



**Flagstaff Ranch Fire District
Minutes of the Regular Meeting
May 28, 2021
2:00 pm**

A regular meeting of the Flagstaff Ranch Fire District was held on **Friday, May 28, 2021 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 Member, Mike Clementino called the regular meeting of the Flagstaff Ranch Fire District Board to order at 2:03 pm.

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

APPROVAL OF MINUTES: Board Clerk, Peter Heguy made a motion to approve the March 26, 2021 minutes as written and Board Member, Bob Woodings seconded this motion; the motion was unanimously **approved**.

NEW BUSINESS:

Item 1: The Board reviewed and discussed the 2021-2022 and 2022-2023 budgets. Board Member, Bob Woodings made a motion to approve the 2021-2022 and 2022-2023 budgets and Board Clerk, Peter Heguy seconded this motion; the motion was unanimously **approved**.

Item 2: Chief Foreman discussed with the Board the Fire Service Renewal. The increase adjustment was set at 4.16% with an annual increase of \$5,220.00. Chief Foreman stated that no action will need to be taken by the board.

Item 3: Administrative Assistant, Sara Diaz provided the board an update on the Records Management progress. All Fire District Documents have been organized and the Essential Records list has been submitted. The Arizona State Archives

and Records Management responded stating that no changes were needed to the submitted list.

Item 4: The board discussed the dead tree report and the email that was sent to Members regarding Bark Beetle. Chief Foreman stated that Highlands Fire can cut down any dead trees at no cost to the Member as long as they can be cut down with no property damage. This is a POA issue and Chief Foreman stated that the POA may reach out to him with any questions or concerns as a single Fire Board Member may not make decisions on their own.

Item 5: The board discussed the reimbursement to Mr. Woodings for the statutory training class. Board Member, Bob Woodings made a motion to approve the reimbursement of \$150.00 and Board Clerk, Peter Heguy seconded this motion; the motion was unanimously **approved**.

OLD BUSINESS:

Item 1: No Old Business

CHIEFS COMMENTS:

Item 1: Battalion Chief, Todd Miller stated that Highlands Fire had zero calls since the last meeting

Item 2: The IGA Amendment for plan reviews and fees is on hold until the Fire Mitigation Renewal is approved by the planning and zoning commission.

Item 3: Battalion Chief, Todd Miller stated that the annual report for Firewise status is due in November.

Item 4: The Board discussed the Common Area Firewise assessments. Battalion Chief, Todd Miller stated that Bear Jaw will be coming out to the Flagstaff Ranch Community to complete these assessments over the next few months.

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

GATEHOUSE REPORT:

Item 1: The Gatehouse responded to one medical call since the last meeting that did not result in a transport.

Item 2: Gatehouse Director, David McGee presented to the Board the need for two new AEDs, one at the Chuckwagon and one at the Gatehouse, as the current company for the two are discontinuing the manufacturing of the batteries. The board discussed an up to \$4,000 budget for the purchase of two AEDs. Board Member, Bob Woodings motioned to approve an up to \$4000 budget and Board Chair, Mike Clementino seconded this motion; the motion was unanimously **approved**.

NEXT MEETING DATE AND TIME: The next meeting will be July 30, 2021 at 2:00 pm

ADJOURNMENT: The regular meeting adjourned at 3:16 pm
Minutes prepared by Sara Diaz