

**APPROVED MINUTES OF A REGULAR MEETING OF THE MESCAL-J6 FIRE DISTRICT
HELD ON MONDAY, July 6, 2015**

Meeting called to order at 18:33 by Board Chair Lee. Present at roll call were Board Members Mark Lee, Jerry Conrad, Mary Bowen, and Dan Simmons. Steve Hoffman was absent; a quorum existed.

Item 1: Minutes: Board members were provided with the minutes from the June 1, 2015 regular meeting and the June 15, 2015 Special Board Meeting. A Motion to approve the June 1 minutes, as written, was presented by Mr. Simmons, seconded by Mr. Conrad, motion passed 3-0. Mr. Simmons made a motion to approve the June 15 Special Board Meeting minutes, with Mr. Conrad seconding the motion. The motion passed 3-0. Each Board Member was given a set of Executive Session Meeting Minutes from July 15, 2015 and asked to review for approval. Mrs. Bowen made a motion to accept the Executive Session Minutes as written, while Mr. Simmons seconded the motion, which carried 4-0. All copies of Executive Session Minutes were collected and destroyed by Chief Moran.

Mrs. Mary Bowen arrived at 18:38 hours.

Item 2: Treasurer/ Admin Report: Mrs. Bowen distributed and read the HB2572 Compliance document, with May 2015 data enclosed, to the Board Members and Chief Moran. She made special mention of the projections being on the reverse side of the document. She also presented a document obtained from Mr. Tom Schelling, which is used by Sunsites and Pearce Fire Districts, to display the data required to be compliant with HB 2572. Mrs. Bowen said the form MJFD currently uses has more information available than the form Mr. Schelling provided, but is willing to complete both forms to capture as much information as possible and to achieve as great of transparency as possible. The Board asked to see the new document with the first report of Fiscal Year 15/16 data, which will be at the September 2015 Board Meeting. Mr. Conrad made a motion to approve the Financial Summary presented by Mrs. Bowen, Mr. Simmons seconded the motion, which passed 4-0.

Item 3: Warrant Report: Treasurer Bowen provided copies of the financial reports and balances as follows: Warrant Account \$37,379.59; National Bank \$18,134.87; Reserve Account \$103,519.98; and Petty Cash \$300.94; with a total of all accounts \$159,335.38. A motion to approve the account balances and warrants as reported, by Mr. Simmons and seconded by Mr. Conrad. Motion carried 4-0.

Item 4: Fire Chief Report: Chief Moran presented his Chief's report.

- There were 32 incidents responded to in the month of July with an impressive turn out time of 3:20.
- VFIS Driver Training continues. Chief Moran, Lt. Battles, and FF Nastasio attended documentation training provided by Arizona State Forestry, so they may better report on wildfire assignments.
- Building and vehicle maintenance was minimal in June.
- Incident billing for non-residents has picked up. The District received \$1,050.00 from claims that were submitted in May.
- The District received a letter of thanks and a \$50.00 donation from Ms. Sandra Chamberlain. Chief Moran responded, thanking Ms. Chamberlain on behalf of the District.
- Fire School is September 8-13 in Mesa, Arizona. The District received scholarships for two fire fighter's tuition, and lodging. Another two MJFD fire fighters will attend the fire school as well.

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- The District is awaiting the payment from Arizona State Forestry for the Oak Fire the District responded to in May.
- The District is in receipt of a donated water truck from Pima County. It is a 1986 International with a 4,000 gallon capacity and is in good shape. It was noted that obtaining a third water tender will allow the District to seek a lower ISO rating in the future. Chief Moran stated the District will spend some money converting it from a water truck to a fire truck, but will be well worth the investment. When the truck is operational, it will be housed at Station One. It was noted that obtaining this truck was initiated with former Fire Chief Anderson, and followed through by Board Chair Mr. Mark Lee. Mr. Lee said that with the Board's permission he would like to write a thank you letter to the Pima County Board of Supervisors for the donation of the water truck. The Board agreed that would be appropriate.
- Chief Moran asked the Board if they would be agreeable to placing a receptacle for aluminum cans on the District's property across from the Administration Building. It was briefly discussed with no decision made.

