



FLAGSTAFF RANCH FIRE DISTRICT

Board of Directors

Regular Meeting Agenda for March 31, 2023

Notice is hereby given that a Fire Board meeting will be held on **Friday, March 31, 2023 at 2:00 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**
 - a. Minutes for the Flagstaff Ranch Fire District Board Regular Meeting on February 3, 2023
 - b. Minutes for the Flagstaff Ranch Fire District Board Special Meeting on March 13, 2023

- VII. FINANCIAL REPORTS and BUDGET UPDATES**

- a. January 2023 Financial Reports
- b. February 2023 Financial Reports

VIII. SUMMARY OF CURRENT EVENTS and CORRESPONDENCE

The Board Chairman, Fire Chief, Director of Safety & Compliance, and Flagstaff Ranch Property Owners Association's Community Manger may present a brief summary of current events pursuant to A.R.S. 38-431.02(K). The Board will not discuss or take action on any current event summary.

- a. Board Chairman's Summary Report (CSR) – Chairman Woodings
- b. Fire Chief's Summary Report – Chief Miller
- c. Gatehouse Summary Report – Director of Safety and Compliance McGee
- d. POA Community Manager's Summary Report – Community Manager Purcell

IX. TOPICS OF DISCUSSION AND POSSIBLE LEGAL ACTION

Item 1: Swearing in of new Board Member Brad Thomas (CSR 22)

Item 2: Discussion and potential actions related to the election of officers (CSR 22)

Item 3: A report from staff regarding Flagstaff Ranch completion of County conditions of approval, including Ordinance 2000-04, for Board discussion, possible actions and direction to staff; as well as to the POA. (CSR 31, 33 and 34)

Item 4: A report from staff regarding snow removal and maintaining emergency access and fire hydrant access throughout Flagstaff Ranch for Board discussion, possible actions and direction to staff; as well as to the POA. (CSR 31)

Item 5: A report from staff regarding adoption of Robert's Rules of Order for Board discussion, possible actions, and directions to staff. Modifications may be proposed by staff to include Chairman's discussion and vote on all agenda items. (CSR 31)

Item 6: A report from staff regarding its process and timeline to update the Flagstaff Ranch Fire District – Fire Board Handbook and preparation of DRAFT Fire District Bylaws for Board discussion, possible actions, and directions to staff. (CSR 29, 31 and 34)

Item 7: A report from staff regarding its review of the recent request from the POA for Fire District review of the MARS Firewise Guidelines Proposal, NFPA Resources, USDA Forest Service – Living with Wildfire document, Arizona ponderosa fire recommendations, and Chief Miller's fire safety review recommendations for Board discussion, possible actions, directions to staff, and response to the POA. (CSR 31)

Item 8: A report from staff regarding its procurement and distribution of AFDA Open Meeting Law training materials to Board Members for this specific purpose, and Board Member completion of required review of these training materials; the Board will review the report prior to discussion, and possible related actions. (CSR 31)

- Item 9: Discussion and potential actions related to the March 31, 2023 Operational briefing provided by Fire Chief Todd Miller
- Item 10: Discussion and potential actions related to the Annual Gatehouse report provided by David McGee
- Item 11: Discussion with Controller Kirt Palmer and potential actions related the draft 2023-24 and 2024-25 Fiscal Year Budgets (CSR 34)
- Item 12: Discussion and potential actions related to the POA Emergency Services Agreement and the HFD Intergovernmental charges for preparation of the new budget including year-end bonus contributions
- Item 13: Discussion and potential actions related to a policy for reserve or contingency funds, which will impact budget creating and the tax rate
- Item 14: Discussion and potential action related to what items the Fire District may spend its funds on
- Item 15: 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
- Item 16: Discussion and potential action related to the inclusion of a call-in number for the public on future agendas

X. 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.

XI. SET NEXT MEETING DATE AND TIME

XII. 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 Posted: March 30, 2023 before 2:00 pm

By: Sara Diaz, Administrative Specialist