

**MINUTES OF A REGULAR MEETING OF THE
MESCAL-J6 FIRE DISTRICT GOVERNING BOARD
HELD WEDNESDAY, March 30th, 2022 AT 6:30 PM**

The meeting was called to order at 1834 hours by Board Chair Mark Lee. Present at roll call were Board Members: Mark Lee, Mary Bowen, Phyllis Ellis, and Robert Murray. Brian Hughes was absent.

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."

No public present.

Item 2: **Minutes:** Board members reviewed and discussed the minutes of the March 7th, 2022 Regular Meeting.

Mary Bowen made a motion to approve the March 7th, 2022 Regular Board minutes with correction to change two-minute to three-minute, in the Call to the Public section, Item 1. Motion seconded by Phyllis Ellis. Motion carried 4 – 0 with Mark Lee – yes, Mary Bowen – yes, Phyllis Ellis – yes and Robert Murray – yes.

Item 3: **Financial Report:** Natalie Galgano of Municipal Accounts & Consulting, provided a brief summary of the District's recent financial activities. Board Members reviewed, discussed and possible board action to approve the February 2022 Financial Report, as prepared by Natalie Galgano of Municipal Accounts & Consulting.

Mrs. Galgano stated she requested to be copied on draft minute distribution, to remain apprised of information received after she has left Board meeting calls. Mrs. Galgano added she would be available to stay the duration of meetings if the Board desired her to, while keeping her hourly rate in mind. Mrs. Galgano went on to explain, to reflect budget more accurately without reserve items hitting operations and maintenance expense items, a new line item of other income and other expenses was created to separate Reserve Fund monies from Operations & Maintenance monies. Mr. Murray requested additional footnotes on the reconciliation report to which Mrs. Galgano replied, it would be no problem to add double footnotes when information affects two reports. Chief Moran stated the warrant for the annual USDA Tender 171 payment went out this week. Chief Moran confirmed a Grant Fund account has been opened via the County Treasurer's office and the \$7,500.00 received will be deposited accordingly. Mr. Lee mentioned that after meeting with the County Treasurer, she did not like us transferring money from reserve to the warrant account and then writing checks from the warrant account. Mr. Lee gathered this instruction was to keep paper trails transparent for taxpayers, which Mr. Lee states we can and should comply with. Mr. Lee added that Fire Districts with budgets

over \$500,000.00 are subject to an annual audit rather than a financial review and that there may be additional accounting procedures required of staff in order to accommodate an audit. He suggested that Mrs. Galgano communicate with Walker & Armstrong's Jay Parke (the firm that conducts our annual reviews) to determine what changes may be necessary in anticipation of an audit. Mrs. Galgano replied that would be no problem at all and that there would be little change to the month-to-month basis, with more being conducted at year end, per her processes. Mrs. Galgano added that there was only one change required as a result of previous year's annual review, and MJFD's books are in good shape and ready to be audited.

Mary Bowen made a motion to approve the February 2022 Financial Report. Phyllis Ellis seconded. Motion carries 4 – 0 with Mark Lee – yes, Mary Bowen – yes, Phyllis Ellis – yes and Robert Murray – yes.

- Item 4:** **Fire Chief Report:** Fire Chief John Moran presented a summary of current events pursuant to A.R.S. § 38-431.02(K). as they relate to administrative and operational activities at MJFD, including information regarding incident response, training, vehicle and facility maintenance, legislative issues, and/or other relevant topics. No board action was taken.

Chief Moran explained that incident response was estimated due to a software glitch with incident reporting, but Emergency Reporting fixed it right away. Chief Moran informed that new hire training is taking place inclusive of driver training on using a clutch, with basic wildland firefighting class still scheduled for the last two weekends of April. Pump testing is about to begin with WW Williams from Phoenix on two of our units. K & R Automotive confirmed receipt of \$13,000.00 down payment for the Ford engine and the unit is ready to be towed, leaving us with no small brush truck. Chief Moran stated he has located a truck from another agency, and we are just awaiting permission from the city manager. As soon as confirmation is received, the Board will be notified. Chief Moran communicated that he would try to connect with the agency doing current paving work to possibly save on the Helipad project. Confirmation has been received that the helipad account has been created. Chief Moran announced that Mike Nervick, our EMS coordinator, will be taking over billing of incidents for Fire Recovery. Additionally, Benson Hospital will be hosting Bagels and Blood Pressure Friday, April 1st at the Admin building. Chief Moran stated, the hospital is looking to provide more services in the future here, in accordance with community support and participation. Chief Moran noted it will be a tough wildland season with some of the most extreme fire behavior occurring in 20 years. Please be careful burning, we'd prefer that you didn't burn at all but if you must, please let us know and be safe.

- Item 5:** **Reserve Fund Expenditure:** Reviewed, discussed and possible action to change last month's approval of a \$6,958.16 expenditure for firefighter protective gear, to be charged against the operations & maintenance fund, instead of the reserve fund. No Board action taken.

Fire Chief, John Moran stated with costs rising, the first and second quote received are

too high. Chief Moran added, we need to start over with the quotes and shop around for a better price. Mr. Mark Lee recommended paying this cost from the operations account.

Item 6: **Adjourn:** Mary Bowen made a motion to adjourn the meeting. Phyllis Ellis seconded the motion. Motion carries 4 – 0 with Mark Lee – yes, Mary Bowen – yes, Phyllis Ellis – yes and Robert Murray – yes.

Mark Lee adjourned the meeting at 1911 hours.

Minutes compiled and submitted by:
Denise Serna
Administrative Assistant