



FLAGSTAFF RANCH FIRE DISTRICT

Board of Directors

Regular Meeting Minutes for March 31, 2023

A regular meeting of the Flagstaff Ranch Fire District was held on **Friday, March 31, 2023 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, Ted Vanderlaan and Brad Thomas; a quorum was present.

PLEDGE OF ALLEGIANCE: Led by Board Member Ted Vanderlaan

OTHER ATTENDANCE: Controller Kirt Palmer, Director of Safety and Compliance David McGee, Fire Chief Todd Miller, Community Manager Craig Purcell

PUBLIC ATTENDANCE: The following members of the public identified themselves: Flagstaff Ranch Members Dan Basmagian and Peter Heguy

PUBLIC COMMENT:

- There was no public comment at this meeting

APPROVAL OF MINUTES:

- Board Member Ted Vanderlaan made a motion to approve the February 3, 2023 regular meeting minutes as amended. This motion was seconded by Board Member Brad Thomas, Board Chair Bob Woodings voted no; the motion was **approved**.
- Board Member Ted Vanderlaan made a motion to approve the March 13, 2023 special meeting minutes. This motion was seconded by Board Member Brad Thomas, Board Chair Bob Woodings voted no; the motion was **approved**.

CONTROLLERS REPORT ON FINANCES: Controller Kirt Palmer presented the monthly financial reports for January and February.

- Board Chair Bob Woodings made a motion to receive and file the January and February financials. This motion was seconded by Board Member Ted Vanderlaan; the motion was unanimously **approved**.

SUMMARY OF CURRENT EVENTS AND CORRESPONDENCE:

- a. Board Chair Bob Woodings referred the Board Members to the Board Packet for his Summary Report.



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- b. Fire Chief Todd Miller deferred his comments to agenda item 9.
- c. Director of Safety and Compliance David McGee presented his summary report.
- d. Community Manager Craig Purcell deferred his comments to multiple agenda items.

TOPICS OF DISCUSSION AND POSSIBLE LEGAL ACTION:

Agenda Item 1: Swearing in of new Board Member Brad Thomas

Discussion:

- Fire Chief Miller conducted the verbal affirmation of the oath by Board Member Brad Thomas.

Agenda Item 2: Discussion and potential actions related to the election of officers

- Board Chair Bob Woodings nominated Board Member Ted Vanderlaan for the Chairman position.
- Board Member Ted Vanderlaan read a prepared statement of his qualifications to be submitted for the record.
- Board Member Ted Vanderlaan was unanimously **approved** as Chairman of the Board to be effective immediately until the next election of officers in January 2024.
- Board Chair Ted Vanderlaan nominated Board Member Bob Woodings for the Clerk position
- Board Member Bob Woodings indicated his willingness to accept the nomination and serve as Board Clerk.
- Board Member Bob Woodings was unanimously **approved** as Clerk of the Board to be effective immediately until the next election of officers in January 2024.

Agenda 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.

- In discussing the report, it was noted by Board Clerk Bob Woodings that there are multiple county development ordinances and resolutions that have conditions for the community that may not have been completed, and that pertain to Flagstaff Ranch Fire District's mission related topics such as: fire hydrants, water supply, emergency exits, and turn-arounds.



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- Board Chair Ted Vanderlaan discussed the need to prioritize items according to how they affect preserving life and the safety of the community and that Fire Chief Todd Miller would have the best knowledge of conditions.
- Fire Chief Todd Miller stated that having the conditions in ordinance 2000-04, particularly item 33, would make things easier for operations but it is not necessary for providing fire protection services for lot 193 noting defensible space and sprinkler systems.
- Board Clerk Bob Woodings made a motion that the Board authorize Board Chair Ted Vanderlaan to send a letter to Flagstaff Ranch Golf Club and Flagstaff Ranch Property Owners Association regarding the unmet county conditions of approval in ordinance 2000-04, specifically item 17 and item 33 as it relates to lot 193 and that a draft of the letter be presented at the April 26, 2023 special meeting. The motion was seconded by Board Member Brad Thomas; the motion was unanimously **approved**.

