

## **NOTICE OF SPECIAL MEETING**

*The Fire Board of the Sherwood Forest Estates Fire District will meet in regular session on April, 29, 2020 at 9:00 AM. Meeting will be held at the fire house at 450 Little John Road, Williams, Arizona. The board may vote to go into executive session on any agenda item, pursuant to A.R.S. 38-431.03(A) (3) for legal advice with the District's attorney on matters as set forth in the agenda item. The following topics and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. Note - All items are set for possible action.*

### **Agenda**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call & Recognition of Guests
4. Reports
  - a. Correspondence
  - b. Fire Chief
  - c. Board Report
5. Approval of Minutes
  - a. April 21 Regular Meeting
6. New Business
  - a. Discussion and Possible Approval; Fire Restriction enacted by Coconino County and Action by SFEFD
  - b. Discussion and Possible Approval; Updated Organizational Chart / Chain of Command effective May 16, 2020
  - c. Discussion and Possible Action re; Fire Board & Staff to define Budget Accounts as to purpose and intent
  - d. Discussion and Possible Approval; Board Updates of SFEFD Governing Board Policy, Procedures, By-Laws Manual
7. Old Business
  - a. COVID-19 Pandemic Update
  - b. Transition of Command Update
  - c. Administrative Assistant training effort Update
  - d. Credit Cards & FB policy revision

## 8. Call to the Public – Comments shall be limited to 3 minutes

Consideration and discussion of comments and complaints from the public. Those wishing to address the Sherwood Forest Estates Fire District Board need not request permission in advance however they are requested to sign the roster.. The Fire District Board is not permitted to discuss or take action on any item raised in the Call to the Public. However, individual board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct that staff review the matter or that the matter be placed on a future agenda. The Fire District Board cannot discuss or take legal action on any issue raised during the Call to the Public due to restrictions of the Open Meeting Law.

*The public may also comment on any agenda item or topic via email. For the comment to be accepted the public is required to openly identify themselves by name and address. The email will be received as "Correspondence" and then read into the official SFEFD Fire Board meeting minutes during the "Public Comments" session. The Fire Board may, as appropriate, respond to the comment or direct Staff to do so. The Fire Boards' / Staffs' response, if any, will become part of the official SFEFD Fire Board meeting minutes available for public review via the SFEFD website. The public is requested to write in the Subject box "Public Comment for SFEFD Agenda Meeting date \_\_\_\_\_".*

## 9. Adjournment

- a. Set Agenda Items for next meeting
- b. Set next meeting date – Regular meeting May 19, 2020

### **Public Notice**

**COVID-19 PANDEMIC EMERGENCY PROVISIONS** – *The following policy will remain in effect until the Arizona Governor's Executive Orders 2020-12 & 2020-18, effective March 31, 2020, have been rescinded and that no other public gathering restrictions have subsequently been enacted and are in effect.-*

*The Sherwood Forest Estates Fire Board, during this time of Nation Emergency due to the COVID-19 Pandemic and the Arizona Governor's Executive Orders 2020-12 & 2020-18 effective March 31, 2020, is under official mandate to enact social distancing and restrict attendance at public meetings to 10 or less persons. Fire Board member and Fire Staff attendance shall take priority seating. As a consequence public attendance at all meetings shall be restricted on a first come first serve at the door, no reservations. The number of public permitted attendance shall be based on available empty seats after Fire Board and Fire Staff are seated. If a seat is vacated another member of the public may enter and be seated.*

*If any disabled person needs any type of accommodation, please notify the Fire District prior to the scheduled meeting time. Notice of web site posting compliance per ARS §38-431.02.3 - In accordance with state law, notice for all fire district public meetings along with agendas, must be posted at least 24-hours in advance of the meeting. Public notices for the Sherwood Forest Estates Fire District are posted at the Fire Station located at 450 Little John Rd., Williams, Arizona. Public meeting notices are also posted on the Sherwood Forest Estates Fire District web page of the Sherwood Forest Estates POA website - <http://sherwoodforestestatesaz.com/sfe-fire-board/> Please be advised that only the address listed above may be relied on for official postings under the Arizona Open Meeting Law. A technological problem or failure that either prevents the posting of public notices on a website or that temporarily or permanently prevents the use of all or part of the website does not preclude the holding of the meeting for which the notice was posted, if the public body complies with all other public notice requirements. This agenda was posted at the SFEFD fire house, 450 Little John Rd. By Speirs on April 24, 2020 at 3:00 PM.*