



# FLAGSTAFF RANCH FIRE DISTRICT

Board of Directors

Regular Meeting Minutes for September 29, 2022

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A regular meeting of the Flagstaff Ranch Fire District was held on **Thursday, September 29, 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 via telephone Paul Butters; a quorum was present.

**OTHER ATTENDANCE: In Person-** Controller Kirt Palmer, Administrative Assistant Sara Diaz, Director of Safety and Compliance David McGee, Community Manager Craig Purcell. **Via Telephone-** Fire Chief Todd Miller, Jennifer Frank from Hinton Burdick and Coconino County Attorney Mark Byrnes were present at the meeting.

#### **APPROVAL OF MINUTES:**

- Board Clerk Peter Heguy made a motion to approve the July 29, 2022 regular meeting minutes. This motion was seconded by Board Member Paul Butters; the motion was unanimously **approved**.
- Board Clerk Peter Heguy made a motion to approve the August 12, 2022 special meeting minutes. This motion was seconded by Board Member Paul Butters; the motion was unanimously **approved**.

**CONTROLLERS REPORT ON FINANCES:** Controller Kirt Palmer presented the monthly financial reports for July and August.

- Board Member Paul Butters made a motion to receive and file the July and August Financials. This motion was seconded by Board Clerk Peter Heguy; the motion was unanimously **approved**.

#### **SUMMARY OF CURRENT EVENTS AND CORRESPONDANCE**

- a. Board Chair Bob Woodings presented his provided summary report.
  - There were no questions for the Chairman on the summary report.
- b. Due to another obligation, Fire Chief Todd Miller had to leave the meeting early but provided a copy of his report for the Board to review.



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---

c. Director of Safety and Compliance David McGee presented his Gatehouse summary report to the Board.

- The Gatehouse had one medical call from July 22, 2022 to September 22, 2022.
- David reported that he is working with Highlands to set up a time for EMS training.
- David reported that the snow stakes around the Community have been placed by the Gatehouse staff.
- David reported that the Gatehouse only had one medical supply order recently.

d. Community Manager Purcell stated that Waste Water Engineer Ty Hart has been helping receive bids on repairing the culvert at the emergency exit off of Woody Mountain Road. This will be an ongoing project as bids are received.

## TOPICS OF DISCUSSION AND POSSIBLE LEGAL ACTION:

Item 1: Jennifer Frank from Hinton Burdick presented to the Board the 2022 fiscal year audit.

- Board Member Paul Butters made a motion to authorize Board Chair Bob Woodings to receive advice from the County Attorney on page 23 regarding the Administrative Services Agreement as well as the Emergency Services Agreement statements on the financial audit. This motion was seconded by Board Clerk Peter Heguy; the motion was unanimously **approved**.
- After discussion regarding the authorization to proceed with the County Attorney, Board Member Paul Butters made a motion to authorize Board Chair Bob Woodings to make changes on the annual report with Controller Kirt Palmer and Auditor Jennifer Frank if the County Attorney states that edits are necessary. This motion was seconded by Board Chair Bob Woodings; the motion was unanimously **approved**.

Item 2: Board Chair Bob Woodings discussed with the Board the minutes from the August 9, 2022 POA Board Meeting. He wanted to assure that the Fire District records showed that no payments were withheld from the POA for the Emergency Services and retroactive payments have been made based on the July 1, 2022 agreement. He did pose a question and asked if the POA signature on the



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---

Emergency Services Agreement was appropriate based on the POA Bylaws. After Board discussion, it was requested that the Agreement be taken back to the POA Board to have a current Board Member sign the agreement.

Item 3: Coconino County Attorney Mark Byrnes provided to the Board information regarding the upcoming County election and the potential of Board of Directors appointments. It was stated that once the County cancels the election, by statute the seats on the Board will be deemed vacant. At that time the Board can then take action to appoint the two current Board Members and when another candidate is found, the appointment Member could then step down. If the Board decided to not handle the vacancies themselves, it can fall in to the hands of the County.

- The Board discussed the information provided by the County Attorney and stated that they would like the handling of the Board vacancies to remain within the local scope of the District.

Item 4: Board Chair Bob Woodings discussed with the Board a records request from Coconino County for a registered voters list. Board Clerk Peter Heguy made a motion for Board Chair Bob Woodings to forward the records request to the County. This motion was seconded by Board Member Paul Butters; the motion was unanimously **approved**.

- Community Manager Craig Purcell offered to send out a communication to the Community mentioning the upcoming Board vacancies and what the requirements are to be on the Board. With that, he could also attach with the communication a form that a Flagstaff Ranch Resident could fill out if they were interested in joining the Board. Board Chair Bob Woodings made a motion for the Board to authorize him to work with Community Manager Purcell on a communication. This motion was seconded by Board Member Paul Butters; the motion was unanimously **approved**.

## **BOARD MEMBER COMMENTS**

There were no Board Member comments at this meeting.



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Regular Meeting Minutes for September 29, 2022

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**NEXT MEETING DATE AND TIME:** The next meeting will be Friday, November 18, 2022 at 2:00 pm

**ADJOURNMENT:** Board Clerk Peter Heguy made a motion to adjourn the regular meeting at 4:35 pm. This motion was seconded by Board Chair Bob Woodings; the motion was unanimously **approved**.

Minutes prepared by Administrative Assistant Sara Diaz

Minutes reviewed by Board Clerk Peter Heguy