



**Flagstaff Ranch Fire District
Minutes of the Regular Meeting
March 26, 2021
2:00 pm**

A regular meeting of the Flagstaff Ranch Fire District was held on **Friday, March 26, 2021 at 2:00 PM** via Zoom virtual conference service. This meeting was accessible to Board members and public through the virtual conference service.

CALL TO ORDER: Board Member Mike Clementino called the regular meeting of the Flagstaff Ranch Fire District Board to order at 2:04 pm.

BOARD ATTENDANCE: Board Members Mike Clementino and Peter Heguy 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, Administrative Assistant, Sara Diaz and Flagstaff Ranch Member, Bob Woodings.

APPROVAL OF MINUTES: Board Clerk, Peter Heguy made a motion to approve the February 26, 2021 minutes as written and Board Chair, Mike Clementino seconded this motion; the motion was unanimously **approved**.

NEW BUSINESS:

Item 1: Board Chair, Mike Clementino made a motion to appoint Flagstaff Ranch Member, Bob Woodings to the Flagstaff Ranch Fire District Board. Board Clerk, Peter Heguy seconded this motion and the appointment was **approved** by the board.

Item 2: Chief Foreman moved to swear in new Board Member, Bob Woodings. Mr. Woodings read the Oath of Office and was sworn in by the board.

Item 3: Administrative Assistant, Sara Diaz provided the board an update on the Records Management progress. Most of the Fire District documents have been organized and the Essential Records list for the Library of Archives has been started.

Item 4: The Fire Mitigation update is still a work in progress. Community Manager, Lucy Schulte will be working on scheduling the Community wide meeting with the County in the near future.

Item 5: The board reviewed the presented Fire Board responsibility document and Board Clerk, Peter Heguy made a motion to approve this document and this was seconded by Board Member, Bob Woodings. The presented document was adopted by the board.

Item 6: Controller, Kirt Palmer review the presented draft budget to the board. Board Clerk, Peter Heguy made a motion to approve the draft budget as presented and Board Member, Bob Woodings seconded this motion; the motion was unanimously **approved**. Mr. Palmer stated that he will post the budget in the required three locations for the public and the board will discuss any questions or concerns in the May meeting.

OLD BUSINESS:

Item 1: No Old Business

CHIEFS COMMENTS:

Item 1: Chief Foreman presented his Operational Briefing for the Calendar year 2020 for the Flagstaff Ranch Fire District.

- The IGA with Flagstaff Ranch Fire District expires in June of 2022. The board will need to move to have a discussion regarding this agreement.

Item 2: Chief Foreman briefly discussed the approval given for Lot 39 by Fire Inspector, Jim Fisher at Highlands Fire. The board had no questions or concerns for this approval.

Item 3: Chief Foreman updated the board on the IGA Amendment. It has been approved by the County Attorney and will be brought to the Highlands Fire District and Flagstaff Ranch Fire District Board for signatures.

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

GATEHOUSE REPORT:

Item 1: David McGee introduced himself as the new Director of Safety for the Flagstaff Ranch Gatehouse.

Item 2: The Gatehouse responded to two medical calls since the last meeting none of which were transports.

NEXT MEETING DATE AND TIME: The next meeting will be May 28, 2021 at 2:00 pm via Zoom.

ADJOURNMENT: The regular meeting adjourned at 2:44 pm
Minutes prepared by Sara Diaz