

## **Sherwood Forest Estates Fire District Meeting**

### **Minutes January 22<sup>nd</sup>, 2019**

- I. The meeting was called to order at 7:00 pm at the Sherwood Forest Fire Station, 450 Little John Road, Williams, Arizona
- II. Pledge of Allegiance
- III. Roll Call: present were Bruce Spiers- 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. November 27<sup>th</sup>, 2018 – read and approved, Sue. H. made motion to approve and Bruce S. 2<sup>nd</sup>, all in favor
  - b. December 19<sup>th</sup>, 2018 – read and approved, Sue. H. made motion to approve and Bruce S. 2<sup>nd</sup>, all in favor
- V. Financial Reports:
  - a. & b. Review of check register and Budget updates –December 2018 – read and approved- Sue H. made motion and Debra H. 2<sup>nd</sup>, all in favor
- VI. Reports:
  - a. Auxiliary – Kathy K. went to the Huddle Event (business & nonprofits in the community), was a great event. Sue & Kathy gave up date on the Auxiliary and invited all to come to all the up and coming events
  - b. Fire Chief Report- read and attached – Bruce S. added that he wants to place a add in the local paper for Chiefs position
  - c. Board Report – Notes attached from Sue H. for her attendance at AFDA
  - d. Correspondence- Coconino County Elections for May Elections – Debra H. will take care
- VII. Old Business:
  - a. Continued discussion on deploying medical services by SFEFD – SOG presented for Board to review, will look at again at next meeting
  - b. SFEFD Medical Captain's Position – Bruce S. has many issues to be corrected, will look at next meeting
  - c. Review & direction to staff on draft SFEFD Policy & Procedures manual – table, Wayne is working with another District to update the current manual. Deb Hanson will distribute to anyone that would like to look at it.
  - d. Status of IKRC contract payment – they made a 6-month payment
  - e. Status of payoff on E1- Payoff in May, will not save any \$\$ if we pay off sooner. Bruce S. made motion to Payoff E1 in May & Sue H. 2<sup>nd</sup>, all in favor
  - f. Review and Board input on the updated SFEFD Strategic Plan – Table
  - g. Discussion and possible action on the Capital Improvement Plan – Table
  - h. Chief's update on action items regarding Guardian Medical Transport's recommendations to SFEFD regarding changes in dispatch procedures as detailed in their incidents report of October 3, 2018 – had meeting w/ Ponderosa and automatic aide, working on getting on the same radio frequency as Ponderosa. May need to buy into a new repeater of a cost of \$2500 - \$4000. Guardian wants all departments to be on radios. Board requested for Dierdre M. to give the Board more info for the repeater for the next meeting.
  - i. Status of Saunders annual review – Deb Hanson has reached out many times with no return calls or emails. Deb Hanson and Sue H. will both work on getting the review complete before next meeting.
- VIII. New Business:
  - a. IKRC events and EMS staffing projections- report attached

- b. 2018 calls for service totals needed for SFEFD Strategic Plans use – in Chief's report and attached
- c. SFEFD equipment winter storage locations – in Chief's report and attached
- d. SFEFD equipment operational cost matrix by vehicle – attached, Bruce would like to add replacement cost & description of vehicles
- e. Status of planned winter training burn- during a training as weather permits
- f. Proposal for name change from SFEFD to SFFD – Community of SF was not happy about this proposal and Bruce withdrew this idea
- g. Proposal for SFEFD web site- more information is needed, table for next meeting
- h. Purchase of signage to enhance public outreach and fire restriction announcements – requires a permit from the county, for signage on a county road. Bruce S. will get more information from the county on what is needed and report back to Board at next meeting.

IX. Call to Public – 1. Kathy K. wants to clarify that SFEFD will not change and when or if you are to create a web site you will have a link to SF POA website. 2. Rodger A. (a) directed question to Wayne about Woods Subdivision wants to contract with us? Wayne stated it will not be going much future. Last quote from us was twice as much as the city of Williams offered. So, Wayne does not feel it will happen. (b) Does IKRC contract state that we can charge a late fee. Wayne stated if a payment is missed then the contract with IKRC is void and will be charged a full charge if responding to a call. (c) When calling 911, I always say SFEFD. (d) Suggest font in the agenda could go lighter, not Bold. (e) agrees with Bruce that it is a government and needs to be treated like a government entity. 3. Kathy K. Wondering about the Green Pit Waste disposal where and if it will be. Deirdre M. stated that is a Forest Service issue and need to wait for the government to open again to ask. 4. Bob S. question volunteer self-health certified, is that a volunteer report or an annual report on all fire fighters / EMS volunteers. Wayne stated it probably needs to be updated annually or when there is a change in a volunteer's health.

X. Future agenda items: next meeting January 19<sup>th</sup> 7pm –Budget, 7 a,b,c,f,g,h,I, 8a,d,g,h

XI. Adjournment: 9.25pm