**MEETING MINUTES**

**Wood Fire District**

**Regular Board Meeting Agenda**

**Novembr 9, 2023**

**High Country Fire Department**

**6593 High Country Lane, Williams Arizona**

**Regular Board Meeting**

1. **Call to Order** Meeting was called to order at 8:01am
2. **Roll Call** **of Board Members / Affirmation of Quorum**

Present: Chairman Terryl Warnock, Clerk Jeff Johnson, Member Michael Osendorf

Absent: None

Administration: Administrative Assistant Tammy Schieffer, Woods and High Country Fire Chief Robert Trotter

Public: No Public

1. **CONSENT AGENDA**
	1. Approval of Reconciliations and Financial Reports of September and October 2023
	2. Approval of Minutes from September 21, 2023

Woods Fire Board reviewed the reconciliations of September and October 2023, and the Minutes from September 21, 2023.

Board Clerk Johnson motioned to accept the reconciliations of September and October 2023, and the Minutes from September 21, 2023. Board Member Osendorf seconded the motion.

Vote conducted. **MOTION CARRIED UNANIMOUSLY**

**Ayes: Warnock, Johnson, Osendorf**

**Nayes: none**

1. **Current Events**
	1. Fire Chief Updates

Fire Chief Trotter presented to the board:

* Will be meeting with Williams Fire Chief for the use of fire hydrants in the district
* Looking to attend the AFDA conference January 10-12
* Hired Chief Adjunct Chelsey to help the fire chief
* Received confirmation Debbie is not available for the administrative position. Will check with Chelsea
* Checked with board about Statutory class completion
	1. Administrative Updates There were no Administrative Updates
	2. Other Items No Other Items
1. **New Business / Action Items**
	1. Review, discuss, possible action to approve the Financial Audit of Fiscal Year 2022/2023 as presented from Hinton Burdick.

Jennifer of Hinton Burdick presented the financial audit of Fiscal Year 2022/2023.

Board Chair Warnock motioned to approve the Financial Audit of Fiscal Year 2022/2023 as presented from Jennifer of Hinton Burdick. Board Member Osendorf seconded the motion.

Vote conducted. **MOTION CARRIED UNANIMOUSLY**

**Ayes: Warnock, Johnson, Osendorf**

**Nayes: none**

* 1. Review, discuss, possible action with entering IGA with Summit Fire District administrative services through June 2024.

The fire board reviewed and discussed entering IGA with Summit Fire District for administrative services through June 2024.

Board Clerk Johnson motioned to approve entering IGA with Summit Fire District for administrative services through June 2024. Board Member Osendorf seconded the motion.

Vote conducted. **MOTION CARRIED UNANIMOUSLY**

**Ayes: Warnock, Johnson, Osendorf**

**Nayes: none**

* 1. Review, discuss, possible action for legal Representation from Coconino County Office of The County Attorney Office for FY2023-2024, ending June 30, 2024.

The fire board reviewed and discussed legal Representation from Coconino County Office of the County Attorney office for FY2023-2024, ending June 30, 2024.

Board Chair Warnock motioned to approve legal Representation from Coconino County of The County Attorney Office for FY2023-2024, ending June 30, 2024. Board Clerk Johnson seconded the motion.

Vote conducted. **MOTION CARRIED UNANIMOUSLY**

**Ayes: Warnock, Johnson, Osendorf**

**Nayes: none**

* 1. Review, discuss, possible action to approve 2023 Calendar of Meetings

Administrative Assistant Schieffer will bring the 2024 Calendar of Meetings for the next meeting with the correct year and dates.

1. **Fire Board Comments**- There were no Fire Board Comments
2. **ADJOURN REGULAR BOARD MEETING**

Board Chair Warnock motioned to adjourn the regular board meeting. Board Member Osendorf seconded the motion.

Vote conducted. **MOTION CARRIED**

**AYES:  Warnock, Johnson, Osendorf**

**NAYES:  None**

REGULAR BOARD MEETING ADJOURNED AT 8:53 am

Respectfully submitted

Tammy Schieffer

Administrative Assistant