



FLAGSTAFF RANCH FIRE DISTRICT

Board of Directors

Regular Meeting Minutes for March 25, 2022

A regular meeting of the Flagstaff Ranch Fire District was held on **Friday, March 25, 2022 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 Chair Bob Woodings called the regular meeting of the Flagstaff Ranch Fire District Board to order at 2:00 pm.

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

OTHER ATTENDANCE: Highlands Fire Chief Todd Miller, Controller Kirt Palmer, Administrative Assistant Sara Diaz, Director of Safety and Compliance David McGee and Community Manager Craig Purcell were present at the meeting.

APPROVAL OF MINUTES: Board Chair Bob Woodings suggested that the meeting minutes from the January 28, 2022 regular meeting and the meeting minutes from the February 24, 2022 special meeting be reviewed by Board Clerk Peter Heguy and brought back to the Board for review and approval at the next scheduled meeting.

APPROVAL OF EXECUTIVE SESSION MINUTES: Board Clerk Peter Heguy made a motion to approve the February 24, 2022 Executive Session minutes. This motion was seconded by Board Chair Bob Woodings; the motion was unanimously **approved**.

CONTROLLERS REPORT ON FINANCES:

Item 1: Controller Kirt Palmer presented the month financial reports for January and February. Following discussion, Board Chair Bob Woodings commented about the need for the Fire Board to approve the financials. With that, the Board agreed that receiving and filing the financials was sufficient. Board Chair Bob Woodings made a motion to receive and file the financials. This motion was seconded by Board Clerk Peter Heguy; the motion was unanimously **approved**.

SUMMARY OF CURRENT EVENTS AND CORRESPONDANCE

Item 1: Board Chair Bob Woodings presented his provided summary report.

- There were no questions from the Board in regards to the summary report.

Item 2: Fire Chief Todd Miller presented his summary report to the Board.



FLAGSTAFF RANCH FIRE DISTRICT

Board of Directors

Regular Meeting Minutes for March 25, 2022

- Chief Miller reported that Highlands had one call since the last meeting.
- Chief Miller stated that there were no plan reviews for the months of January and February.
- Chief Miller provided an update to the Board in regards to the downed hydrant. He stated that it is in process of repair.
- Chief Miller presented information to the Board that new guidelines are forthcoming for Hydrant Repairs. The hydrants themselves will be maintained annually while the flow tests will be completed every five years.

Item 3: Director of Safety David presented his summary report to the Board.

- The Gatehouse had three calls from 1/22/2022-3/17/2022.
- David reported that the Gatehouse has been performing mock EMS scenarios to keep all of the staff up to date on reporting and medical scenarios.

Item 4: Community Manager Purcell presented his summary report to the Board.

- Community Manager Purcell stated that a Firewise Communication will be sent to Flagstaff Ranch Members mid-April and Firewise inspections will begin in early May.
- Community Manager Purcell requested to meet with Chief Miller in regards to road closure safety. Chief Miller stated for Craig and David to discover their needs to move forward with training through Highlands.
- The Board requested for Craig to place in their next newsletter or informational send out to include the Ready, Set Go information to Members.

TOPICS OF DISCUSSION AND POSSIBLE LEGAL ACTION:

Item 1: The Board had a discussion in regards to the Re-Zoning Action completed by the County Board of Supervisors. Board Chair Bob Woodings made a motion to explore potentials for contracting plan review obligations to a third party for the Fire District. This motion was seconded by Board Member Paul Butters with one abstained vote from Board Clerk Peter Heguy. The motion passed two to one.



FLAGSTAFF RANCH FIRE DISTRICT

Board of Directors

Regular Meeting Minutes for March 25, 2022

Item 2: The Board had a discussion in regards to the Inter-Government Agreement with Highlands Fire District. Board Chair Bob Woodings made a motion to appoint Director Heguy as the responsible party to renegotiate the agreement. This motion was seconded by Board Member Paul Butters; the

motion was unanimously **approved**. The changes and negotiations will be discussed at the next Board meeting and work shop scheduled for April 11, 2022.

Item 3: The Board had discussion in regards to Hydrant Repairs and Replacement but no action was taken and no motions were made on this topic. It was recommended by Board Clerk Peter Heguy for staff to contact Flagstaff Ranch Water Company to find out what their process is when repairing the Fire Hydrants.

Item 4: The Board briefly discussed the POA Emergency Services Annual Report and proposed minimum specifications but no action was taken and no motions were made on this topic. It was stated by Board Clerk Peter Heguy that the new report that was provided the POA staff met the minimum requirements per the Emergency Services Agreement.

BOARD MEMBER COMMENTS

Item 1: Board Chair Bob Woodings requested that meeting minutes be reviewed and approved by Board Clerk Peter Heguy before distribution in the meeting packets.

NEXT MEETING DATE AND TIME: The next meeting will be April 11, 2022 at 2:00 pm

ADJOURNMENT: Board Clerk Peter Heguy made a motion to adjourn the regular meeting at 5:00 pm. This motion was seconded by Board Chair Bob Woodings; the motion was unanimously **approved**.

Minutes prepared by Administrative Assistant Sara Diaz

Minutes reviewed by Board Clerk Peter Heguy