

**MINUTES OF A REGULAR MEETING OF THE
MESCAL-J6 FIRE DISTRICT GOVERNING BOARD
HELD ON Wednesday, July 25th, 2018 at 6:30 PM**

The meeting was called to order at 1830, by Board Chair Mark Lee. Present at roll call were Board Members Mark Lee, Owen Kieley, and Mary Bowen. Two Board seats remain open.

*agenda items are presented in the order they were discussed during the board meeting. *

- Item 1: Call to the Public: Mary McCool address the board expressing her concerns about the accuracy of the District's financial records. She included a packet of her concerns and a recording from the training Cochise County Treasurers office conducted. (attached).
- Item 2: Statement from the Board Chair: Board Chair Mark Lee read a prepared statement to present community members.
- Item 3: Promotion Ceremony: Chief Moran introduced Don Theriaque to the Board and gave them a brief description of his background. He stated that Don is a great asset of the District, and that he looks forward to working with him in the future. Don's Lieutenant Garrison Ratcliff pinned his promotion badge.

*Mark Lee requested that the Board move agenda item 5 ahead in the agenda to ensure Dustin Despain from Despain accounting had enough time to speak before he had to leave.

- Item 5: Accounting Procedures: The Districts accountant Dustin Despain from Despain Accounting Firm gave an update on the Districts financial status. He also stated that there are too many chart of accounts, and that is causing problems when running the financial reports. He stated that he thinks these problems would be able to be fixed by the end of the year.

- Item 7: Revised Financial Reports: Mark Lee stated that the Board had been sent the revised financial reports for March 2018, and April 2018 via email.

Mary Bowen made a motion to approve the revised March 2018 financials. Owen Kieley seconded the motion. Motion carried 3-0.

Mary Bowen made a motion to approve the revised April 2018 financials. Owen Kieley seconded the motion. Motion carried 3-0.

- Item 6: Financial Report: Mark Lee stated that the Board needed to approve the May 2018 financials, and the June 2018 financials. He stated that the May 2018 financials had been tabled at the previous meeting because the Profit and Loss YTD was missing. He also stated that board members had been sent the financials to review via email.

Mary Bowen made a motion to approve the May 2018 financials. Owen Kieley seconded the motion. Motion carried 3-0.

Mary Bowen made a motion to approve the June 2018 financials. Owen Kieley seconded the motion. Motion carried 3-0.

- Item 9: Cost Recovery Practices: Chief Moran advised the Board that the District's cost recovery provider Fire Recovery USA had advised him that if the District is going to send unpaid invoices to collections then they need to send all unpaid invoices that fit certain criteria to collections. He stated that he needed the Board to set a threshold amount to send to collections. After discussion between Chief Moran, Administrative Assistant Leigha Woolums and the Board the Board agreed that unpaid invoices that had already been sent to insurance for payment over \$500 would be sent to collections. They also agreed that if the insurance company would only pay a certain amount of the invoice, then the District would not go after the individual for the remaining balance.

Mary Bowen made a motion to send all unpaid invoices over \$500 (that had already been sent to the insurance company and been denied) to collections. She also stated that if the persons insurance company would only pay a fraction of the invoice that the District not go after the individual involved. Owen Kieley seconded the motion. Motion carried 3-0.

- Item 10: Governing Board Clerk Position: Mark Lee stated that Mary Bowen had agreed to serve as the Boards Clerk. Mark Lee appointed Mary Bowen to the Clerk position.

- Item 4: Minutes: The Board reviewed the minutes of the June 27th, 2018 Regular Meeting and the June 27th, 2018 Special Meeting/Public Hearing. Mark Lee pointed out that on item 4 of the June 27th, 2018 Regular meeting minutes, a sentence hadn't been completed. Mary Bowen made a motion to approve the June 27th, 2018 Regular Meeting Minutes with the change to Item 4. Owen Kieley seconded the motion.

Mary Bowen made a motion to approve the June 27th, 2018 Special Meeting/Public Hearing minutes with no changes. Owen Kieley seconded the motion. Motion carried 3-0.

- Item 6: Financial Report: Chief Moran gave the Board a brief update on the District financial status.

- Item 8: Fire Chiefs Report: Chief Moran gave the Board a brief update on incident response, training, monies received from incident billing, facility use, document storage, and the Counties new financial system.

- Item 11: Base Hospital Agreement, TMC: Chief Moran presented the 2018-2019 Base Hospital Agreement to the Board. He stated that there were no changes from last year's agreement. Mary Bowen made a motion to approve the Base Hospital Agreement with TMC. Owen Kieley seconded the motion. Motion carried 3-0.

- Item 12: Adjourn: Mary Bowen made a motion to adjourn the meeting. Owen Kieley seconded the motion. Motion carried 3-0.

Mark Lee adjourned the meeting at 1923.

Minutes compiled and submitted by:

A handwritten signature in black ink that reads "Leigha Woolums". The signature is written in a cursive, flowing style.

Leigha Woolums, Administrative Assistant

DATE 7/27/2018