

**MINUTES OF A REGULAR MEETING OF THE
MESCAL-J6 FIRE DISTRICT GOVERNING BOARD
HELD WEDNESDAY, January 31st, 2024, AT 6:30 PM**

The meeting was called to order at 1837 hours by Board Chair Phyllis Ellis. Present at roll call were Board Members: Phyllis Ellis, Dana Law, Debi Wise, and Bob Murray.

A quorum existed.

Item 1: **Call to the Public:** This is the time for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date."

Mary McCool, chair of J6/Mescal CDO, presented Board members with paperwork (included as an attachment in the District's official minutes) inclusive of comments, concerns, and inquiries regarding the description of Agenda Item 10, Call to the Public documents submitted as permanent record, community tax dollars utilized for employees, training, benefits, coverage, stipends, correlation of stipends to #060 Compensation Administration policy, and policy approval and revision dates.

Item 2: **Minutes:** Review, discuss, and possible action to approve the Draft minutes of the December 20th, 2023, Regular Board Meeting.

Bob Murray made a motion to approve the December 20th, 2023, Regular Board meeting Draft minutes with revision to the Agenda Item 12 motion, as discussed. Dana Law seconded. Motion carries 4 – 0 with Phyllis Ellis – yes, Dana Law- yes, Debi Wise – yes, and Bob Murray – yes.

Discussion took place regarding the following:

- December 20th, 2023 Regular Board Meeting Minutes Agenda Item 12, motion revised from 4-1 to 3-1

Item 3: **Financial Report:** Natalie Galgano-Pinkley of Municipal Accounts & Consulting provided the District's recent financial activities. Board Members to review, discuss and possible board action to approve the December 2023 Financial Report, as prepared by Natalie Galgano-Pinkley of Municipal Accounts & Consulting.

Debi Wise made a motion to accept as given the December 2023 Financial Report. Dana Law seconded the motion. Motion carries 4 - 0 with Phyllis Ellis – yes, Dana Law- yes, Debi Wise – yes, and Bob Murray - yes.

Discussion took place regarding the following:

- Coding verification for \$750 warrant to PMA Insurance for Workman's Comp

Item 4: **Fire Chief Report:** Fire Chief John Moran's report is included as an attachment in the District's official minutes.

No Board action taken.

Discussion took place regarding the following:

- Safe Haven Baby related to STA 172
- SAFER Grant Work Session

Item 5: **Legal Services Proposal:** Review, discussion and possible action to approve a proposal for legal services submitted by Thomas Benavidez of Benavidez Law Group, Tucson.

Debi Wise made a motion to accept Mr. Benavidez proposal to be the attorney for the Mescal-J6 Fire District. Bob Murray seconded the motion. Motion carries 4 - 0 with Phyllis Ellis – yes, Dana Law- yes, Debi Wise – yes, and Bob Murray – yes.

Discussion took place regarding the following:

- Reopening of bidding and RFP process was not implemented due to having had no response to initial RFP's

Item 6: **Construction Services:** Review, discussion and possible action to approve a proposal/estimate for roof repairs.

Debi Wise made a motion to accept Nelco Transports proposal to re-do the roof on the Administration building with the reservation that it be put in writing that the materials used correspond with the RFP put out for roof. Bob Murray seconded the motion. Motion carries 3 - 1 with Phyllis Ellis – yes, Dana Law- no, Debi Wise – yes, and Bob Murray – yes.

Discussion took place regarding the following:

- Work Session discussion regarding a roof patch job with shingles and cool coat with work done inhouse by District versus roof replacement implemented by a contractor
- Price differences of approximately \$2000 to \$5000 for inhouse work to be done compared to \$20,000 per received bid from contractor
- Cost comes out of Reserve account and therefor is not in the budget
- New Roof effect on buildings value
- Type of shingles currently on roof and their quality
- Permanent more costly solution versus temporary solution at lower cost that will need to be repeated
- Rising cost of materials
- Details of Nelco Transports quote regarding material
- Confirmation that quality of material to be used will be the same as what was stipulated in RFP
- Cost of roof compared to value of building and return on re-sale of building
- Cost of roof work/replacement implications during current search of property to purchase
- Cost of appraisal of building would be approximately \$400
- Bank approval for sale of Administration building versus cash purchase
- Repairs being part of real estate transactions and negotiations during sales/purchases
- Building and property likely to be sold together
- Landscaping costs
- Time frame of at least 4 months before Nelco Transport can begin work, beginning when proposal is approved
- Delays in approving proposal could result in repairs not being done until after monsoon season

Item 7: **Standard Operating Policies:** Review, discussion and possible action to approve the following policies:

Bob Murray made a motion to table the policies until corrections have been made and then they will be put back on the Agenda. Dana Law seconded the motion. Motion carries 4 - 0 with Phyllis Ellis – yes, Dana Law- yes, Debi Wise – yes, and Bob Murray – yes.

Discussion took place regarding the following:

- Corrections needed

Item 8: **Employee Compensation:** Review, discussion, and possible action to determine and approve a compensation plan for operational employees.

Dana Law made a motion to start advertising for a full-time fire fighter with a pay range of \$40,000 to \$45,000 depending on experience. Debi Wise seconded the motion. Motion carries 4 - 0 with Phyllis Ellis – yes, Dana Law- yes, Debi Wise – yes, and Bob Murray – yes.

Discussion took place regarding the following:

- Workman's comp insurance is included but will not be paid until next Fiscal year
- Recommendation that example 2 needs a cushion
- Payroll stipend increases must be within 20% of surrounding Districts payroll
- Recommendation to not adjust current stipends
- Possible stipend increases in next Fiscal year
- Overtime
- Salary positions
- Benefits
- Sick leave
- Holiday pay
- State of Arizona Holiday Schedule followed; 12 paid
- Accident insurance
- Staffing needs
- New hire certifications
- Incentives for certifications obtained
- SAFER Grant guidelines
- Veteran Volunteers get preference
- Begin recruiting for full-time employee
- Position advertisement details
- \$40,000 to \$45,000 full-time salary to be offered, depending on experience
- Possible tax increase to help provide employee benefits

Item 9: **Board Meeting Calendar:** Review, discussion, and possible action to schedule additional board meetings and/or work sessions as needed.

Work Session 02.13.2024

February Regular Meeting 02.26.2024

Item 10: **Fire Chief's Bi-Annual Report:** Fire Chief John Moran presented a report summarizing District activities and notable events occurring over the previous six months. Report is included as an attachment in the Districts official minutes.

Dana Law made a motion to accept the Fire Chief's Bi-Annual Report. Debi Wise seconded the motion. Motion carries 4 – 0 with Phyllis Ellis – yes, Dana Law- yes, Debi Wise – yes, and Bob Murray – yes.

Discussion took place regarding the following:

- Add Benson free tax preparation services information to MJFD website
- HASS
- Extrication tool Grant / Extrication tools
- Service boundaries in relation to Census data breakout available/presented
- Governor's office/ Highway Safety Grant
- Railroad Grant
- SAFER Grant deadline

Item 11: **Adjourn:**

Dana Law made a motion to adjourn. Debi Wise seconded the motion. Motion carries 4 - 0 with Phyllis Ellis – yes, Dana Law- yes, Debi Wise – yes, and Bob Murray – yes.

Phyllis Ellis adjourned the meeting. Meeting End Time 1938 hours

Minutes compiled and submitted by:
Denise Serna
Office Administrator