

Minutes of November, 2023 Meeting

The Fire Board of the Sherwood Forest Estates Fire District met in Regular session on November 21, 2023 at 5:00 PM. Meeting was held at the fire house at 450 Little John Road, Williams, Arizona. The following topics and any variables thereto, were subject to Board consideration, discussion, approval, or other action.

1. Call to order – At 5:00 PM

2. Pledge of Allegiance

3. Roll Call – Paul Cook, Deb Hamby, Roe Irving, Rodger Anderson and Steve Defenderfer (via telephone). Jud Swearingen was in attendance for Chief Moede.

4. Approval of Minutes - October, 2023 Board Meeting. Deb H. made a motion to accept and Rodger A. seconded. The motion passed unanimously.

5. Treasurer's Report - *Review of September and October, 2023 check details. Review of September and October, 2023 financial details.* The board has not received financial statements from September and October from our accounting service. This is possibly due to our contact with the service retiring and a new person is now responsible to send our statements. Roe I. will contact the service and explain that we are to receive these reports in a timely manner and request our new contact to send the statements for September, October and November as soon as possible.

6. Reports

a. **Correspondence** - None

b. **Auxiliary** – None

c. **Fire Chief** – Jud Swearingen presented for the Chief who is on vacation.

Two incidents were reported for the last month. Both were mutual aid calls from out of district.

While continuing improvements are being made to several vehicles, nine were reported in service.

The emergency power generator is now in place and functioning.

Winter preps of the facilities and vehicles are underway.

Tree thinning of lots is still in process for finding willing property owners.

(For more detail see Chief Moede's report on the fire district's website)

d. **Board Report** – Deb H. presented research on possible alternatives to hiring a new Chief to replace Chief Moede who is retiring at the end of March, 2024.

e. **POA** - Awaiting list from Chief of property owners interested in having the trees on their property thinned. President Cathy Cook explained that the grant will pay for 70% of the cost with 30% being covered by the owners. Jud S. is offering his property as an example of the thinning process.

7. Old Business

a. **ADOT Tax** – It was explained that if the department purchases fuel for the vehicles from a private source that the taxes paid will be reimbursed by ADOT. These taxes can be accrued but must be submitted within 6 months from the purchase date. If the fuel is purchased directly from ADOT no taxes are charged. The method chosen will be decided by the Chief, Office Manager and Board Treasurer.

b. **Annual review accountant.** The Office Manager will choose the accounting service for the Board's Annual Audit.

c. **Discuss filling fire chief position.** Chief Trotter from High Country Fire & Rescue presented an option to the Board for a contracted service to cover the retirement of our Chief on March 29, 2024. The board decided to hold a special meeting to discuss our options. Other Fire Chiefs will be asked to attend for their feedback and suggestions. **The special meeting will be held at 2:00PM on December 5, 2023.**

8. New Business

a. **Access to the department files by the Board.** The Board is supposed to make sure all documents are recorded and that we are in compliance. The Chief and Office Manager will be asked for the location of these documents.

9. **Call to the Public** – Kathy Krushinsky pointed out the future need of volunteers next spring and summer to staff the dumping sites of natural debris (pine needles & limbs) gathered from the residents' properties. This led to a general discussion of safe techniques for burning pine needles on our properties.

Kathy K. also expressed concern for our neighborhood roads to be kept up by the county.

10. **Adjournment** A motion was made by Rodger A. to adjourn and was seconded by Deb H. The motion was carried unanimously and the meeting adjourned at 6:30 PM.

Next regular meeting date December 19, 2023 at 5 PM.



Sherwood Forest Estates Fire District

450 Little John Road, Williams, AZ 86046-8579

Phone : (928)635-9837 Fax:(928)635-9618

Email : sherwoodfire@qwestoffice.net

CHIEF'S REPORT NOVEMBER 21, 2023

Activity:

- Incidents since last Board Meeting:
 - 10/20/23 MOVE UP HCFR/ TRAFFIC ACCIDENT HWY 64
 - 10/31/23 STRUCTURE FIRE/ 1304 E. CEDAR AVE
- Region Covid report
 - Covid remains at LOW level.

Equipment:

- Apparatus Update
 - Engine 1 (In Service) running well, minor issues
 - FR 10 (In Service)
 - Tender 4 (In Service) Horn not working, unknown battery date, worklights pending
 - Tender 5 (In Service) Alignment serviced, mechanic did over view all systems working, work lights pending
 - Brush 6 (In Service)
 - Tender 8 (In Service) Mechanic stoped leak, vehicle filled with water and holding, work lights pending
 - Brush 11 (In Service) Starting procedure completed and posted on vehicle
 - Ford Excursion (In Service)
 - Trailer 10 – (In Service) registration process ongoing
- Station
 - Emergency power project- Filling complete, system tested, and plans for maintenance training
 - Power loss procedure draft in progress
 - Ordering new district map
 - Station water plan being reviewed
 - Fuel Tank and trailer plan being reviewed
 - Security planning continues
 - Septic repair follow up. Still awaiting parts. Functioning

Training: Bi-monthly trainings continue. November 4, 4 members, 2 hours. Next training November 22, 6 pm.

District Notes:

- Fire danger is LOW, Smoke in the region from prescribed burns
- Winter preps on going
- Standard Operating Guidelines project continues (first generation done)
- EQUIP process: Inventory process completed on initial lots. Constructing home owner information and planning follow up steps.
- Radio overage check in continues
- Mutual Aid process on 10/31/23 worked very well
- Fiscal goals draft continues to be massaged, working on repairs
- November Chief time off (Nov 11 – 26)

Respectfully Submitted:
John D. Moede, Fire Chief