

Sherwood Forest Estates Fire District Special Meeting

Minutes November 1, 2019

- I. The meeting was called to order at 4:00 PM at the Sherwood Forest Estates Fire Station, 450 Little John Rd., Williams, AZ
- II. Roll Call: present were Bruce Speirs, Chair-Sue Hamilton, Treasurer-Wayne Marx, Chief-Matt McDowell, Asst. Chief and Brian Burdikoff, Volunteer FF.
- III. Reports
 - a. Fire Chief Report-We will be receiving \$2524.00 back from Workmen's Comp., and we just paid our VFIS insurance in the amount of \$1800.00.
 - b. No Board Reports
 - c. No Correspondence
- IV. Old Business
 - a. Fire Chief Recruitment Process was tabled until Board Meeting
- V. Discussion and Possible action re: Replacement of Heater in Building #2 at the cost not to exceed \$1500.00. The new heater will be installed by a certified heating installer and with the help of Chief Marx the heater will cost round \$1300.00. Bruce made a motion to accept the Chiefs recommendation and moved to allow in the amount not to exceed \$1500.00, Sue seconded, motion past. ETA for installation November 4th or 5th.
- VI. Adjourned 4:03 PM

Sherwood Forest Estates Fire District Special Meeting

December 11, 2019

1. The meeting was called to order at 11:00 AM at the Sherwood Forest Estates Fire Station, 450 Little John Rd., Williams, AZ
2. Pledge of Allegiance
3. Roll Call: Bruce Speirs, Chair-Sue Hamilton, Secretary/Treasurer-Wayne Marx, Chief-Larry Donaldson and Dee Warneking, Firefighters-Roger Anderson, Resident.
4. Possible vote to go into Executive Session in pursuant to A.R.S. 38-431.03(A)(1) for performance evaluation discussions with the fire chief. Bruce made the motion and Sue seconded it.
5. Old Business
 - a. Appointment to fill vacant SFEFD Board Member Position. Bruce stated that we will be choosing this person for the remaining time of Debbie Hamby's term which ends in November 2020. Our decision was based on letting Pam finish the term and then let the voters chose the best candidate next November. Bruce made a motion to accept Pam Weirs as the interim board member, Sue seconded, motion carried.
6. Call to the public; none
7. Adjourned at 1:11 PM.

Sherwood Forest Estates Fire District Regular Meeting

Minutes December 17, 2019

- I. The meeting was called to order at 7:00 PM at the Sherwood Forest Estates Fire Station, 450 Little John Rd., Williams, AZ
- II. Pledge of Alliance
- III. Roll Call: present were Bruce Speirs-Chair, Sue Hamilton-Treasurer, Pam Weir-Clerk, Wayne Marx-Chief, Deirdre McLaughlin- Asst. Chief, for other attendees see attached.
- IV. Minutes of past meetings;
 - a. November 19, 2019, Regular Meeting; November 19, 2019, Executive Session; December 11, 2019, Special Meeting; December 11, 2019, Executive Session. Sue H. moved to accept the minutes, Bruce Seconded, all approved.
 - b. October 15, 2019 still need to be approved will be placed on next month's agenda.
- V. Treasurer's report
 - a. Review of regular check register and budget updates- November 2019- Pam W. moved to accept, Bruce seconded, approved.
- VI. Reports
 - a. Correspondence-letter to property owners went out to explain tax rate.
 - b. Auxiliary-dark
 - c. Fire Chief's report-see attached
 - d. Board report-none
- VII. Old Business
 - a. SFEFD Board Member vacancy- Bruce introduced Pam Weir who will be our new board member until November when the people can vote for the new member of the board.
 - b. Website update-up and running
 - c. Investigative Report- Bruce reported on the conclusion of the report and how the board will be handling the information. The report received a formal review by the county attorney and he concurs that the four sustained allegations are valid. The Fire Board as a result is under mandate from the county attorney to take corrective changes and improvements. The board met with the Fire Chief in an executive personnel hearing to discuss the report and will be writing the Chief's evaluation with the areas of needed improvement noted for corrective action.
 - d. Discussion and possible action regarding Board Policy Proposal regarding review and release of the Public Documents-Bruce S. will be drawing up procedures on how to obtain public documents from the fire district. At present if anyone would like a copy of the report, you must be willing to pay for it upon request.
 - e. Discussion and possible action on Saunders Co. engagement agreement-at present we still do not have the completed report but Brienne McDowell, Admin. Asst. told the board that she has talked to them and everything is fine. We will be seeing them at the AFDA conference and asking them for the full report.

- f. New Fire Chief selection update- will be looking at getting the committee together after the holidays to put together the procedures that we will be following to hire the next chief.
- g. Review of Chief's task list/timeline/submittals-see attached

VIII. New Business

- a. Discussion of Boundary Agreements- it will be submit to Ponderosa Board and then to SFEFD Board for consideration.
- b. Discussion of hiring an Administrative Assistant for the Board- the Board will be looking into the job description and if the budget will support. This individual will be responsible for the Agenda, Minutes, Calendar, Treasury, etc. leaving the board members to work on other issues. Sue H. questioned the cost and Bruce will be looking into who and what we will be needed.
- c. Discussion of AFDA training for Board Members- the AFDA Conference is in January, attendees will be Matt McDowell, Breinne McDowell, Pam Weir, Sue Hamilton and possible Chief Marx.
- d. Discussion of Knox Box for dual codes to be put into the security gates that several property owners have installed. The POA and the HOA will be contacting the individual with those gates and discussing with them the possibility of putting an extra code for the fire district for entrance into the property.

IX. Call to the Public

Doug McKay, advised those in attendance that both Bob and Marth Simoneau have resigned. **Paul Cook**, questioned the reasoning behind the new board member being from MRR, when there were 2 other residence of Sherwood Forest willing to serve. Bruce explained that Pam will only be on the board until the public can vote the new person in at the November election. **Roger Anderson**, told the audience that he was willing to serve on the board.

Rhonda Galle, questioned the reasoning behind hiring another person to be our Administrative Asst. Bruce explained this was something that the County Attorney had mentioned to keep us on track. Not necessarily to add another person but to modify the assistant's position to include the skills, knowledge and authority necessary to provide substantive improvements to board practices and processes. And her later statement on about frivolous complaints was corrected and report's conclusions reaffirmed that 4 out of the 10 allegations were sustained and were not frivolous.

Walter Krushinsky, Was concerned about the new person that was chosen for the position since there were others that lived in Sherwood Forest Estates and mention that he was having problem on the website due to having 2 websites. Bruce told him that he would mention it to Anne to add a notice and link something along the lines that if you log on to the old site you see "This site is no longer valid. You will be redirected to the current site in X seconds."

Kathy Krushinsky, questioned the administrative asst., Bruce stated that we are only looking into to it.

Debra Henson, explained that the complaints were given in good faith.

Rick Switzer, explained that the time he was on the board there were problems and issues that were not handled, he also stated that an Admin. Asst. would need a job description and would be a good idea.

Cathy Cook, thanked Rick for his explanation that clarified the rational for an Admin. Asst.

Brian Burdman, stated that it is a good thing that we are looking forward to growth and it will be healthy for the fire district and community.

X. Adjourned at 8:20 PM