

**MINUTES OF A REGULAR MEETING OF THE
MESCAL-J6 FIRE DISTRICT GOVERNING BOARD
HELD WEDNESDAY, MARCH 29th, 2023, AT 6:30 PM**

The meeting was called to order at 1833 hours by Board Chair Phyllis Ellis. Present at roll call were Board Members: Phyllis Ellis, Dana Law, Debi Wise, JoAnne Ellsworth 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 reminded in regard to Agenda Item 6 and the financial packet review, to consider a review of the 9 active financial policies on the website and to provide status of that review, when available.

Item 2: **Minutes:** Review, discuss, and possible action to approve the Draft minutes of the February 22nd, 2023, Regular Board meeting and the March 8th, 2023, Work Session.

JoAnne Ellsworth made a motion to approve the February 22nd, 2023, Regular Board meeting Draft minutes, with corrections to comments entered at Item 10. Mrs. Ellsworth requests to have her comment regarding this purchase and a vision for it being included in the Five-Year Plan, to be added to the minutes. Dana Law seconded. Motion carries 5 – 0 with Phyllis Ellis – yes, Dana Law – yes, Debi Wise – yes, JoAnne Ellsworth – yes, and Bob Murray - yes.

Bob Murray made a motion to approve the March 8th, 2023, Work Session Draft minutes Dana Law seconded. Motion carries 5 – 0 with Phyllis Ellis – yes, Dana Law – yes, Debi Wise – yes, JoAnne Ellsworth – yes and Bob Murray - yes.

Item 3: **Financial Report:** Natalie Galgano-Pinkley of Municipal Accounts & Consulting, will provide a brief summary of the District's recent financial activities. Board Members to

review, discuss and possible board action to approve the February 2023 Financial Report, as prepared by Natalie Galgano-Pinkley of Municipal Accounts & Consulting.

Dana Law made a motion to accept as given the February 2023 Financial Report. JoAnne Ellsworth seconded. Motion carries 5 – 0 with Phyllis Ellis – yes, Dana Law – yes, Debi Wise – yes, JoAnne Ellsworth – yes and Bob Murray - yes.

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.

Item 5: **Policies & Procedures:** Review, discussion and possible action to approve the following policies & procedures created by Lexipol:

- 100 Fire Service Authority
- 101 Chief Executive Officer
- 102 Oath of Office
- 103 Policy Manual

Board Chair Phyllis Ellis inquired if these directly replace what we currently have and if there was anything that compared our policies against Lexipol’s; if so, can the Board get a copy. Chief Moran replied yes, it’s convoluted but he is trying to put something together for it.

Bob Murray made a motion to table until next board meeting to give the Board the opportunity for review. Dana Law seconded. Motion carries 5 – 0 with Phyllis Ellis – yes, Dana Law – yes, Debi Wise – yes, JoAnne Ellsworth – yes and Bob Murray - yes.

Item 6: **Policies & Procedures-MJFD:** Review, discussion and possible action to approve a set of financial and administrative policies & procedures to be utilized until similar policies & procedures created by Lexipol are adopted.

Phyllis Ellis mentioned there is detailed information on location of items in office that might not be in our best interest to have in a public document, and this should

be reviewed before approving procedures. Mrs. Ellis requested of Chief Moran, if there are coordinating documents to those being replaced that those documents also be available for review prior. Chief Moran replied he is not sure that there are, but he will check and see what he can do.

Dana Law made a motion to table until next board meeting to give the Board the opportunity for review. Bob Murray seconded. Motion carries 5 – 0 with Phyllis Ellis – yes, Dana Law – yes, Debi Wise – yes, JoAnne Ellsworth – yes and Bob Murray - yes.

Item 7: **Budget Timeline:** Review, discussion and possible action to approve a timeline of events related to the Fiscal Year 2024 Financial Budget process.

Mrs. Ellis explained for the everyone's awareness, Chief Moran will provide a draft of his vision for the budget, giving the board a chance to review and make changes as necessary. Mrs. Ellis went on to explain, between the May 5th and June 14th meeting, the draft will be posted so the public can comment, and the Board can continue reviews and suggestions in prep for the June 14th meeting, hopefully agreeing upon and settle on a final budget then.

Bob Murray inquired if the Chief was aware of two pending bills, SB1263 and SB1276, with potential to take money away from the District, via property taxes. Chief Moran responded, he did hear about the agricultural one but not SB1276 and will look into it.

Dana Law made a motion to accept the budget timeline. Debi Wise seconded. Motion carries 5 – 0 with Phyllis Ellis – yes, Dana Law – yes, Debi Wise – yes, JoAnne Ellsworth – yes and Bob Murray - yes.

Item 11: **Five-Year Plan Priorities:** Review, discussion and possible action to identify and prioritize specific goals to be included in the District's Fiscal Year 2024 Five-Year Plan.

No board action taken.

Chief Moran said he doesn't like the format and asked if anyone had suggestions for a new format. Debi Wise said she could work on something like that. Chief Moran replied, Mrs. Ellsworth used a notes format and inquired if that would be a better format to use moving forward. Mrs. Ellsworth replied yes, it breaks it down. Mrs. Ellsworth added that she would like to see the building plans more than they are, in the plan and have it be regular, precise dialoged. Chief Moran responded he will come up with a couple different methods and run it by. Mrs. Ellsworth noted they would want a period of public input. Mrs. Ellis added that while year 1 is on the draft, the Board would like to see the other 4 years included also. Chief Moran replied, we can do that and further inquired of Mrs. Ellsworth if she would be available to come by to assist. Mrs. Ellsworth said she would be traveling but is available to communicate via email. Chief Moran concluded with, he has the information in the notes but it doesn't follow the format and if we change the format, that would maybe be better. Mr. Murray requested to see JoAnnes format as well, to see which one works better.

