

## Sherwood Forest Estates Fire District Meeting

### Minutes February 12<sup>th</sup>, 2019

- I. The meeting was called to order at 7:01 pm at the Sherwood Forest Fire Station, 450 Little John Road, Williams, Arizona
- II. Pledge of Allegiance
- III. Roll Call: present were Bruce Speirs- Chair, Sue Hamilton – Treasurer, Debra Hamby – Clerk, Wayne Marx -Chief, Deirdre McLaughlin – Asst. Chief, Deb Hanson – office assistant and residents (sign in sheet attached)
- IV. Minutes of last meeting;
  - a. January 22<sup>nd</sup>, 2019 – read and approved, Sue. H. made motion to approve and Bruce S. 2<sup>nd</sup>, all in favor
  - b. January 28<sup>th</sup>, 2019 – read and approved, Sue. H. made motion to approve and Bruce S. 2<sup>nd</sup>, all in favor – w/ amendments
- V. Financial Reports:
  - a. & b. Review of check register and Budget updates –January 2019 – read and approved- Sue H. made motion and Bruce S.2<sup>nd</sup>, all in favor – Tax levy was received and updated
- VI. Reports:
  - a. Auxiliary – Kathy K. & Sue H. going to a grant writing class, hopefully will be able to write a grant to help get FF gear
  - b. Fire Chief Report- read and attached
  - c. Board Report –none
  - d. Correspondence- none
- VII. Old Business:
  - a. Review & Direction to staff on draft SFEFD Medical Program – Debra H. made motion to except the EMS Standard Operating Guidelines, Sue H. 2<sup>nd</sup> and all in favor
  - b. Review & Direction to staff on draft SFEFD Medical Captain’s Position – Debra H. made motion to except the EMS Captain Job Description (with a few corrections, Deirdre M. will do these corrections), Sue H. 2<sup>nd</sup> and all in favor
  - c. Review & direction to staff on draft SFEFD Policy & Procedures manual – table
  - d. Review and Board input on the updated SFEFD Strategic Plan & Capital Improvement Plan – Table, waiting on Budget
  - e. Status of Saunders annual review –Sue H. received and has gone over- now need to set up phone conference with a Special Meeting, before 2/17
  - f. IKRC events and EMS staffing projections – in Chief’s report
  - g. SFEFD vehicle operational cost matrix – still in progress
  - h. Proposed SFEFD website progress – Anne Dudley is willing to manage the website. The believed cost for the .gov is \$250 a year. Debra’s concern is staying within the guidelines of the law on what needs to be in the site and what needs to stay off the site. The AFDA rep and County Attorney gave us guidance and also web site to go to (azag.gov/outreach/publications/agency-handbook – 7.8.1 Form of minutes & ARS 48-805) Anne also took this information and follow these guidelines. Bruce S. made a motion to start our website, Sue H. 2<sup>nd</sup> and all in favor.
  - i. Proposed SFEFD signage progress – table
- VIII. New Business:
  - a. Presentation by The Woods Fire District – Presenters: Chief Mark Gaillard w/ Summit & Flagstaff Fire Department, Brain Furuya Deputy County Attorney, Dirch Foreman Area Director AFDA, Terry! Wanock Board Member for The Woods. – Chief Gaillard started the presentation and letting our Board and the public know

that The Woods district needs to do something. They only have 2 Fire Board members and must have 3. The County will have to move, if this does not change within the next 60 days. Currently The Woods has a contract with the City of Williams to give them fire protection, at a very low rate. One of the options is to consolidate into our district. This would give SFEFD the tax income from their district and our district would manage The Woods fire district. SFEFD can choose to continue the contract with the city of Williams in being The Woods primary response Fire Department. The Woods current tax levy for their fire district is .75 and ours is 2.88. If The Woods consolidated into SFEFD, they would then have our tax levy. This would allow SFEFD to continue, (if they choose) a contract with the City of Williams FD, which is in closer proximity to The Woods. But the contract would most likely go up in cost. But rough calculations on the taxes collected from The Woods at a new rate of 2.88, show that it would still allow SFEFD to continue with a contract with the City of Williams FD. The Woods other option would be to dissolve, and this would leave them with no coverage. If a Fire Department came to fight a fire/ EMS services, etc., that individual would have to pay an enormous bill that they would receive from the responding department or departments. The County Attorney Brian went over first the conflict of interest and make sure all parties want him to continue to help work this out – all parties understand and want him to help. Brian gave us the process and how an Impact Statement would be created to give all parties the information they need to help decide. But first he needs to know if SFEFD is open to consolidation. All members of SFEFD Board said yes. Next, The Woods Board will create a letter to request the consolidation and send via special delivery. Then an Impact Statement is created with pros and cons, a public hearing is set and posted. This must be posted twice in the newspaper at least 10 days prior to the set date of the Public hearing.

Chief Gaillard stated he would create a timeline to help each department. Bruce S. asked how long it will take for any tax income to come from The Woods. Predicted Oct. 2020, that is if all is finalized by Nov. 2019.

- b. Purchase of radio equipment enhancement – Ponderosa Fire Dept has taken on this task. No movement - table
- c. Purchase of carbon monoxide monitors for EMS personal – in Chief's report

IX. Call to Public – (1.) Wayne M. all the help from the County Attorney and all the Fire Chiefs that came tonight – THANK YOU VERY MUCH (2.) Brian (County Attorney) in addition to myself, the County Treasurer is also a great help with any financial questions and guidance. (3.) Rodger A. his fears have been a laid about the Woods. (4.) Kathy K. Please add link in our new website to the POA website. Bruce S. responded that will happen and that he would also make sure it was also linked to the MRR site (4.) Martha S. Everything we have heard about The Woods subdivision, she is concerned about the community getting wrong information. Bruce is hoping the Impact Statement will give enough information in it. Plus, people here tonight will get the correct information out to the community. She sees concerns with our FF, she recommends adding to the Impact Statement to give the info on the Williams contract. Fire Chief of Williams has mixed feelings about that, it may add more questions. (5.) Anne D. said we can use the websites to help explain The Woods consolidation proposal (6.) Kathryn B. that if you add the basic stats it would be helpful (7.) Doris A. Lifeline does the EMS services, that may help some of the concerns. Also, the meeting was changed to this week instead of next, did she miss anything? Bruce S. stated it was because he could not be here next week

X. Future agenda items: next meeting March 19<sup>th</sup> 7pm –Budget, 7 c, d, e, g, 8a, d, c & Budget

XI. Adjournment: 9.15pm