

**APPROVED MINUTES OF A REGULAR MEETING OF THE MESCAL-J6 FIRE DISTRICT
HELD ON Wednesday, May 25, 2016**

Meeting was called to order at 18:37 by Board Chair, Mr. Mark Lee. Present at roll call were Board Members, Mark Lee, Mary Bowen, Dan Simmons, Jerry Conrad, and Sue Dupee. A quorum existed.

Item 1: Minutes: Minutes from the Regular Board Meeting held on April 27, 2016 and the minutes from the Special Board Meeting held on May 9, 2016 were reviewed by the Board. Mr. Lee informed Ms. Stites that there was a typo in Item 3, second page; option should be opinion. Mr. Simmons informed Ms. Stites that in Item 8, the last sentence, conquered should be concurred. Mr. Conrad made a motion to approve the April 27 minutes, with corrections noted above. Mr. Simmons seconded the motion, which carried 5-0.

Minutes from the Special Board Meeting held on May 9, 2016 were reviewed. Mr. Simmons made a motion to approve the minutes, with Mr. Conrad seconding the motion, which carried 4-0. Mrs. Bowen was not in attendance on May 9, so she did not vote.

Item 2: Financial Report: Chief John Moran gave a report with the following details

- April 2016 revenue projection: \$38,892 – actual: \$27,567 with a difference of \$11,325
- April 2016 expenditure projection: \$23,847 – actual: \$18,902 with a difference of \$4,945
- So far in FY 2015/2016, the District has had total expenditures of \$199,706.27, with projected expenditures of \$292,224.00, leaving a remaining balance of \$92,627.73, or 32 percent of the budgeted allotment
- Chief noted that the District has an additional \$52,167 of tax revenue due, or 19 percent, by the close of business June 30, 2016
- Chief notified the Board that although the financial documents were emailed to them prior to this meeting, it is the District's goal to have the documents available on the District's website prior to the June 29, 2016 meeting

Mrs. Bowen made a motion to approve the Monthly Certificate of Compliance. Mr. Conrad seconded the motion, which carried 4-0, with Mr. Simmons abstaining due to the fact that he had not reviewed the financial documents.

Item 3: Fire Chief's Report:

- Chief Moran said that the District responded to 39 calls in April, with an average turnout time of 3:20.
- Training in April included, extrication, blood borne pathogens, CPR refresher, and ground ladders. Chief noted that there is cooperation with DPS and Cochise County regarding training and protocols for apparatus staging, scene management, etc. Chief said that he has been hearing positive feedback regarding this endeavor. He also said the he would be attending one of the trainings himself, in Willcox, in the near future.
- In recognition of EMS Week, HCl is conducting a helicopter landing training and BBQ on Thursday, May 26, 2016. MJFD is sending several firefighters and Rescue 171.
- MJFD is also sending two firefighters to the Ropes Class in Yarnell, for three weekend trainings in June. Chief noted that ropes are part of training, to be prepared for all emergencies.

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- No major issues or repairs with any of the apparatus', buildings, or equipment in April.
- Ms. Stites notified Mrs. Bernal, and Mr. Schelling that the Governing Board approved changing it's monthly meeting date to the last Wednesday of each month, starting with the May 26, 2016 meeting.
- Chief explained that on the District's quarterly statements for legal fee charges, there is always a difference in that sum and the actual amount of withdrawal. Mrs. Bernal told him that the extra charge is for a five cent charge for each Warrant.
- Chief noted that Mrs. Dupee was forced to get AFDA training materials through a correspondence course because AFDA is not conducting the required trainings at their summer conference. They also do not have the courses online as they promised. The training material was a \$200 expense. Mr. Lee and Chief discussed the fact that the District pays \$575 per year for the membership with no real benefits to the District, and although it is not cost effective to the District, we are required to be members.
- Chief said that the Federal Government is significantly cutting firefighting grants in the next fiscal year.
- Mr. Lee verified with Chief that the reporting duties between MJFD administrative staff and the District's CPA have been ironed out and working properly at this point. Chief said that the duties have been defined and that the preparation for this meeting went very smoothly.

Item 4: Board Member Elections: Chief explained that he received Governing Board Election materials from Cochise County. The election will be held November 8, 2016. He gave a small list of some of the particulars, including fees, applications, rules, etc. He also presented an "Election Calendar" with a schedule of all of the events associated with the election. Chief said that he has these election packets for potential candidates, and anyone interested can contact himself, or Ms. Stites.

Of the two members of the current Board whose term ends this year, Mr. Dan Simmons, and Mrs. Sue Dupee, only Mrs. Dupee indicated that she intends to run in the November 2016 election, for the MJFD Governing Board. Mr. Simmons indicated that he does not intend to run.

