

**MINUTES OF A REGULAR MEETING OF THE
MESCAL-J6 FIRE DISTRICT GOVERNING BOARD
HELD WEDNESDAY, June 28th, 2023, AT 6:30 PM**

The meeting was called to order at 1831 hours by Board Chair Phyllis Ellis. Present at roll call were Board Members: Phyllis Ellis, Debi Wise, JoAnne Ellsworth and Bob Murray. Dana Law attended via Zoom. 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 regarding Annual Budget processes and the time frame in which relevant information is provided.

Item 2: **Minutes:** Review, discuss, and possible action to approve the Draft minutes of the May 31st, 2023 Regular Board Meeting and the Draft minutes of the June 14th, 2023 Special Meeting and Public Hearing.

Debi Wise made a motion to approve the May 31st 2023, Regular Board meeting Draft minutes. Dana Law seconded. Motion carries 5 – 0 with Phyllis Ellis – yes, Dana Law – yes, Debi Wise – yes, JoAnne Ellsworth – yes, and Bob Murray - yes.

Bob Murray made a motion to approve the June 14th Special Meeting and Public Hearing Draft minutes with correction to Item 3, 2nd to last sentence, change "Chief" to "she; Item 4, 2nd paragraph, add "Reserve" before budget; add Special Meeting to the minutes main heading. 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, will provide a brief summary of the District's recent financial activities. Board Members to review, discuss and possible board action to approve the May 2023 Financial Report, as prepared by Natalie Galgano-Pinkley of Municipal Accounts & Consulting.

Debi Wise made a motion to accept as given the May 2023 Financial Report. 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.

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.

Phyllis Ellis requested of Chief Moran at a later date, a presentation on information obtained at the Station Design Conference he and Captain Olander attended.

Bob Murray requested Chief Moran to do year to date on monthly calls.

Item 5: **Apparatus Payoff:** Review, discussion and possible action to pay off the USDA loan for Tender 171.

Dana Law made a motion to pay off the Tender 171 loan from Fiscal Year 2024 Operation and Maintenance Budget in amount of \$9,534.60. 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.

Item 6: **Facility Repairs:** Review, discussion and possible action to approve a bid to re-shingle the Administration Building roof.

JoAnne Ellsworth made a motion to approve no more than \$21,000.00 to move forward with removing roofing shingles and the installation of a metal roof on the Administration building. 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 type of roof needed, work needed, bids received and possible weather implications.

Item 7: **Year End Expenditures and Transfer to Reserve:** Review, discussion and possible action to approve expenditures for equipment, building repair &

maintenance, and transfer any surplus funds remaining in the Operations & Maintenance fund to the Reserve Fund.

Debi Wise made a motion to transfer \$25,000.00 from Operation and Maintenance Budget to the Reserve. JoAnne Ellsworth seconded the motion. Motion carries 4 - 0 with Phyllis Ellis – yes, Dana Law - abstain, Debi Wise – yes, JoAnne Ellsworth – yes and Bob Murray - yes.

Discussion took place regarding monies remaining on line items, leaving funds remaining to flow forward to next year and a transfer to Reserve.

Item 8: **Employee Benefits:** Discussion and possible action regarding any and all employee benefits including but not limited to paid time off, insurance, etc.

No Board action taken.

Discussion took place regarding employee benefits, insurance, employee uniforms/gear cost and paid time off/ holidays, to be further reviewed and considered for policy addition/renewal at a later date.

Item 9: **Public Records:** Review, discussion and possible action to revise current policy regarding Public Records.

No Board action taken.

Discussion took place regarding previous Ombudsman directive regarding public records.

Item 10: **Arizona Auditor General Budget Form:** Review, discussion and possible action related to the FY2024 Fire District Annual Budget Form 5-23.

No Board action taken.

Discussion took place regarding the Arizona Auditor General Budget form, useability, adjustments and what will be submitted on the form.

Bob Murray requested a meeting with Chief Moran and Phyllis Ellis for Murrays own additional review. Meeting scheduled tentatively for Friday, 6.30.2023.

Item 11: **Lexipol Contracts:** Review, discussion and possible action related to the policy subscription and grant writing agreements between MJFD and Lexipol.

No Board action taken.

Discussion took place regarding copyright law concerns, implications of subscription interruption, contract review and possible attorney review.

Item 12: **Annual Budget Process:** Review, discussion and possible action regarding the annual budget preparation process.

No Board action taken.

Discussion took place regarding having additional procedures in place related to the Annual Budget Process for review at a later date.

Item 13: **Adjourn:**

Debi Wise made a motion to adjourn. Bob Murray seconded the motion. Motion carries 4 - 0 with Phyllis Ellis – yes, Dana Law - abstain, Debi Wise – yes, JoAnne Ellsworth – yes and Bob Murray – yes.

Phyllis Ellis adjourned the meeting. Meeting End Time 1956 hours

Minutes compiled and submitted by:

Denise Serna

Office Administrator