



FLAGSTAFF RANCH FIRE DISTRICT

Board of Directors

Regular Meeting Minutes for May 26, 2022

A regular meeting of the Flagstaff Ranch Fire District was held on **Thursday, May 26, 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, Peter Heguy and Paul Butters were present in person at the meeting.

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

APPROVAL OF MINUTES:

- Board Chair Bob Woodings made a motion to approve the January 28, 2022 regular meeting minutes as amended. This motion was seconded by Board Clerk Peter Heguy; the motion was unanimously **approved**.
- Board Chair Bob Woodings made a motion to approve the February 24, 2022 special meeting minutes as amended. This motion was seconded by Board Clerk Peter Heguy. With one abstention from Board Member Paul Butters due to an excused absence, the motion was unanimously **approved**.
- Board Chair Bob Woodings made a motion to approve the March 25, 2022 regular meeting minutes as amended. This motion was seconded by Board Clerk Peter Heguy; the motion was unanimously **approved**.
- Board Chair Bob Woodings made a motion to approve the April 11, 2022 special meeting and budget workshop meeting minutes as amended. This motion was seconded by Board Clerk Peter Heguy; the motion was unanimously **approved**.
- Board Chair Bob Woodings made a motion to approve the April 27, 2022 special meeting minutes as amended. This motion was seconded by Board Clerk Peter Heguy; the motion was unanimously **approved**.

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

- Board Clerk Peter Heguy made a motion to receive and file the March Financials. This motion was seconded by Board Chair Bob Woodings; the motion was unanimously **approved**.
- Board Chair Bob Woodings made a motion to receive and file the April Financials. This motion was seconded by Board Member Paul Butters; the motion was unanimously **approved**.



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SUMMARY OF CURRENT EVENTS AND CORRESPONDANCE

- a. There were no updates from Board Chair Bob Woodings for this meeting.
- b. Fire Chief Todd Miller presented his summary report to the Board.
 - Chief Miller reported there were two calls for service one on 03/29/2022 and the other on 04/28/2022.
 - Chief Miller stated that there were no plan reviews for the months of March and April.
 - Chief Miller reported that his Battalion Chief Eric true is working with Director of Safety David McGee to provide two portable radios for their usage in assisting with better communication. The two provided radios would be a loan from Highlands Fire.
- c. Director of Safety and Compliance David McGee presented his Gatehouse summary report to the Board.
 - The Gatehouse had four medical calls from 03/19/2022-05/19/2022
 - David reported that Community Firewise inspections have begun but are currently on hold due to current staffing levels. He stated that the Gatehouse is still on track to have the inspections completed in a timely manner and reports sent out to homeowners with concerns. The Reporting to the NFPA Firewise program is also still on track for community Firewise recertification.
 - David reported that hiring is still being conducted to fill the two shift supervisor positions as well as other positions in the Gatehouse.
- d. There were no updates from Community Manager Craig Purcell for this meeting.

TOPICS OF DISCUSSION AND POSSIBLE LEGAL ACTION:

Item 1: Board Chair Bob Woodings called a recess for the regular board meeting to move into a public hearing of the budget at 2:33 pm.

- Controller Palmer provided a budget overview and stated that the tax rate is set at 2.46% for the 2022-2023 budget and for 2023-2024 the tax rate is set at 2.32%.
- Board Clerk Peter Heguy made a motion to approve the final budgets for 2022-2023 and 2022-2024 as proposed. This motion was seconded by Board Member Paul Butters; the motion was unanimously **approved**.



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- Board Chair Bob Woodings closed the public hearing on the budget at 2:39 pm and the Board moved back into a regular meeting at 2:39 pm.
- Board Chair Bob Woodings requested from Controller Kirt Palmer a Reserve Study timeline. Controller Kirt Palmer stated that he will provide the requested information at the next Board meeting.

Item 2: Chief Miller presented his staff briefing on the revised Intergovernmental Agreement with Highlands Fire District.

- Board Chair Bob Woodings made a motion to approve the final Intergovernmental Agreement with Highlands Fire District as submitted substantially inform subject to the attorney's signature to form to then provide a copy for both Chairman Bob Woodings and Board Clerk Peter Heguy to sign on behalf of the Flagstaff Ranch Fire District. This motion was seconded by Board Clerk Peter Heguy; the motion was unanimously **approved**.

Item 3: The Board reviewed and discussed the presented POA Emergency Services Agreement.

- Board Member Paul Butters made a motion to approve the draft agreement as amended. This motion was seconded by Board Clerk Peter Heguy. With one "no" vote from Board Chair Bob Woodings; the motion was **approved**.
- Board Chair Bob Woodings made a motion to authorize Board Member Paul Butters to present the draft POA Emergency Services Agreement to the POA Board for approval. This motion was seconded by Board Clerk Peter Heguy; the motion was unanimously **approved**.

Item 4: The Board reviewed and discussed the presented Golf Club Administrative Services agreement.

- Board Member Paul Butters made a motion to receive and file the agreement as amended. This motion was seconded by Board Clerk Peter Heguy; the motion was unanimously **approved**. No further action was taken with this discussion.

Item 5: The Board discussed the Coconino County requirements for the upcoming elections in November. Controller Kirt Palmer and Administrative Assistant Sara Diaz stated that a formal action taken by the Board to call for the election was required for the County to hold the elections for the Fire District.



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- Board Chair Bob Woodings made a motion to call the election for November 2022 and request for Coconino County to hold the November 2022 election of District Board Members. This motion was seconded by Board Clerk Peter Heguy; the motion was unanimously **approved**.

BOARD MEMBER COMMENTS

Item 1: Board Chair Bob Woodings discussed with the Board the Firewise Committee and requested that a Member of the Committee bring to the next meeting an overview of Firewise rules and regulations.

- Chief Miller suggested that Community Manager Craig Purcell and Director of Safety David McGee lead the overview with assistance from himself.
- The Board agreed to send any questions they may have in regards to Firewise for David to review and summarize for the next Board meeting.

NEXT MEETING DATE AND TIME: The next meeting will be July 29, 2022 at 2:00 pm

ADJOURNMENT: Board Chair Bob Woodings made a motion to adjourn the regular meeting at 3:34 pm. This motion was seconded by Board Clerk Peter Heguy; the motion was unanimously **approved**.

Minutes prepared by Administrative Assistant Sara Diaz

Minutes reviewed by Board Clerk Heguy