



**Flagstaff Ranch Fire District
Minutes of the Regular Meeting
September 24, 2021
2:00 pm**

A regular meeting of the Flagstaff Ranch Fire District was held on **Friday, September 24, 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 2:02 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, Administrative Assistant, Sara Diaz and Jennifer Frank from Hinton Burdick were present.

APPROVAL OF MINUTES: Board Member Bob Woodings made a motion to approve the July 16, 2021 minutes as written and Board Clerk Peter Heguy seconded this motion; the motion was unanimously **approved**.

NEW BUSINESS:

Item 1: Jennifer Frank from Hinton Burdick went over the most recent audit. She stated that all financial statements were materially correct with no deficiencies. There was \$546,330 in total revenues compared to \$402,000 last year. Board Member Bob Woodings made a motion to receive and file the 2020-2021 audit and Board Clerk Peter Heguy seconded this motion; the motion was unanimously **approved**.

Item 2: Chief Foreman discussed with the Board the relationship between Highlands Fire and the Forest Service. He stated that the Forest Service does not treat for bark beetle or mistletoe since it is naturally occurring. The best way to maintain both bark beetle and mistletoe is to maintain tree thinning and yard clean up within the community property lines.

Item 3: Board Member, Bob Woodings discussed with the Board and Chief Foreman that it would be appropriate for a letter to be written for the Coconino County Planning and Zoning, stating the Flagstaff Ranch Fire Districts support of the Rezoning. Chief Foreman stated that he would put together a letter on behalf of the Fire District for the Board to sign. (See Attached Letter)

Item 4: Board Chair, Mike Clementino announced his resignation from the Board effective October 6, 2021. Board Clerk, Peter Heguy made a motion to accept his resignation and this motion was seconded by Board Member Bob Woodings; the motion was unanimously **approved**. Mr. Clementino stated that he will provide an official resignation letter for the Fire District records.

Item 5: The Board discussed the appointment of a new Board member. Board Member, Bob Woodings was authorized to make contact with a member who has expressed interest to serve on the Board. Mr. Woodings will give this person a formal application and set a time for an interview.

OLD BUSINESS:

Item 1: No Old Business

CHIEFS COMMENTS:

Item 1: Battalion Chief Todd Miller stated that Highlands Fire had three calls since the last meeting with no medical transports.

Item 2: Fire Chief Dirch Foreman reported to the Board that the zoning update will be going to a hearing with Coconino County Planning and Zoning Commission this month. As long as all goes well it will then move to the Board of Supervisors in November for final approval.

Item 3: Battalion Chief Todd Miller reported that there have been six plan reviews completed by the Highlands fire inspector none with any issues except just needing an address from the County.

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

GATEHOUSE REPORT:

Item 1: No Gatehouse Report

COMMUNICATION TO AND FROM BOARD MEMBERS:

Item 1: The Board discussed the Firewise Committee. With the resignation of Board Chair Mike Clementino, the Firewise Committee will need to be maintained by the current Members. Mr. Clementino stated that he will bring the documents to new Community Manager Craig Purcell to review.

NEXT MEETING DATE AND TIME: The next meeting will be November 19, 2021 at 2:00 pm

ADJOURNMENT: The regular meeting adjourned at 3:17 pm
Minutes prepared by Sara Diaz