

Sherwood Forest Estates Fire District Special Meeting

Minutes May 10th, 2019

- I. The meeting was called to order at 6:13 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 & Erin Hudman – asst. Chief and residents (sign in sheet attached)
Bruce Spiers made motion to cancel meeting due to meeting not being a legal meeting, agenda not being posted 24 hrs. prior to meeting – Sue H. asked County Attorney for his take on the matter. Wayne M. stated the agenda was posted @ 10 am May 9th and he had taken a photo of this with a time stamp on it. Bruce stated it was not posted on the web site with Anne Dudley. County Attorney stated it only needs to be posted in one place and the web site is just an extra location that is nice for the community. Bruce S. withdrew his motion. Bruce S. went on to make a statement prior to the meeting, he read County Attorney's email and then a statement (attached).
- IV. New Overview of workshop goals presented by AFDA representative Chief Dirch Forman & County Attorney Brain Furuya
- V. Board Workshop topic:
 - a. Duties and responsibilities of the Board members and chief officers-Chief Forman presented: Outline of duties (attached). Sample of Chief Forman's Board Task calendar (attached). Sample of Chief Forman's Chief Performance Evaluation (attached). Other items he talked about: Board members should never be involved in the day to day duties of the Fire District. Boards may do a Strategic Plan and Mission & Vision Statement. Chief Evaluation done annually, can be done in an Executive session, but the Chief can request other wise and the Chief has the right to the Executive session, but may not speak. Board is not to undermine the Chief's authority. Board is to hire the Chief and the Chief is to hire all other staff and Fire Fighters/EMTs. Board should not micromanage the department / Chief, can and should set goals for the Chief with objectives and limits with a timeline. Budget does not have to be a Board Committee. Chief Forman does the Budget for his department w/ a committee he develops. Committee's created by the Board must have an agenda and minutes taken. Chief's Committee's do not need to meet open meeting laws.
 - b. Conducting a public meeting – County Attorney presented this portion – Public meetings must be transparent! The public is invited to meetings. Public does not have the right to speak. Public Hearings / Budget, public can speak, then the Chair will close the meeting, then the Board will proceed with the meeting, the Chair can limit on time the public speaks on all individuals. The Board can eject anyone for disrupting a meeting. Chair can be overridden by the majority, of the Board. It does no one any good if disrespect is happening. The Chair is to keep the meeting civil. Agenda must be posted in 1 location 24 hrs. prior to meeting. There is a statue that if there is a technical glitch, then a meeting can still be held. Minutes of meeting must be recorded by written transcript and or recorded by device. If minutes are recorded by device, this can be used as a draft for the public to listen to (not a copy) and available within 3 business days of the meeting. Public Comment session is not required by law. If someone in the Public Comment is attacking the Board, you can defend yourself. Public Comments can be added to future agendas.
 - c. Giving Board directives to the Chief – The Fire Chief is not an employee of any individual Board member, only the Board as a whole, can give directions to the Chief. An individual Board member can request data or a report from the Chief if it is of a minor task and will not take the Chief a large amount of time of him or any of his staff and the Chief can always say no. Brian /County Attorney added to this, that if a report is requested by "the Board", the Chief can give reason why this would take time away from his everyday duties. But if this is an

important task, he must do it. This should be done monthly at Board meeting with "The Board" as a whole, agreeing on items/goals they want the Chief to accomplish with directive and a timeline. Fire Chief is to manage the day to day duties, channel information back to the Board and accomplish goals made by the Board. All goals should support the strategic plan / mission statement / vision of the Department.

d. Developing policies and procedures: Chief Forman stated; we should have Policy and Procedures, does not need to be like Phx FD that are 8 volumes long or even Highlands FD. Policy is the Board's duty to complete (w/benefits, sick leave, H.R., fiscal policy, discipline, evaluations, etc...). Procedure is completed by the Chief (fire suppression, apparatus, public education, response, FF, Admin, etc..). Job Descriptions- Board is only responsible for the Chief's and all others created by the Chief, Board does not even need to see these.

e. Addressing individual or specific concerns of the Board members and officers - noe

VI. Call to Public – Doug McKay; Board liability, if the Board by lack of oversight, are they liable for any safety issues that may arise? County Attorney responded, No! If a Board member fails to do their job, it is up to the community to vote them out. If a Board member fails to show up to multiple meetings, then they can be removed. Jeanna Roush – pros n cons on 3-person Board v 5-person Board. County Attorney responded; 5-person Board can be hard to fill is the only issue. Jack Hadley also responded on this matter; in the past we have had a hard time filling the 3-person Board

VII. Adjournment: 8:07pm