023 Meeting

**CONTROLLERS REPORT ON FINANCES:** – Deferred to March 31, 2023 Meeting

**SUMMARY OF CURRENT EVENTS AND CORRESPONDENCE:** – Deferred to March 31, 2023 Meeting

**TOPICS OF DISCUSSION AND POSSIBLE LEGAL ACTION:**

**Agenda 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:

**Discussion:**

- Board Chair Bob Woodings referred the attendees to the guidelines for preparing minutes contained in the Board packet, but they were not discussed.
- The Board reviewed and the discussed the unapproved January 9, 2023 Emergency Meeting minutes. With no approved written minutes, the audio recording of the meeting will be retained as a permanent record.



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- The Board reviewed and discussed the February 3, 2023 meeting minutes and provided amendments for staff to review and update to provide at the next scheduled meeting on March 31, 2023.

**Agenda 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.

**Discussion:**

- The Board reviewed the presented March 31, 2023 draft agenda and summary of agenda items.
  - The following items were reviewed and discussed as a Board.
    - Discussion and potential actions related to a staff provided report regarding snow removal, the maintenance of emergency access throughout Flagstaff Ranch and fire hydrant access after major snowfall
    - Discussion and potential actions related to a staff provided report regarding the review of a recent request from the POA for the Fire District review of the MARS Firewise Guidelines proposal
    - Discussion and potential actions related to the timing and cost-sharing for the yard waste drop-off at Waste Management
      - The Board agreed not to include this item on the March 31, 2023 meeting agenda.
    - Discussion and potential actions regarding a policy for reserve or contingency funds, which will impact budget creation and the tax rate
    - Discussion and potential actions related to the status of the January 13, 2023 Open Meeting Law complaint filed by Chairman Woodings
      - Board Chair Bob Woodings stated that the complaint is not being addressed by the County Attorney and has not been submitted to the Attorney General, but still could be.
      - The Board agreed not to include this item on the March 31, 2023 meeting agenda.



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- Discussion and potential actions related to the topics to include in a future resident communication, which may include sprinkler inspections, new insurance rating, FRFD tax rate vs. other districts, statistics on calls, gatehouse as a residential alarm contact.
  - The Board agreed not to include this item on the March 31, 2023 meeting agenda.
- Discussion and potential actions related to the Flagstaff Ranch completion of approval, including Ordinance 2000-04
- Discussion and potential actions related to a staff provided report regarding the adoption of Robert's Rules of Order
- Discussion regarding a staff provided report on the procurement and distribution of AFDA Open Meeting Law training materials to Board Members
- Discussion and potential action regarding the election of officers
- Discussion and Potential action on the naming of a POA Liaison and their duties
  - The Board agreed not to include this item on the March 31, 2023 meeting agenda.
- Discussion and potential actions related to a staff provided report regarding its process and timeline to update the Flagstaff Ranch Fire District Fire Board Handbook and preparation of a draft Flagstaff Ranch Fire District Bylaws document
- Discussion and potential action related to the inclusion of a call-in number for the public on future agendas
- After review and discussion of the listed items, the Board requested that the swearing in of Board Member Brad Thomas and a discussion regarding the upcoming budget be placed on the March 31, 2023 meeting agenda.

**Agenda 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.

**Discussion:**



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- The Board reviewed and discussed this item during discussion of Agenda item 2 while reviewing the alignment of agenda items for the March 31, 2023 regular meeting. No action was taken.

**Agenda 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.

**Discussion:**

- The Board discussed the current officer positions and what the Board Member preferences may be. Current Board Chair Bob Woodings stated that he would be willing to continue serving as Board Chair and that the other 2 board members are too new to serve as Chair.
- The Board will continue discussion regarding officer positions and potentially take action at the next regularly scheduled meeting on March 31, 2023.

**NEXT MEETING DATE AND TIME:**

- A regular meeting will be held on Friday, March 31, 2023 at 2:00 pm
- A special budget meeting will be held on Thursday, April 27, 2023 at 2:00 pm
- A regular meeting will be held on Friday, May 26, 2023 at 2:00 pm

**ADJOURNMENT:** Board Member Brad Thomas made a motion to adjourn the regular meeting at 3:58 pm. This motion was seconded by Board Chair Bob Woodings; the motion was unanimously **approved**.

Minutes prepared by Administrative Specialist Sara Diaz

Minutes reviewed by Interim Board Clerk Ted Vanderlaan