

**MINUTES OF A REGULAR MEETING OF THE
MESCAL-J6 FIRE DISTRICT GOVERNING BOARD
HELD WEDNESDAY, April 24th, 2024, AT 6:30 PM**

The meeting was called to order at 1830 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, presented Board members with paperwork (included as an attachment in the District's official minutes) inclusive of concerns and inquiries regarding the AG form presented at the Work Session, training packet from Work Session received in a records request, budgeting inclusive of salaries, posting of the full-time firefighter position, Districts competitiveness with other Districts regarding staffing, pay, benefits and how District plans to address staffing issues overall, Agenda items regarding staffing and meeting minutes of discussions. Mrs. McCool additionally stated the Ombudsman will be conducting an official investigation.

Item 2: **Minutes:** Review, discuss, and possible action to approve the Draft minutes of the March 27th, 2024, Regular Board Meeting.

Dana Law made a motion to approve the March 27th, 2024, Regular Board meeting Draft minutes. 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 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 March 2024 Financial Report, as prepared by Natalie Galgano-Pinkley of Municipal Accounts & Consulting.

Dana Law made a motion to accept as given the March 2024 Financial Report. 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.

Discussion took place regarding the following:

- Cochise County expense / garbage dump fees
- AZ Flora payments

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:

- Alternative roofing options for the Administration building
- Bids for roofing and concrete
- Posting of full-time firefighter position
- Location of election forms
- Signatures being gathered for election
- Boards request to see firefighter Peralta's offer letter, once signed
- Input on ownership of copy righted material from Lexipol

Item 5: **Standard Operating Policies:** Review, discussion and possible action to approve the following policies:

210 Solicitation of Funds
306 Response Time Standards

Bob Murray made a motion to approve policies 210 and 306 with corrections as discussed. Dana Law seconded the motion. Motion carries 5-0 with Phyllis Ellis – yes, Dana Law- yes, Debi Wise – yes, JoAnne Ellsworth- yes and Bob Murray – yes.

Discussion took place regarding the following:

- Policy 1014 not included / previously tabled
- Response time

Item 6: **FY 2024/2025 Budget:** Discussion related to the District's Fiscal Year 2025 budget may be discussed. Topics may include the acquisition or disposal of District assets, future needs, current and future tax collections and other topics directly related to the upcoming budget process. Actions may include directing staff to provide specific budgetary and/or expenditure information at a future meeting or work session, but the board will take no action to approve/adopt a Fiscal Year 2025 Budget at this time.

No Board action taken.

Discussion took place regarding the following:

- Natalie Galgano-Pinkleys materials/forms presented at Work Session
- Listing of hose replacement in budget under supplies
- AG form adjustments to be discussed further at Work Session
- Restricted funds going into budget

Item 7: **FY 2024/2025 Five-Year Plan:** Review of existing five-year plan followed by discussion and suggestions for revisions to the FY2024/2025 Five-Year Plan. Topics for discussion may include property acquisition, future development, tax rates, future facility and staffing needs and other topics related to the District's goals for the next five-years. Actions may include directing staff to provide specific expenditure information at a future meeting or work session, but the board will take no action to approve/adopt a Fiscal Year 2025 Five-Year Plan at this time.

No Board action taken.

Discussion took place regarding the following:

- Barn condition and usage suggestions
- Staffing of additional full-time firefighters
- Firefighter testing and testing dates
- Advertising of firefighter positions additionally on social media
- Seeking candidates with EMT certification
- Firefighter hiring process
- Posting of RFP for full-time firefighter position
- Outdated equipment
- Implications of an additional full-time salary on budget
- Reprioritization of items on Five-Year Plan
- Over worked personnel
- Grants
- Current Grant writer
- Benefits of a financial manager
- Obtaining information on costs and hiring process of a financial manager

Item 8: **Firefighter Training:** Chief Moran will provide details related to Cochise Community College's Fire Science and Emergency Medical Technician curriculum, tuition, and what cooperative efforts the District and college can take to increase the pool of certified firefighter/EMT personnel from which to recruit from.

No Board action taken.

Discussion took place regarding the following:

- Contact/follow up with Cochise Community College regarding Emergency Medical Technician curriculum

Item 9: **Apparatus Storage/Staging:** Review, discussion and possible action related to the strategic staging and/or storage of District fire suppression apparatus.

No Board action taken.

Discussion took place regarding the following:

- Tender 173
- Owen Kieley's volunteer status
- Personnel training on Tender 173
- Accessibility of Tender 173 and keys

Item 10: **Reserve Transfer:** Review, discussion and possible action to transfer monies to the Reserve Fund and/or encumber funds for purchases that may not be complete by the end of this fiscal year.

Debi Wise made a motion to transfer \$20,000 from contingency and emergency fund and \$20,000 from Reserve for future years that we budgeted, to the Reserve account. JoAnne Ellsworth seconded the motion. Motion carries 5-0 with Phyllis Ellis – yes, Dana Law- yes, Debi Wise – yes, JoAnne Ellsworth- yes and Bob Murray – yes.

Discussion took place regarding the following:

- Funds available
- Incumbering of funds
- Interest gains

Item 11: **Adjourn:**

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

Discussion took place regarding the following:

- Work Session scheduled 5.08.2024
- May Regular Meeting scheduled 5.29.2024

Phyllis Ellis adjourned the meeting. Meeting End Time 1936 hours.

Minutes compiled and submitted by:

Denise Serna

Office Administrator