



FLAGSTAFF RANCH FIRE DISTRICT

Board of Directors

Regular Meeting Minutes for May 25, 2023

A regular meeting of the Flagstaff Ranch Fire District was held on **Thursday, May 25, 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 Ted Vanderlaan called the regular meeting of the Flagstaff Ranch Fire District Board to order at 2:00 pm.

BOARD ATTENDANCE: Board Members Ted Vanderlaan, Bob Woodings and Brad Thomas; a quorum was present.

PLEDGE OF ALLEGIANCE: Led by Board Chair Ted Vanderlaan.

OTHER ATTENDANCE: Fire Chief Todd Miller, Controller Kirt Palmer, Director of Safety and Compliance David McGee, General Manager Eric Slack, Community Manager Craig Purcell by phone.

PUBLIC ATTENDANCE: The following members of the public identified themselves: Flagstaff Ranch Members Dan Basmagian and Claudia Sangster in person. Katherine by phone.

PUBLIC COMMENT:

- There was no public comment at this meeting.

APPROVAL OF MINUTES:

- Board Clerk Bob Woodings made a motion to approve the March 31, 2023 regular meeting minutes. This motion was seconded by Board Chair Ted Vanderlaan; the motion was unanimously **approved**.
- Board Clerk Bob Woodings made a motion to approve the April 26, 2023 special meeting minutes. The motion was seconded by Board Member Brad Thomas; the motion was unanimously **approved**.
- Board Clerk Bob Woodings made a motion to approve the April 26, 2023 special meeting executive session meeting minutes. With no second, the motion failed.

CONTROLLERS REPORT ON FINANCES: Controller Kirt Palmer presented the monthly financial reports for March and April 2023.

- Board Clerk Bob Woodings made a motion as amended to receive and file the March financials. The motion was seconded by Board Member Brad Thomas; the motion was unanimously **approved**.



FLAGSTAFF RANCH FIRE DISTRICT

Board of Directors

Regular Meeting Minutes for May 25, 2023

- Board Clerk Bob Woodings made a motion to receive and file the April financials. The motion was seconded by Board Member Brad Thomas; the motion was unanimously **approved**.

SUMMARY OF CURRENT EVENTS AND CORRESPONDENCE:

- a. Board Chair Ted Vanderlaan stated that there was no Chairman's report as all of his updates are addressed by agenda items.
- b. Fire Chief Todd Miller summarized the Fire Chief's report provided in the board packet and answered informational questions from the board.
- c. Director of Safety and Compliance David McGee summarized the Gatehouse Report provided in the board packet and answered informational questions from the board.

TOPICS OF DISCUSSION AND POSSIBLE LEGAL ACTION:

Agenda Item 1: Conduct Budget Public Hearing regarding proposed 2023-24 and 2024-25 Fiscal Year Budgets

- Board Clerk Bob Woodings made a motion to recess the regular meeting at 2:19 pm. Board Member Brad Thomas seconded the motion; the motion was unanimously **approved**.
- Board Chair Ted Vanderlaan called to order the Public Hearing for the 2023-24 and 2024-25 fiscal year budgets at 2:19 pm.

Discussion:

- Board Chair Ted Vanderlaan reviewed the current draft budget changes from the 2022-23 fiscal year approved budget.
- Chair Ted Vanderlaan opened the Public Hearing for public questions and comments and the questions from the public were answered.
- Board Clerk Bob Woodings made a motion to close the Public Budget Hearing at 2:27 pm. The motion was seconded by Board Member Brad Thomas; the motion was unanimously **approved**.
- Board Chair Ted Vanderlaan reconvened the regular meeting at 2:27 pm.

Agenda Item 2: Discussion and consideration of potential approval of Flagstaff Ranch Fire District Reserve Policy

Discussion:

- Board Chair Ted Vanderlaan discussed the need to add an operating carry-forward cash balance of between \$125k and \$150k to the previous emergency reserve draft.



