

**MINUTES OF A REGULAR MEETING OF THE
MESCAL-J6 FIRE DISTRICT GOVERNING BOARD
HELD ON Wednesday, March, 14th, 2018 , 6:30 PM**

The meeting was called to order at 1837 , by Board Chair Mark Lee. Present at roll call were Board Members Mark Lee, Jerry Conrad, Mary Bowen, and Owen Kieleley, Sue Dupee was absent.

- Item 1: Oath of Office: Chief Moran administered the Oath of Office to new Volunteers Felipe Galaz, and Austin Ellison.
- Item 2: Promotion Ceremony: Chief Moran presented Wolf Tubach to the board as the newest Lieutenant and pinned his Lieutenant badge.
- Item 3: Minutes: The Board reviewed the Draft minutes from the January 31st, 2018 Regular Board Meeting. Mary Bowen made a motion to approve the minutes as presented with no changes. Jerry Conrad seconded the motion. Motion carried 4-0.
- Item 4: Financial Report: The Board reviewed the financials from the December 2017 and January 2018 months. Mary Bowen made a motion to approve the December 2017 financials. Owen Kieleley seconded the motion. Motion carried 4-0 (financial detail and cash flow projection attached)
- Mary Bowen made a motion to approve the January 2018 financials. Owen Kieleley seconded the motion. Motion carried 4-0.
- Item 5: Fire Chief Report: Fire Chief Moran gave a brief update on the Districts incident response, training, vehicle & facility maintenance, legislative issues, and other relevant topics.
- Item 6: Cooperative Fire Rate Agreement, Approval: Chief Moran presented the Board with this years Cooperative Fire Rate Agreement with the State. He stated that the rate is not negotiable, and if the District wishes to assist with State fires this year they have to accept the rates. Mary Bowen made a motion to approve the Cooperative Fire Rate Agreement with the State. Jerry Conrad seconded the motion. Motion carried 4-0.
- Item 7: Job Descriptions: Fire Chief Moran presented the Board with updates to the job descriptions from Volunteer Firefighter, and Volunteer Fire Lieutenant. Mary Bowen made a motion to approve the presented Volunteer Fire Lieutenant job description. Owen Kieleley seconded the motion. Motion carried 4-0. Mary Bowen made a motion to approve the presented Volunteer Firefighter job description. Jerry Conrad seconded. Motion carried 4-0.
- Item 8: Termination of Existing Accounting Services Agreement: There was discussion between Chief Moran and Board members about the current Accounting Services agreement with HBL CPA's. It was decided to terminate the agreement for accounting access with HBL CPA's, and that the District will subtract the amount of the fines paid to the IRS due to late payment of the District's payroll taxes and invoiced charges lacking documentation from the final invoice. Mary Bowen made a motion to terminate the agreement for

accounting access with HBL CPA's, and to subtract the amount of the fines paid to the IRS due to late payment of the District's payroll taxes and invoiced charges lacking documentation from the final invoice. Jerry Conrad seconded the motion. Motion carried 4-0.

- Item 9: Accounting Services Agreement: Chief Moran presented the Board with a proposed service agreement between MJFD and Despain Accounting Firm. There was discussion between Chief Moran and the Board.

Mary Bowen made a motion to terminate HBL CPA's service agreement and access to the Districts book effective April 1st, 2018. Owen Kieley seconded the motion. Motion carried 4-0.

It was decided to accept the Service agreement with Despain accounting, pending approval of Lauri Owen (the Districts attorney). Mary Bowen made a motion to accept the Service agreement with Despain accounting, pending approval of Lauri Owen (the Districts attorney).

- Item 10: Grant Writing Services Agreement: Chief Moran presented the Board with Despain's proposed Grant Writing Services Agreement. Chief Moran stated that Despain has a lot to bring to the table and he believes Despain would be a great asset for the District, and Brandee Kearney (the person currently assigned with grant writing). There was conversation between the Board and Chief Moran highlighting how important grants can be to the future of the District. Mary Bowen made a motion to approve the Grant writing Service agreement with Despain Accounting Firm. Jerry Conrad seconded the motion. Motion carries 4-0.

- Item 11: Chase Bank Letter of Declaration: Chief Moran presented the proposed Letter of Declaration to Chase Bank to the Board. There was discussion between the Board and Chief Moran on how the letter is a formality, and required by ARS 11-604.01. Mary Bowen made a motion to approve the Chase Bank Letter of Declaration as written. Jerry Conrad seconded the motion. Motion carried 4-0.

- Item 12: Call to Public Procedures: Chief Moran stated that the "Call to Public Procedures" agenda item was requested by Board Member Owen Kieley. There was discussion regarding whether the call to public is required, and who is permitted to speak.

- Item 13: Call to the Public: Mary McCool advised the Board of her concerns about the Districts financial transparency and wildland billing. She included a packet of her concerns (attached).

Greg Radzykewycz stated that the Accounting Service agreement with Despain does not include an hourly rate, and only states that there is a \$1000 limit. Chief Moran stated that he would look into it and thanked Mr. Radzykewycz for pointing it out.

- Item 14: Adjourn: Jerry Conrad made a motion to adjourn the meeting. Owen Kieley seconded the motion. Motion carried 4-0.

Mark Lee adjourned the meeting at 1940.

Minutes compiled and submitted by:

A handwritten signature in cursive script that reads "Leigha Woolums". The ink is black and the signature is written on a plain white background.

Leigha Woolums, Administrative Assistant
DATE 03/16/2018