Item 12: **Water Tender 173:** Review, discussion and possible action related to the storage and use of Water Tender 173.

Mr. Murray asked if Mr. Owen Kieley was a part of the District, if Mr. Kieleys housing of the tender and provision of services with it as well as the sign Kieley has on his property would cause any insurance liabilities or legal issues. Chief Moran replied yes, Mr. Kieley is part of the District as non-op support, there are no insurance liabilities, Mr. Kieley had a CDL for over 50 years, an application, driving record and driver's license on file and the tender is not used for personal use. Chief Moran added he does not think the sign is a concern, it is at least an effective marker of where the tender can be located by firefighters and the benefits far outweigh the derogative. Chief said he can't control what people put on their fences, it's not related to us. It may look similar, but it doesn't have our name or logo on it. Dana Law added he did not see an issue with the tender being there if Mr. Kieley is on the roster and has a CDL. Mr. Law added, having water on that side of the track and someone who is running the tender periodically as opposed to letting it sit, is huge benefit for the District. Mrs. Ellis said because the sign says North Station, she would like to see Mr. Kieley take it down. Mr. Law added that yes, he can see how the sign would cause confusion and that he would like to see the sign removed also. Chief Moran replied, ok.

No board action taken.

Item 13: **Reserve Transfer:** Review, discussion and possible action to transfer funds from Operations & Maintenance budget to the Reserve Fund.

Mr. Murray asked, why now with the transfer. Chief Moran replied, because we are flushed with money and it's a good time for it especially with not having to make a second payment on a vehicle that is now paid off and tax monies coming in.

Mrs. Ellis added that this is a budgeted expense and she doesn't see any reason to hold off on the transfer until June 30th, unless someone else has a reason.

Dana Law made a motion to approve the transfer of \$13,000 from the Operations & Maintenance budget to the Reserve Fund. Debi Wise seconded the motion. Motion carries 5 – 0 with Phyllis Ellis – yes, Debi Wise – yes, JoAnne Ellsworth – yes, Dana Law – yes and Bob Murray – yes.

Item 14: **Board Meeting Agendas:** Review discussion and possible action to develop a process for Board Members to timely add items to meeting agendas.

Mrs. Ellis requests the Agenda and corresponding information be provided to the Board the Friday before the meeting, for review suggestions and adjustments, prior to the Agenda being posted. Mrs. Ellis added, the Board would then get back to the Chief by 12pm/Noon Monday, giving him time for corrections prior to its posting Tuesday. Chief Moran replied, the only exception to that would be for a Special Meeting, requiring 72 hours to post.

Robert Murray made a motion to require a draft copy of the Agenda and corresponding documents be provided to the Board prior to a Regular board meeting by end of day Friday for review, adjustments, and any requested changes which will then be provided to the Chief by 12pm/Noon Monday. Dana Law seconded the motion. Motion carries 5 - 0 with Phyllis Ellis – yes, Debi Wise – yes, JoAnne Ellsworth – yes, Dana Law – yes and Bob Murray - yes.

Item 15: **Work Session:** Discussion to provide Staff direction for scheduling a Work Session to review employment practices and or polices such as recruitment, advertising and selection that are currently used or are needed to determine the best qualified candidate for any open staff or operational position within the fire district. Elements to be considered within scope of work session may include Lexipo recommendations and SAFER Grant requirements.

Mr. Murray mentioned, since we are changing from a volunteer station to a combination paid and volunteer, he thinks there are some things we will need to change. Mr. Murray further added, it might not be a bad idea to review with the attorneys also. Chief Moran replied, in the personnel section of Lexipol, Chapter 10, covers a lot of that for us and then there are state and federal requirements.

Mr. Murray requested pertinent documents be provided to the Board for review a couple days prior to the work session. Chief Moran asked if Murray wanted the stuff from Lexipol and that there is an effort to stay organized with that. Mr. Murray replied, yes if it makes more sense to do it with Lexipol and we are taking care of two things at once.

Mrs. Ellsworth requested possession of the poster board for the work session. Chief Moran replied, sure, he needs to grab photos of it first.

Debi Wise made a motion to schedule a Work Session, Tuesday April 11th, 2023, 6:30pm to discuss the Five-Year Plan, staff direction, recruitment, Lexipol recommendations, SAFER grant requirements, and the volunteer program. Dana Law seconded the motion. Motion carries 5 – 0 with Phyllis Ellis – yes, Debi Wise – yes, JoAnne Ellsworth – yes, Bob Murray – yes and Dana Law – yes.

Item 16: **Adjourn:** Dana Law made a motion to adjourn the meeting. Debi Wise seconded the motion. Motion carries 5 - 0 with Phyllis Ellis – yes, Dana Law – yes, Debi Wise – yes, JoAnne Ellsworth – yes and Bob Murray - yes.

Phyllis Ellis adjourned the meeting at 1944 hours.

Minutes compiled and submitted by:
Denise Serna
Office Administrator