

**MINUTES OF A REGULAR MEETING OF THE
MESCAL-J6 FIRE DISTRICT GOVERNING BOARD
HELD ON Wednesday, April 26th , 2017 at 6:30 PM**

The meeting was called to order at 1832, by Board Chair Mark Lee. Present at roll call were Board Members Mark Lee, Jerry Conrad, and Sue Dupee. Absent at roll call were Board Members Jerry Conrad, Mary Bowen, and Owen Kieley. Sue Dupee arrived at 1834.

Item 1: Minutes: Owen Kieley made a motion to approve the February 22nd, 2017 minutes with no changes, Jerry Conrad seconded. Motion carries 5-0.

Item 2: Financial Report: : Chief Moran gave an update on the District's financial status. He explained that there were a few extra expenses this month to explain why the expenses this month were higher than normal. These were the Annual Dispatch Payment to the City of Benson, the new tires for brush 171, and the Wicked Limitz order that will be payroll deducted from the firefighter's paychecks. Mark Lee read two emails between the districts CPA and Leigha Woolums (attached). The first explained that the financial statements for February will look a little different because the CPA needed to correct the tax payments that were inputted incorrectly in the past, and the seconded addressed a mistake in the profit and loss reports and how the CPA intends on fixing said problem.

Owen Kieley made a motion to approve the January financial statements. Jerry Conrad seconded. Motion carries 5-0

Jerry Conrad made a motion to approve the February financial statements. Sue Dupee seconded. Motion carries 5-0

Owen Kieley made a motion to approve the March financial statements. Sue Dupee seconded. Motion carries 5-0.

Sue Dupee wanted to go on record to say that although there might sometimes be mistakes on how the reports are the numbers always match up and the accounts always reconcile, and that she believes that the money is being used with the upmost integrity.

- Item 3: Fire Chief Report: Chief Moran gave an update on Sawmill fire. At that time, it had grown to 43,500 acres with a 10% containment. Depending on the weather the District may need to do an evacuation the next day.
- Incidents: Chief stated that Mescal J-6 Fire District responded to 38 incidents during the month of March 2017, with an average turnout time of three minutes and fifty-four seconds.
- Apparatus Maintenance: Chief Moran stated that Brush 171 suffered a blowout on return from a mutual aid incident with Rincon Fire District. Upon inspection, the other three tires were replaced due to excessive wear.
- Billing: Chief Moran advised the community that Leigha Woolums and Sean Kuhn conducted a writing billable reports training in hopes to increase our odds of obtaining payment from insurance companies in the future.
- Payments: Chief Moran stated that the annual dispatch payment to the City of Benson has been issued for this year.
- Training: Chief Moran advised the community that Firefighter Kearney held a training at the Head Start daycare in Benson for parents of children there on basic CPR First Aid, and she is also working toward obtaining her American Heart Association CPR Instructor certification. This certification will save the District money in training fees, and travel. Board Member Owen Kieley recommended that we should think about giving Firefighter Kearney a stipend for her time teaching the class, and for her saving the district money. Chief also stated that Leigha Woolums will be going to a training May 5th hosted by the districts CPA, HBL CPA's that should shed some light on the new minimum wage/sick time laws going into effect in July.
- Firefighter probation: Chief Moran recognized two firefighters that have completed their one-year probation with the District. Cody Akers who completed his probation December 1st, 2016 and Gunner Cain who completed his probation February 28th, 2017. Chief stated that the District will be planning a pinning ceremony in the future for these firefighters.
- State Fire Meeting: Chief Moran stated that there is a meeting scheduled for 4/27/2017 at 1900 hours at the Community Bible Church. State fire officials will be hosting this meeting to discuss the Sawmill fire, their plan of attack, and to answer any questions the community has.
- Radio purchase: Chief received a bid for a directional antenna to be installed over at dispatch.
- Posting notices: Chief Moran advised the board that the District has gone live with the Next Door Mescal account that has been discussed, to help with distribution of information during the Sawmill fire.
- Item 4: Annual Financial Review, FY16- There was discussion between board members and Chief Moran about some of the changes that were made to the books during the Annual Financial Review. Chief Moran advised the board that there were some changes made in QuickBooks during the review, but they were mistakes made in the inputting of information especially in the Tax payment portion. He also stated that our bill from HBL CPA's was so high last month (\$3,000) because of the hours they spent with Ludwig and Klewer fixing all the mistakes dating back to the formulation of the District. Owen Kieley made a motion to approve the Annual Financial review as it is, and Jerry Conrad seconded. Motion carried 5-0.

- Item 5: Budget Timeline, FY 2018: Chief Moran presented a proposed timeline to the district for the 2018 fiscal year budget planning. He stated that to stay in compliance with the counties deadlines the District will need to follow the timeline diligently. (Document attached)
- Item 6: USDA Lease Payment: Mary Bowen made a motion to issue a \$14,772 warrant for the Tender 171 lease payment from the USDA Sue Dupee seconded. Motion carries 5-0.
- Item 7: Job Descriptions: Chief Moran requested to strike item 7.
- Item 8: Community Use of MJFD Facilities: Discussion between board members about community use of MJFD facilities. Mark Lee stated that he did not want to charge people to use the facilities, and that he also didn't feel comfortable requiring all groups to provide insurance. Chief Moran stated that our current insurance company VFIS stated that would charge the District a higher rate if we did not require each group to provide insurance coverage. Mark Lee stated that he would rather pay a higher rate than to require every group to provide a policy. The rest of the board members agreed, and they stated that they will decide on a case by case basis on whether insurance will be required. On the proposed Mescal J-6 Fire District Community Use Agreement (Attached) the board proposes to change the wording on item 10 to "may need to provide insurance" and to strike item 1 on the agreement because they do not wish to let people use the bays at station 1 to ensure day to day operations are not interrupted. Owen Kieley made a motion to accept the proposed Mescal J-6 Facilities Use Agreement with the changes made to Item 10, and Item 1, Jerry Conrad seconded. Motion carries 5-0.
- Item 9: Call to the Public** Mary McCool requested to address the Board. Ms. McCool wished to voice her appreciation to Leigha for pursuing the CDO's questions and forwarding them to the CPA and getting answers.
- Item 10: Adjourn: Jerry Conrad made a motion to adjourn at 1926 hours, Mary Bowen seconded. Motion Carries 5-0.

Minutes compiled and submitted by:

A handwritten signature in cursive script that reads "Leigha Woolums". The ink is dark and the signature is fluid, with the first name "Leigha" and last name "Woolums" clearly distinguishable.

Leigha Woolums, Administrative Assistant

DATE 4-28-2017