Agenda 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.

- Fire Chief Todd Miller discussed the priorities in snow removal that he recommends which were as follows: 1 - Main/Primary streets throughout the community, 2 – Side streets and cul-de-sacs, 3 – Hydrants should be made accessible, and 4 – Emergency access/egress roads should be made available.
- Director of Safety David McGee was asked to contact the county regarding snow berms blocking the emergency exit on Kiltie Lane, and to report back.
- Board Clerk Bob Woodings made a motion to approve the snow removal priorities as outlined by Fire Chief Todd Miller. The motion was seconded by Board Member Brad Thomas; the motion was unanimously **approved**.

Agenda 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.

- There was discussion of how to implement the Robert’s Rules of Order and Board Chair Ted Vanderlaan suggested that they could be implemented through the update of the handbook or creation of the bylaws.



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- Board Clerk Bob Woodings made a motion for the Board to approve use of Robert's Rules of Order, for staff to purchase the \$9 guide resource, and that the summary sheet listed in the report by staff be used as the standard way of addressing items. With no second, the motion failed.

Agenda 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 direction to staff.

- Board Clerk Bob Woodings recommended staff update the handbook and work on the bylaws with a balanced work-load approach over five regular meetings not to exceed a year.
- Board Chair Ted Vanderlaan and Board Member Brad Thomas recommended the Board make the first draft of the handbook and bylaws.
- Board Chair Ted Vanderlaan made a motion that by the May regular meeting staff present a draft of the bylaws and a draft revision of the handbook that incorporates the obvious changes that are needed. The motion was seconded by Board Member Brad Thomas; the motion was unanimously **approved**.

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

- The recommendations by Fire Chief Todd Miller in the report were discussed.
- Board Chair Ted Vanderlaan raised a concern about timing of implementation, that a grace may be needed for residents to come into compliance with some significant changes, since the enforcement window begins May 1.
- Board Clerk Bob Woodings brought up that the recommendations do not apply to non-residential properties owned by Flagstaff Ranch Golf Club and Flagstaff Ranch Property Owners Association.
- Board Clerk Bob Woodings made a motion to delay recommendations for Flagstaff Ranch Property Owners M.A.R.S. until recommendations for the entire community footprint can be presented. With no second, the motion failed.



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Agenda 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.

- Board Clerk Bob Woodings made a motion to receive and file the data reported and for staff to send a communication to the county attorney stating that the training was complete. The motion was seconded by Board Chair Ted Vanderlaan; the motion was unanimously **approved**.

Agenda Item 9: Discussion and potential actions related to the March 31, 2023 Operational briefing provide by Fire Chief Todd Miller

- Fire Chief Todd Miller summarized the annual report for Highlands Fire District per the IGA agreement with the board expressing appreciation for the job done this past year.
- Board Clerk Bob Woodings made a motion to receive and file the annual report. The motion was seconded by Board Member Brad Thomas; the motion was unanimously **approved**.

Agenda Item 10: Discussion and potential actions related to the Annual Gatehouse report provided by David McGee

- It was noted by Board Clerk Bob Woodings that the annual report for the Emergency Services Agreement was the first with this format and that it was comprehensive and exceeded his expectations.
- Board Chair Ted Vanderlaan expressed appreciation for the comprehensiveness of the report.
- Board Clerk Bob Woodings made a motion to receive and file the annual report. The motion was seconded by Board Member Brad Thomas; the motion was unanimously **approved**.

Agenda Item 11: Discussion with Controller Kirt Palmer and potential actions related to the draft 2023-24 and 2024-25 Fiscal Year Budgets

- Controller Kirt Palmer presented the first draft of the 2023-2024 and 2024-2025 fiscal year budgets.
- Controller Kirt Palmer presented the assumptions that were used in building the draft budgets including the increases in line items related to Fire District agreements.
- It was noted that the Administrative Services Agreement and the Emergency Services Agreements would need to be amended to increase the proposed compensation amount, and that the IGA Fire Protection



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Agreement has a built-in CPI index annual adjustment for the proposed increase.

