APPROVED MINUTES OF A REGULAR MEETING OF THE MESCAL-J6 FIRE DISTRICT HELD ON MONDAY, August 3, 2015

Meeting called to order at 18:38 by Board Chair Lee. Present at roll call were Board Members Mark Lee, Jerry Conrad, Mary Bowen, and Dan Simmons. A quorum existed.

Item 1: Minutes: Board members were provided with the minutes from the July 6, 2015 Regular Board Meeting. Ms. Amy Stites informed Mr. Lee that there is a typo in the minutes under Item 4; firefighter Steve Nastasio's name was misspelled. Mr. Simmons made a motion to approve the minutes as written, other than correcting the spelling of Mr. Nastasio's name. The motion was seconded by Mr. Conrad. The motion carried 4-0.

Item 2: Treasurer/ Admin Report: Mrs. Bowen distributed and read the HB2572 Compliance document, with June 2015 data enclosed, to the Board Members and Chief Moran. Mr. Simmons made a motion to accept the HB2572 as written, while Mr. Conrad seconded the motion. The motion carried 4-0.

Item 3: Warrant Report: Treasurer Bowen provided copies of the financial reports and balances as follows: Warrant Account $35,309.88; National Bank $8,495.99; Reserve Account $103,717.42; and Petty Cash $300.94; with a total of all accounts $147,624.79. Chief Moran addressed Mr. Lee stating that there is an expense not listed on the Warrant Report because the payment is withdrawn from the account directly by Cochise County, rather than drafting a Warrant. The expense is for the District's legal fees. Chief Moran explained that the legal fees are quickly depleating the District's budgeted funds for this expense. Mr. Conrad asked why the sudden jump in attorney fees, to which Chief Moran answered, "Due to Public Records Requests and letters to our attorney…" Mr. Conrad asked, "Why specifically are we spending so much money." Chief Moran answered that there are multiple records requests. Mrs. Bowen said these requests are from the Community Development Organization J Six (CDO). Mr. Conrad asked Mrs. Mary McCool if she would be notifying the readers of the CDO Newsletter that she cost the tax payers of this District nearly $900.00. Mr. Harry Stacy asked Mr. Conrad why the District doesn't handle the records requests in house, rather than referring them to an attorney. Mr. Conrad said because the District is "Tired of being harassed." Mrs. McCool then added that "This is not an agenda item." Mr. Lee explained that the Board will not see the $900.00 deduction from the Warrant Account because it is deducted from the account directly, but the expense will bring the balance of the Warrant Account to roughly $34,400.00. 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 34 incidents responded to in the month of July with an impressive turn out time of 2:03. Incidents included several MVAs due to stormy weather. Chief attributed the excellent turn out time to the firefighters hanging out at the Station, and enjoying some comradery, which means they are at the Station rather than at their homes when a call comes in.
- Training included railroad response training, as well as finishing the classroom portion of the VFIS driver training.
- Chief noted that there will be a CPR Class on Saturday, August 8, 2015 in the Community Room at the District's Administration Office.
- Apparatus maintenance included new brakes for Command 17, and Rescue 171 went in the shop again for more warranty work. This time the problem was broken manifold bolts, which was an extensive repair. Chief Moran said that there is about one year left on the vehicle's

warranty and that when the warranty expires, the District's repair costs could be enormous. Chief listed many of the repairs the truck has needed and suggested contacting Ford to request an extended warranty or some other resolution considering the extent of the problems the District has endured. The Board supported contacting Ford. Both Chief Moran and Mr. Lee recognized FF Steve Nastasio for all of the work he has personally done to maintain these vehicles.

- Mrs. Sue DuPee purchased exterior paint for the District so that the purple Admin Building could have an exterior make over. The District has reimbursed Mrs. DuPee for the purchase.
- The District has now been paid for its participation in fighting the Oak Fire early this summer. Chief said that when it's deposited, the District will have enough money in the NBA to meet payroll needs for August.
- There is a Mescal resident who would like to donate property to the District. There is an agenda item, which will discuss this possible donation, later during tonight's meeting.
- The District has a new volunteer who will be sworn in, in the near future.

Item 5: Arizona State Forestry: Chief Moran mentioned that a new agreement with the State Forestry Division would require the District to increase some of its liability insurances to comply with the terms of the agreement. The signing of this agreement would enable MJFD firefighters to participate in ASFD firefighting endeavors. The additional cost to increase the insurance policies would be approximately $500 per year. Chief mentioned that so far in 2015, the District has made roughly $5,000 in compensation from the District's firefighter participation in ASFD endeavors. After Item 6 was voted on and approved, Mr. Simmons made a motion to sign the ASFD Cooperative Intergovernmental Agreement, while Mrs. Bowen seconded the motion. The motion carried 4-0, and Mr. Lee signed the Agreement in front of the Board.