FLAGSTAFF RANCH FIRE DISTRICT

Board of Directors

Regular Meeting Minutes for May 25, 2023

- Board Clerk Bob Woodings suggested that the draft policy in the board packet should have the portion about the operating cash carry-forward made into a separate policy.
- Board Chair Ted Vanderlaan suggested making the operating cash carry-forward portion of the draft policy be separated into a second paragraph on the same document while changing the title to mention the operating carry-forward.
- Board Chair Ted Vanderlaan made a motion that the Emergency Reserve Draft Policy be approved, amended by adding to the title “& Operating” before Reserve Policy and that the operating reserve description be a new paragraph. The motion was seconded by Board Clerk Bob Woodings; the motion was unanimously **approved**.

Agenda Item 3: Discussion and consideration of potential approval of 2023-24 and 2024-25 Fiscal Year Budgets

Discussion:

- Board Chair Ted Vanderlaan made a motion to approve the draft 2023-24 and 2024-25 fiscal year budgets. The motion was seconded by Board Member Brad Thomas; the motion was unanimously **approved**.

Agenda Item 4: Discussion and consideration of potential approval of changes to the Emergency Services Agreement with the Flagstaff Ranch Property Owners Association

Discussion:

- Board Chair Ted Vanderlaan reviewed the suggested changes that led to the review of the Emergency Services Agreement and shared that the attorney response was received shortly before this meeting.
- Board Chair Ted Vanderlaan made a motion that he be allowed to share the attorney response with Community Manager Craig Purcell. The motion was seconded by Board Clerk Bob Woodings; the motion was unanimously **approved**.
- Board Chair Ted Vanderlaan discussed that Attorney Whittington concurred with the County Attorney that EMT’s doing work other than what is in the agreement would be a concern and that changes would most likely be needed.
- Board Clerk Bob Woodings stated that he would not feel comfortable approving anything at the current time and Board Chair Ted Vanderlaan concurred.
- Board Chair Ted Vanderlaan discussed the importance of having discussions about the Emergency Services Agreement with Flagstaff Ranch Property Owners Association.



FLAGSTAFF RANCH FIRE DISTRICT

Board of Directors

Regular Meeting Minutes for May 25, 2023

- Board Clerk Bob Woodings made a motion to authorize Board Chair Ted Vanderlaan to begin negotiations on the Emergency Services Agreement. The motion was seconded by Board Member Brad Thomas; the motion was unanimously **approved**.
- Board Chair Ted Vanderlaan requested that board members send in information they deem pertinent for the negotiations and stated that a special meeting may be needed in June.

Agenda Item 5: Discussion and consideration of potential approval of one or more Administrative Services Agreements

Discussion:

- Board Chair Ted Vanderlaan referenced the three drafts in the board packet and pointed out that the sections that are different are in the description of work, the compensation, and the termination sections.
- Board Clerk Bob Woodings noted that the current agreement does not mention anything in the termination clause for the Golf Club.
- Board Chair Ted Vanderlaan proposed that the attorney look at the three draft agreements for recommendations.
- Board Clerk Bob Woodings stated that he was not prepared to look at the drafts for approval.
- Board Chair Ted Vanderlaan discussed the pros and cons of the three alternatives provided and stated that the 2nd alternative with an accounting and records retention base plus an hourly rate for clerical work was appealing to him.
- Board Clerk Bob Woodings recommended sending a letter to Highlands Fire District for intermediary services.
- Board Clerk Bob Woodings recommended sending all three drafts in the packet to the attorney and stated that he has concerns over records retention with the Golf Club.
- Board Chair Ted Vanderlaan stated that the records retention had been addressed.
- Board Member Brad Thomas stated that he did not see a need to send all three agreements to the attorney and that he would prefer to stay with the Golf Club.
- Board Chair Ted Vanderlaan asked General Manager Eric Slack about the hiring situation for staff and the re-alignment of duties with additional training for staff and General Manager Eric Slack stated that training would be provided for new staff.
- Board Clerk Bob Woodings recommended some training resources and asked if the Golf Club was willing to provide services beyond June 30, 2023 and General Manager Eric Slack responded that the Golf Club