- Controller Kirt Palmer stated that the estimate for the CPI index increase is currently 6% for the IGA agreement.
- It was agreed that a budget workshop would be held in a special meeting for the board members to discuss and make adjustments to the draft budgets as needed.
- Board Chair Ted Vanderlaan commented that since the administrative workload has increased greatly, the 33% increase assumption for the administrative services agreement line item would be too low.

Agenda Item 12: Discussion and potential actions related to the POA Emergency Services Agreement and HFD Intergovernmental charges for preparation of the new budget including year-end bonus contributions

- No new discussion on this topic after the discussion in agenda item 11.

Agenda Item 13: Discussion and potential actions related to a policy for reserve or contingency funds, which will impact budget creating and the tax rate

- Controller Kirt Palmer referenced the draft Emergency Reserve policy submitted in the packet of the March, 13, 2023 special meeting that contains his recommendation of an Emergency Reserve of 75% of annual expenditures.
- Controller Kirt Palmer presented the different types of reserves which include emergency, contingency, capital, and operational reserves.
- Controller Kirt Palmer recommended a buffer of between \$125k and \$150k in addition to any formal reserves to account for the changes in cash balances due to the bi-annual tax payments schedule used by the county.
- Board Chair Ted Vanderlaan stated that the 75% of annual expenditures emergency reserve might be too high based on his study of other fire district reserve policies and looking at possible needs of Flagstaff Ranch Fire District.
- Fire Chief Miller discussed the reserve policies of Highlands Fire District for comparison.
- No action was taken, this topic will be addressed further in the April 26, 2023 special meeting.

Agenda Item 14: Discussion and potential action related to what items the Fire District may spend its funds on



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- Board Chair Ted Vanderlaan discussed seven items that were included in the agenda packet that he discussed with the area representative of the Arizona Fire District Association.
- Board Chair Ted Vanderlaan made a motion that he be authorized to contact and discuss with the county attorney the legality of spending funds on the seven items included in the packet information as well as to discuss the legality of contracting with a business for the administrative services of the fire district. The motion was seconded by Board Member Brad Thomas, Board Clerk Bob Woodings voted no; The motion was **approved**.

Agenda 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

- Board Chair Ted Vanderlaan made a motion that he be authorized to create a draft communication to be sent to the property owners within the Flagstaff Ranch Golf Club community that could be discussed in the May regular meeting. The motion was seconded by Board Member Brad Thomas; the motion was unanimously **approved**.

Agenda Item 16: Discussion and potential actions related to the inclusion of a call-in number for the public on future agendas

- Board Clerk Bob Woodings recommended that the call-in number and information be included with the other notes at the end of future agendas.
- Board Chair Ted Vanderlaan made a motion that the call-in number and information be placed at the top of future agendas after the physical location of the meeting is given and before the call to order. The motion was seconded by Board Member Brad Thomas; the motion was unanimously **approved**.

BOARD MEMBER COMMENTS:

- a. Board Members may provide individual comments for the record
 - There were no board member comments at this meeting.
- b. The Board may discuss future dates for meetings
 - The special meeting was moved to April 26, 2023 at 2 p.m.
 - The next regular meeting was proposed to be scheduled for May 25, 2023 at 2 p.m. subject to staff availability.



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- c. The Board may discuss and direct staff to place matters on future agendas
 - Board Clerk Bob Woodings requested that a review of the Emergency Services Agreement by the County Attorney be placed on the next meeting agenda.

NEXT MEETING DATE AND TIME: A special meeting will be held on Wednesday, April 26, 2023 at 2:00 p.m.

ADJOURNMENT: Board Clerk Bob Woodings made a motion to adjourn the regular meeting at 5:17 pm. This motion was seconded by Board Member Brad Thomas; the motion was unanimously approved.

Minutes prepared by Controller Kirt Palmer & Administrative Specialist Sara Diaz

Minutes reviewed by Board Clerk Bob Woodings