

**MINUTES OF A REGULAR MEETING OF THE
MESCAL-J6 FIRE DISTRICT GOVERNING BOARD
HELD WEDNESDAY, April 27th, 2022 AT 6:30 PM**

The meeting was called to order at 1836 hours by Board Chair Mark Lee. Present at roll call were Board Members: Mark Lee, Phyllis Ellis, and Robert Murray. Brian Hughes attended via Zoom. Mary Bowen 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 30th, 2022 Regular Meeting.

Phyllis Ellis made a motion to approve the March 30th, 2022 Regular Board minutes. Motion seconded by Robert Murray. Motion carried 3 – 0 with Mark Lee – yes, Phyllis Ellis – yes and Robert Murray – yes. Brian Hughes abstained.

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 took to action to approve the March 2022 Financial Report, as prepared by Natalie Galgano of Municipal Accounts & Consulting.

Robert Murray made a motion to approve the March 2022 Financial Report as printed. Phyllis Ellis seconded. Motion carries 4 – 0 with Mark Lee – yes, Brian Hughes – yes, Phyllis Ellis – yes and Robert Murray – yes.

Mrs. Ellis inquired on the profit and loss year to date and whether the \$52,000.00 was out of the reserve account, stating that it was still cloudy on how it coincides there. Mrs. Galgano responded that this was part of the discussion they had last month; since it is all in the same Quickbooks there is no way to separate it out of the overall reporting without separating Quickbook funds. In budgeting you have an income to offset the expense but overall, it is \$52,000.00 out of your reserve, which is also included in your balance sheet, cash and assets. Mrs. Ellis went on to state that it's safe to say that for this year we are really running at \$15,000.00 and that this number is really where we are at profit wise, if we are not looking at the reserve. Mrs. Galgano responded with yes, you are correct, if you take the reserve spending out of that negative.

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 stated he is only able to report that we ran 43 calls in March, we are still having some issues with Emergency Reposting and statistics weren't available. Chief explained that he filed a support ticket and expects it to be resolved soon. Chief included that historically ERS has worked very good for us however they were recently purchased by another company and that company is making some changes, which he suspects is the source of our recent issues. Chief added that when he does get that data he will update the report and send it back out again.

Chief Moran reported the following to the governing board:

- Admin staff conducted training on incident billing and Firefighters are training on basic skills and driving.
- Chief and Captain Olander met with staff/firefighters from the US Forest Service at the Mescal Movie Set. Chief explained, the movie set is on State land but if there is a wildfire, Federal land is close enough for it to be a concern to the Feds. Chief Moran further included, the set is outside of MJFD boundaries but if there was a fire, it makes sense that MJFD would be actively involved with fire prevention and pre-planning activities. The number of people on the set can vary between 100 to 1000 people, which greatly increases the possibility that MJFD will be called upon to provide emergency medical services to visitors. Chief stated, with that in mind, it is his intention to install an AED in a strategic location and Firefighter Kearney will soon be providing their staff with CPR education/certification. Mr. Murray inquired out of curiosity, who's jurisdiction it is and wondered who would respond. Chief Moran replied, it was no man's land/state land, but MJFD would respond. Chief Moran added, we didn't annex it otherwise we would not have been able to bill if we fight fire on it. Mrs. Ellis stated, she heard that this was the location where, if there was a large fire around here, that this was the designated headquarters location. Chief Moran responded, they were investigating the possibility because its open and there is that landing pad there for a helicopter, but he believes it would be unlikely. Mrs. Ellis went on to include that somebody said they heard it on the news.
- The 2011 Ford 550 is still in shop at K & R but the company has been hit hard by the flu and experienced loss of mechanics for at least a week. Chief added, he was told today that the engine swap was under way and provided everything runs smoothly, they anticipate having it done Thursday, May 5th. Chief added, with that in mind and the scope of the project, he does not foresee it running smoothly and anticipates it taking longer than May 5th.
- Brush 171 was returned to service Monday. Quality Transmission in Sierra Vista did the work and knowing we needed the vehicle back in a hurry, it was put at the front of the line and returned to us quicker than he expected. He added that is very

happy with the work they did, and we will use them again if the need arises. Chief states cost was right at \$1,500

- The recent high winds removed several shingles from the Administration building roof. He has not had the chance to look at it yet, but he thinks he will be able to do most of the repairs himself for now but added we do need to be thinking about replacing the roof in the next year or two. He also reported that time has not been kind to the Station 172 pump house and barn. It needs much of the siding replaced and a new coat of paint. The apparatus barn is sinking into the ground and he is not sure how much work will be required there, but it might behoove us to hire a local handyman to at least dress up that pump shed before it becomes too much work to accomplish cheaply.
- The AZ Department of Forestry and Fire management issued new billing procedures, we just ran our first call that we are able to bill for and he hopes to get that out to them sometime next week.
- He received confirmation that the drainage easement north of 171 belongs to the District, and Cochise County has given approval to tie in a new culvert and back fill the ditch, which will take care of the trip hazard. Chief added, he hopes to get this done before the coming Monsoon but it's unlikely with all that they have going on right now.
- Toni Smith reported that upon completion of tax filing services on April 12th, 114 State and Federal tax returns were submitted on behalf of residents of Mescal/J6 and surrounding areas.
- We received a refund of \$770.29 for overpaid withholding tax from the state of Arizona.
- We received notice from Amtrust that they will not renew our policy this year. Chief further explained, they were the only assigned risk carrier in Arizona and that they are pulling out of AZ completely. Chief Moran assumes this has to do with Arizona's requirement to cover cancer if a firefighter is diagnosed. Chief states that he has been in touch with our broker, and they assured him we will have coverage of some kind in place by July 1st, when the current policy expires.
- Chief has begun creating RFPs for Station 171 drainage and Station 172 helipad improvements.
- Chief Moran concluded his report by stating our accountant, Mrs. Galgano, spoke with Walker & Armstrong, who estimates \$8,500.00 to \$10,000.00 in financial audit costs. Chief explained that, considering there are currently no procedures in place necessary for a successful audit, it was suggested we use the higher estimate. Chief urges we consult with our accountants to implement the necessary requirements this fiscal year, giving us plenty of time to work through any bugs so we are prepared when an annual financial audit becomes necessary.

Mr. Mark Lee inquired about the tender payment he noticed in the financials and asked as to how many more payments remained. Chief Moran replied, we have four more payments, paid annually. Chief added, he thought we might consider paying it off but with all the apparatus problems we had, we really overspent that line item and that it would

not be a wise move this year. Mr. Lee voiced, it might be something to consider for next year.

Item 5: Base Hospital Agreement: Review, discussion and possible action to renew the District's agreement for Medical Control service provided by Tucson Medical Center.

Brian Hughes made a motion to table until a later date. Robert Murray seconded the motion. Motion carries 4-0 with Mark Lee – yes, Phyllis Ellis – yes, Brian Hughes – yes, and Robert Murray – yes.

Mr. Lee stated, this is something we do every 2 years, and we have until August to get it done. Mr. Lee added, prior to the meeting Chief Moran mentioned there are still some things outstanding that he would like to look into before a decision is made, suggesting we put it on hold for now.

Chief Moran reminded/confirmed, there is a budget meeting next week, Wednesday at 1830.

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

Mark Lee adjourned the meeting at 1901 hours.

Minutes compiled and submitted by
Denise Serna
Administrative Assistant