FLAGSTAFF RANCH FIRE DISTRICT

Board of Directors

Regular Meeting Minutes for May 25, 2023

wanted to help and would be willing to provide services beyond June 30, 2023

- Board Chair Ted Vanderlaan stated that The POA and Highlands Fire District had declined to offer these services. He discussed some alternative companies including Policy Logic, LLC and Municipal Accounts & Consulting. Policy Logic, LLC would be willing to split administrative duties, but Municipal Accounts & Consulting would only do all administrative duties, and both are located outside Flagstaff, posing logistical challenges.
- Board Clerk Bob Woodings stated that public advertising for proposals could be done.
- Board Chair Ted Vanderlaan recommended sending proposals to the attorney.
- Board Clerk Bob Woodings recommended a dynamic mix of the Golf Club and Highlands Fire District to perform administrative services.
- Board Member Brad Thomas recommended not going around Chief Miller to request services of Highlands Fire District.
- Board Clerk Bob Woodings stated that another option would be to merge Highlands and Flagstaff Ranch Fire Districts.
- Board Chair Ted Vanderlaan made a motion to send the three proposals from the Golf Club to Attorney Whittington for feedback. Board Member Brad Thomas seconded the motion; Board Clerk Bob Woodings voted no; the motion was **approved**.
- Board Clerk Bob Woodings made a motion for Attorney Whittington to provide recommendations for alternatives for the Fire District to meet its administrative services requirements. Board Chair Vanderlaan advised that Mr. Whittington had recommended Municipal Accounts & Consulting, and their summary proposal was included in the board packet. With no second, the motion failed.

Agenda Item 6: Discussion and consideration of potential approval of an Agreement with the Coconino County Attorney for legal services

Discussion:

- Board Chair Ted Vanderlaan provided an update that the county was still working through possible renewals as of 5/18/2023.
- Board members discussed the pros and cons of the County Attorney engagement and discussed the possibility that the County Attorney free service may end.
- Board Chair Ted Vanderlaan made a motion that the Board Chair and Board Clerk be authorized to approve a letter of engagement from the County Attorney if it is similar to the current agreement using their best



FLAGSTAFF RANCH FIRE DISTRICT

Board of Directors

Regular Meeting Minutes for May 25, 2023

judgement. Board Member Brad Thomas seconded the motion; the motion was unanimously **approved**.

Agenda Item 7: Discussion and consideration of potential approval of a revised regular meeting schedule of the Flagstaff Ranch Fire District Board

Discussion:

- Board Chair Ted Vanderlaan proposed a regular meeting schedule change to the last Thursday of every other month, except the last Thursday of November, which would be moved to the first Thursday of December.
- Board Clerk Bob Woodings recommended that the schedule provided by Board Chair Ted Vanderlaan be a guide with the actual next meeting date being set at the prior meeting.
- Board Chair Ted Vanderlaan made a motion as amended to set as a guide for regular meetings the last Thursday of every other month beginning in July, except for the last Thursday of November be moved to the first Thursday of December, and that the actual date be set at the previous meeting. The motion was seconded by Board Clerk Bob Woodings; the motion was unanimously **approved**.

Agenda Item 8: Discussion and consideration of potential approval of a Mission Statement of the Flagstaff Ranch Fire District Board

Discussion:

- Board Clerk Bob Woodings passed out a handout with information on his proposed Flagstaff Ranch Fire District mission statement.
- Board Chair Ted Vanderlaan passed out a handout with the Highlands Fire mission statement.
- Board Member Brad Thomas stated that when it comes to mission statements, less is better so that the mission statement is more personalized and resonates with the residents of the community.
- Board members discussed the pros and cons of wording and how the mission statement should be stated.
- Board Clerk Bob Woodings dictated the result of the discussions to read "Flagstaff Ranch Fire District protects lives and property through professional fire protective services and initial response to medical emergencies within Flagstaff Ranch for its residents and guests."
- Board Chair Ted Vanderlaan made a motion to adopt the mission statement as stated by Board Clerk Bob Wooding. Board Clerk Bob Woodings seconded the motion; the motion was unanimously **approved**.