Item 5: District Website: Chief Moran has been in contact with organizations to consult on and or design a new version of the MJFD Website. The Board identified some areas where they would like to see improvements, additional information, and changes. They include: Storage for financial and other District documents so that everyone who wants them has access to them from their own computer, listing of Board members and employees along with contact information, an events calendar, call response information, and burn permit information, to name a few.

Chief will attempt to get bids for this service now that he has more of an idea of the scope of what the District needs.

Item 6: Copy Machine: The Administration Office's main copy machine is out of order. Fixing it is not the best, cost effective option and Chief is recommending the purchase of a machine that will have copy, print, scan, and fax in black and white and in color. Mrs. Bowen made a motion to approve the purchase of a new main copy machine, with Mr.

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Simmons seconding the motion, which carried 5-0. Ms. Stites will begin the procurement process for this copier.

- Item 7: Stipend Rates: Chief explained that because the District is forced to obtain a new Worker's Compensation Insurance provider, he is completing the work involved with just providing information to get a quote. He made the following recommendations:

NOW THEREFORE, the Mescal-J6 Fire District resolves as follows:

1. That the basis for computation of workers' compensation insurance premium payments and benefits for a volunteer firefighter shall be \$500.00 per month.
2. That the basis for computation of workers' compensation insurance premium payment and benefits for volunteer administrative personnel shall be \$400.00 per month.
3. That the basis for computation of workers' compensation insurance premium payment and benefits for salaried or hourly employees shall be based on the average of the actual wages paid in the preceding six months.

Mrs. Bowen made a motion to accept Resolution 2016-001. Mrs. Dupee seconded the motion, which carried 5-0.

- Item 8: Handicap Access – Administration Building: Chief explained to the Board that the District is compliant with handicap access to the building but it is not convenient to use. He is looking to find a contractor that will submit a bid to obtain access through one of the doors on the east side of the building. It has been a challenge to find a contractor for this project, and the suggestion was made to sweeten the deal and add painting the building to the project list, hoping that a bigger job would entice more contractors and perhaps more bids would come in.

- Item 9: Open Meeting Law Complaint: Chief gave an update on the May 2, 2016 complaints alleged by the Mescal J6 Mescal Community Development Organization. The deadline for Ms. Owen's reply in this matter, on behalf of the District, is July 5, 2016.

- Item 10: Public Records Complaint: Chief Moran gave an update on the May 19, 2016 complaint. He said that the District's attorney, Ms. Lauri Owen, has applied for and received an extension on the District's reply in this matter. The extension gives her a new deadline of June 1, 2016. Chief did not have a copy of her draft, so he could not comment on the response.

- Item 11: Arizona State Forester Rate Agreement: Chief told the Board that there are some changes to the Agreement, which include:

- Four personnel on an apparatus such as the District's Engine 171
- Driver must have CDL to operate an apparatus such as the District's Tenders. Currently, the District has only one CDL operator. This fact caused Chief to remove the District's Tender from the available list, which is unfortunate because MJFD was next on the list for utilization.

Mr. Conrad made a motion to approve the Arizona State Forester Fire Rate Agreement. Mr. Simmons seconded the motion, which carried 5-0.

- Item 12: Budget Update: Chief notified the Board that the District met the deadline for the posting of the Budget, and will be well within the twenty day posting requirement by the time of the June 6, 2016 Special Meeting which will be held to adopt the budget. Chief Moran verified to Mr. Lee that it is still an expectation to make a contribution of

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\$20,000 to the Reserve Account, and carryover \$60,000 to the new Fiscal Year beginning July 1, 2016.

Item 13: Administrative Personnel: Chief said the expense is too great to hire an additional administrative staffer and this revelation had led him to considering volunteer opportunities with the Fire Corps. At this time, Chief asked Mr. Lee if he could move on to Item 14 to continue the discussion about Administrative Personnel.

Item 14: Fire Corps: Chief said the Fire Corp was established in 2009 as a program of the Federal Government, but doesn't provide firefighters, but does provide support personnel. Because the volunteers with the Fire Corps have training from the Corp, it overcomes the barrier of providing necessary training, which would ordinarily be the responsibility of the District.

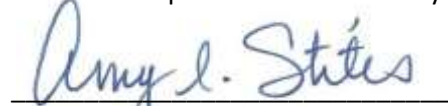
Chief also said there is a beneficial recruiting avenue, called Makemeafirefighter.com, for firefighters interested in volunteer opportunities as well. Chief has recently registered MJFD with this resource

Mrs. Bowen made a motion to move ahead with the Fire Corps program. Mrs. Dupee seconded the motion, which carried 5-0.

Item 13: Call to the Public: Mrs. Mary McCool, a resident and Chair of the CDO, gave the Board a handout which gave a list of questions that she would like answered.

Item 14: Adjourn: Mr. Conrad made a motion to adjourn, Mrs. Bowen seconded the motion which carried 5-0. Mr. Lee declared the meeting adjourned at 19:59 hours.

Minutes compiled and submitted by:



Amy Stites, May 27, 2016