Item 6: Insurance Limits: As discussed in Item 5, the Board considered whether to increasing the insurance coverages as the ASFD Cooperative Intergovernmental Agreement outlines. Mr. Simmons made a motion to increase the coverages to meet the requirements of the Agreement, while Mr. Conrad seconded the motion. The motion carried 4-0.

Item 7: Governing Board Vacancy: Mr. Lee explained that Mr. Steve Hoffman has resigned from the MJFD Governing Board due to health issues. The District needs to appoint a fifth Board Member, whose term would be from the month the Board appoints the new Member (August or September) of 2015 through November 2016. The new state law requires the new Member to attend six hours of Statutory training (within a year) either at the Winter Conference in Laughlin or Summer Conference in Tucson. Addition requirements are: He or she must be a resident of District for at least one year, attend one meeting per month, and have no felony convictions.

It was decided that an advertisement would be posted on the District's website, and at the three public notice sites. This would give individuals the opportunity to write to the Board to present his or her intentions, and explain his or her qualifications for a seat on the Board. Suggestions were made to advertise for the seat in the Benson paper and contacting Cave Radio for possible advertising opportunities. Mr. Simmons suggested meeting and interviewing any candidates for the seat before just voting on someone from their resume and letter of intent. Chief suggested choosing individuals to interview at the September Regular meeting, and scheduling a Special meeting for two weeks later to speak to those individuals. Mr. Conrad made a motion to advertise for the Board

vacancy and request that intent letters due by August 26, 2015, Mr. Simmons seconded the motion, which carried 4-0.

Item 8: District Credit Cards: Chief Moran asked the Board to increase his card limit to $5,000 now that he is the Fire Chief, rather than Chief Administrator. He also asked for a card with a limit of $1,000 for the District's Administrative Assistant (Amy L. Stites), and additional cards, with a $1,000 limit, for Water Tender 171, and Brush Truck 171. Having cards for the trucks, would allow District personnel to use the cards for expenses while they are out of town fighting a fire or attending classes or training. Currently, personnel have to pay expenses out of pocket, and be reimbursed upon his or her return, which Chief thinks presents an unfair burden on personnel. Chief will prepare a Policy regarding the use of these credit cards before the cards are ready for use. The motion to increase Chief John Moran's card to $5,000 limit; create a new card for AA, Ms. Amy Stites, with $,1000 limit; create a new card for Water Tender 171 with a $1,000 limit; and create a new card for Brush Truck 171 with a $1,000 limit was made by Mr. Simmons, and seconded by Mr. Conrad. The motion carried 4-0.

Item 9 Policies and Procedures: Chief Moran said that there are no changes to Policies #024, #025, #026, and #027, only their headings. These policies were reviewed by an attorney in 2012 and would not want to make content changes without another consultation from an attorney. Policies #030 and #076 have been written in an attempt to standardize uniform and appearance while personnel are on duty, and to establish guidelines for covering expenses while personnel are traveling on District business or training. Chief opted to use Federal guidelines for mileage reimbursement, which is .575 cents per mile, and State guidelines for per diem, which is about $56 per day, but may change depending on the city. Mrs. Bowen made a motion to approve Policies #024, #025, #026, #027, #030, and #076, while Mr. Conrad seconded the motion. The motion carried 4-0.

#024 Drug and Alcohol Testing
#025 Confidentiality of Information
#026 Heath Insurance Portability & Accountability Act
#027 Conflict of Interest / Outside Employment
#030 Uniform and Grooming Standards
#076 Travel and Per Diem Reimbursement

Item 10 Property Donation: Mr. Wayne Edmonds owns the lot adjacent to the south side of Station One and north of his property. He is proposing donating a section of this lot to the District, asking for the District to pay for the title transfer and the extension of his three foot high picket fence. Chief said the piece the District would end up with is approximately 120 feet by 30 or 35 feet. He expects the title transfer would be about $500. If the Board is interested, Mr. Edmonds would like to present his proposal to the Board at the next available Board Meeting. More details were informally discussed and in the end, Mr. Simmons made a motion to hear Mr. Edmonds' proposal, Mrs. Bowen seconded the motion, which carried 4-0.

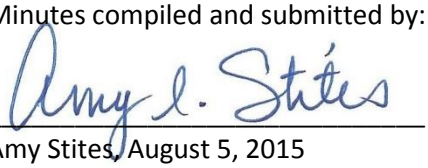
Item 11: Reserve Fund Expenditures: Chief Moran asked the Board for $5,000 from the Reserve Account to work on Support 171, $2,000 for Engine 171, and $3,769.20 for a storage container to house equipment at Station One. Chief explained that the storage container purchase is allotted for in the Five-Year Plan. A motion to approve these

expenditures was made by Mrs. Bowen, with Mr. Simmons seconding the motion, which carried 4-0.

Item: 12 Call to the Public: No one from the public chose to address the Board.

Item 9: Adjourn: Motion to adjourn the meeting by Mr. Conrad, second by Mr. Simmons, Board Chair Lee declared the meeting adjourned at 19:35 hours.

Minutes compiled and submitted by:



Amy Stites, August 5, 2015