Item 5: Governing Board Vacancy: Mr. Jerry Conrad informed the Board and Public that Mr. Steve Hoffman has resigned from the Mescal J6 Fire District's Governing Board, due to his inability to attend meetings. He shared that Mr. Hoffman's health concerns are the driving force in his resignation. Mr. Conrad suggested significant recognition of Mr. Hoffman's service to the District. Chief Moran will initiate the recognition in hopes of presenting to Mr. Hoffman at the August Regular Board Meeting.

Item 6: Budget Certification: Chief Moran presented Mr. Lee with the Annual Budget Certificate of Compliance document, to be signed by the Board Chair and Clerk, which will be submitted with the District's 2015/2016 Fiscal Budget at the end of July 2015. After reading the attestation to the Board and Public, Mr. Simmons moved to sign the document and Mrs. Bowen seconded the motion, which carried 4-0.

Item 7: Policies and Procedures: Chief Moran presented the Board with updates to various Standard Operating Policies. Numbers 10, 11, 16, 17, 19, 21, 22, and 23 were not edited for content, only given new policy numbers or had typos corrected from the original publishing. He said that Policy 18 has edits to content which were highlighted in blue for easy review, and that there are significant changes to Policy 100, Public Records Requests. The Changes include renumbering of the Policy, and a change in the contact person for requesting District records to Ms. Lauri Owen, the District's attorney. Mr. Simmons made a motion to accept these Policy changes, and Mr. Conrad seconded the motion, which carried, 4-0.

#010 Exit Interview

#011 Physical Examinations / Fitness for Duty

#016 Code of Member Relations

#017 Harassment / Sexual Harassment

#018 Open Door Policy

#019 Workplace Violence

#021 Grievance Rights

#022 Board of Inquiry

#023 Standards of Conduct

#100 Public Record Requests

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Item 8: District Response to the J-6-Mescal Community Development Organization: Mr. Lee explained that the MJFD Governing Board received a letter on June 4, 2015 regarding the District's compliance with State financial requirements. He read aloud the response, to the CDO's letter, from the District's attorney, Ms. Owen.

Dear Ms. McCool:

I am in receipt of your letter dated June 4, 2015, in which you complain that the Mescal/J6 Fire District is not complying with State finance-related disclosure Law.

I have reviewed your allegations, and the law, and consulted with an expert. After painstaking consideration, I have concluded that you are mistaken. The Board is making the required evaluations of incoming financial information, and then amending its projections as appropriate. It has not been speculating about financial data it does not yet have, and is not required to do so. It is not required to comply with recommendations of any lobbying groups, but only with State law, which it has done. So, in sum, the Mescal/J6 Fire District has been, and continues to be, compliant with the law as it relates to financial disclosures.

Thank you for voicing your concern for this important public matter.

Item 9: Apparatus Donation: Chief Moran said that he covered this information in his Chief's report but it was his hope to have the truck here for interested parties to see. Unfortunately he was not able to have the vehicle on site for this Board meeting.

Item 10: Fire Chief Appointment: Mr. Simmons questioned the criteria for appointing a fire chief, and Chief Moran said that State law says the Board may appoint. Mrs. Bowen moved to appoint John Moran as Mescal J6 Fire District's permanent Fire Chief, Mr. Simmons seconded, which carried 4-0.

Mrs. Bowen mention restoring the Chief's credit card to a \$5,000 limit, as former fire chiefs have had, to extend his ability to make repairs, order equipment, etc. It was also mentioned that the District's administrative assistant receive and admin credit card as well. Mr. Lee said that since the Board had voted to appoint John Moran as Fire Chief, he would take the minutes to Nation Bank of Arizona to have the limit increased.

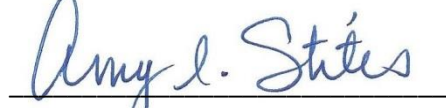
Item 11: Call to the Public**. Mrs. Barbara Radzykewycz commented that she believes Chief Moran has done an outstanding job since he's been here and she would like it to say so in the record. She also asked about pet food cans being accepted with other aluminum cans. Ms. Amy Stites will check into whether pet food cans may be recycled with other aluminum.

Mrs. Mary McCool addressed the Board and said that she could report on the newly acquired water truck to the community if the District would write up a fact sheet for her, which Chief Moran said he would do.

Judge Staggs addressed the Board and thanked them for their professional service to the community.

Item 9: Adjourn: Motion to adjourn the meeting by Mr. Conrad, second by Mr. Simmons, Board Chair Lee declared the meeting adjourned at 19:23 hours.

Minutes compiled and submitted by:



Amy Stites, July 8, 2015