Agenda Item 9: Discussion and consideration of potential approval of a communication to all Flagstaff Ranch residents from the Flagstaff Ranch Fire District Board



FLAGSTAFF RANCH FIRE DISTRICT

Board of Directors

Regular Meeting Minutes for May 25, 2023

Discussion:

- Board Chair Ted Vanderlaan referred the board to the draft communication in the board packet and requested input on if the communication should be delayed due to the ASA discussions or move forward.
- Board Clerk Bob Woodings stated that the communication is not time sensitive and that waiting might be the correct way to proceed.
- Board Chair Ted Vanderlaan led discussion on the best way to send out the communication and which database would reach the most residents.
- Board Chair Ted Vanderlaan proposed to make edits including the regular meeting schedule change, removing Administrative Specialist Diaz's name, adding the mission statement, and generally stating what the ASA covers instead of pointing to specific staff.
- Board Member Brad Thomas recommended moving forward with the communication since the fire season is fast approaching.
- Board Clerk Bob Woodings made a motion to authorize Board Chair Ted Vanderlaan to make the edits discussed and work with Community Manager Purcell to finalize the communication and send out the communication. Board Member Brad Thomas seconded the motion; the motion was unanimously **approved**.

Agenda Item 10: Discussion and consideration of potential approval of a revised Handbook and new Bylaws for the Flagstaff Ranch Fire District Board

Discussion:

- Board Chair Ted Vanderlaan referred the board to the draft handbook and bylaws in the board packet and proposed a page-by-page review of the documents.
- Board Chair Ted Vanderlaan proposed confirming the Arizona statutes listed and or referencing the section of the statute instead of the individual statutes.
- Board Clerk Bob Woodings recommended referencing the statutes in one section that could be maintained.
- Board Chair Ted Vanderlaan led discussion going through the documents on items that needed to be added, deleted, or changed.
- Board Member Brad Thomas suggested attending a Highlands Fire District board meeting for ideas.
- Board Chair Ted Vandelaan offered to continue updating the documents with the changes discussed and the other board members concurred.



FLAGSTAFF RANCH FIRE DISTRICT

Board of Directors

Regular Meeting Minutes for May 25, 2023

Agenda Item 11: Discussion and potential action related to a letter to Flagstaff Ranch Property Owners Association and Flagstaff Ranch Golf Club on unmet conditions in County Ordinance 2000-04

Discussion:

- Board Chair Ted Vanderlaan referred to the draft letter in the board packet, which was an attempt to reconcile previous versions submitted in the prior meeting.
- Board Clerk Bob Woodings discussed the change in community emergency exit locations mentioned in the ordinance.
- Board Clerk Bob Woodings pointed out that the access easement in condition 33 is an easement for the Golf Club.
- Board Chair Ted Vanderlaan made a motion that he send by mail and hand delivery the letter in the packet to Craig Purcell and Eric Slack as representatives of the Flagstaff Ranch Property Owners Association and Flagstaff Ranch Golf Club. 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
 - Board Clerk Bob Woodings thanked Board Chair Ted Vanderlaan for all his work that went into preparation for this meeting. Board Member Brad Thomas concurred.
- b. The Board may discuss future dates for meetings
 - No discussion on future meeting dates was needed as the new guide on regular meetings was passed earlier in the meeting.
- c. The Board may discuss and direct staff to place matters on future agendas
 - No future agenda items were added at this time.

NEXT MEETING DATE AND TIME: A Regular Meeting will be held on Thursday, July 10, 2023 at 2:00 pm.

ADJOURNMENT: Board Clerk Bob Woodings made a motion to adjourn the regular meeting at 4:34 pm. Board Member Brad Thomas seconded the motion; the motion was unanimously **approved**.

Minutes prepared by Controller Kirt Palmer

Minutes reviewed by Board Member Brad Thomas