**MEETING MINUTES**

**WOODS FIRE DISTRICT**

**September 21, 2023**

**High Country Fire Department**

**6593 High Country Lane, Williams Arizona**

**Regular Board Meeting**

1. **Call to Order** Meeting was called to order at 8:15am
2. **Roll Call** of Board Members / Affirmation of Quorum

Present: Chairman Terryl Warnock, Clerk Jeff Johnson

Absent: Member Michael Osendorf

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 July and August 2023
   2. Approval of Minutes from July 20 and August 22, 2023

Woods Fire Board reviewed the reconciliations of July and August 2023, and the Minutes from July 20 and August 22, 2023.

Board Clerk Johnson motioned to accept the reconciliations of July and August 2023, and the Minutes of July 20 and August 22, 2023, as presented. Board Chair Warnock seconded the motion.

Vote conducted. **MOTION CARRIED**

**Ayes: Warnock, Johnson**

**Nayes: none**

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

Woods Fire District Fire Chief gave the Fire Chief Updates. (copy of update is attached)

* 1. Administrative Updates
  + Auditor has books and is reviewing them. Presentation in November.
  + The agreement for county attorney representation will be available at the next meeting.
  1. Other Items

Fire Board Chair Warnock reported:

* At the POA meeting they requested better communication regarding concerns in the district, Ie train derailment. There is no relation between POA and Woods FD. There is $25000 in the POA funds. If they dissolve, the funds could donate to Wood FD for Firewise. Weather prof the meeting board.
* Firewise: Forest Service Breece – not engaging. Need someone to take it and get going. Fire Chief is for it.

1. **New Business / Action Items** 
   1. Review, discuss, possible action on changing the board meeting time to 8:00am.

Board Chair Warnock motioned to change the board meeting time to 8:00am. Board C lerk Johson seconded the motion.

Vote conducted. **MOTION CARRIED**

**AYES: Warnock, Johnson**

**NAYES: none**

* 1. Review, discuss, possible action on administrative services.

There was discussion among the board regarding administrative services. The board would like to keep Administrative Assistant Schieffer for 1 year ending June 30 to help with the new administrative person coming in. Board Chair voiced no password protected documents. Administrative Assistant Schieffer will start to attend the meetings via Zoom and send the reconciliations and board packets to Chief Trotter for printing and distributing.

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

Board Chair Warnock motioned to adjourn the regular board meeting. Board Clerk Johnson seconded the motion.

Vote conducted. **MOTION CARRIED**

**AYES: Warnock, Johnson**

**NAYES: None**

REGULAR BOARD MEETING ADJOURNED AT 9:30 am

Respectfully submitted

Tammy Schieffer

Administrative Assistant