

**MINUTES OF A REGULAR MEETING OF THE
MESCAL-J6 FIRE DISTRICT GOVERNING BOARD
HELD ON Wednesday, August 29th, 2018 at 6:30 PM**

The meeting was called to order at 18:35, by Board Chair Mark Lee. Present at roll call were Board Members Mark Lee, Mary Bowen, Owen Kieley, and Miles Clarke.

Board Chair Mark Lee stated that Sue Dupee resigned with 2 years left on her term.

- Item 1: Board Member Appointment: Board Chair Mark Lee discussed Bruce Andrews job, skills and experience in business accounting. Mary Bowen made a motion to appoint Bruce Andrews to replace Sue Dupee. Miles Clarke seconded. Motion carried 4 – 0.

Board Chair Mark Lee administered the oath of office to Bruce Andrews.

- Item 2: Governing Board Officer Election: Board Chair Mark Lee discussed the need for a Board member to have the position of Clerk, as required by the MJFD Governing Board By-Laws. Mark Lee asked Bruce Andrews if he would be willing to serve as Clerk until a new board is seated after the November elections. Bruce Andrews agreed to serve as Clerk. Owen Kieley made a motion to appoint Bruce Andrews as Clerk. Miles Clarke seconded. The motion carried 4 – 0.

- Item 3: Call to the Public: Mark Lee opened the floor to the public. Mary McCool requested to speak and gave the Board a hand out of concerns she read about the District's social media presence during an emergency and financial reports.

- Item 4: Statement from the Board Chair: Board Chair Mark Lee read a statement that Chief Moran's use of social media is appropriate. The District has an internet presence that meets the requirements of the State. The Board should not have to "micromanage" District operations, especially in regards to social media. Board Chair Mark Lee shared a list of resources for residents. He shared details of the emergency information communication tool of the Cochise County Emergency Notification System that any resident can sign up for FREE alerts through phone, e-mail, or text messages.

Miles Clarke spoke up and added that he had been reading in the AZ Fire District Handbook that it is "not advised to micromanage a Fire Chief."

- Item 5: Minutes: The Board reviewed the minutes provided of the July 25, 2018 regular Board meeting. There was discussion between Chief Moran, community members and the Board about corrections to the draft minutes. Mary Bowen made a motion to approve the July 25, 2018 minutes with the discussed change for Item 4. Owen Kieley seconded. The motion carried with Mary Bowen, Mark Lee and Owen Kieley voting yes. Miles Clarke and Bruce Andrews abstained.

- Item 6: Financial Report: Chief Moran stated that DeSpain Accounting was not available for the meeting. Chief Moran shared that there was nothing unusual about the financial report this month. There was discussion of cleaning up the Quick books account to better reflect the actual budget items needed since the old system had over 1,000 line items and many duplicates. Once a newer version of Quick books is set up, payroll will be added to it.

Bruce Andrews shared that he would like time to review the accounting information and meet with DeSpain Accounting to get a better understanding of the District's financial standing.

Chair Mark Lee and Bruce Andrews discussed waiting to approve the financials until next month when Mr. Andrews has had more time to review them.

- Item 7: Fire Chief Report: Chief Moran gave a brief update on Firefighter response times, upcoming fire school, apparatus maintenance, the Mass casualty kid being put together by the District EMS Coordinator, and the upcoming election to take place in November.
- Item 8: Ratification Decision: Chief Moran explained the ratification decision related to the District's Reserve Fund and Five-Year Plan. A separate ratification meeting is required with at least a 72 hour notice posting the meeting. There was discussion between Bruce Andrews, Board Chair Mark Lee and Chief Moran that it was a lesson learned so that the District does not need to borrow money for summer expenses from the County until tax money is distributed. A ratification meeting was set for Wednesday, Sept. 5, 2018.
- Item 9: Mutual Aid Memorandum of Understanding: Chief Moran stated that this agreement between Benson Hospital and Mescal J6 Fire District is the same annual agreement that just needs board approval to keep it in effect. Mary Bowen made a motion to approve the Mutual Aid agreement and Mr. Andrews seconded. Motion carried 5 – 0.
- Item 10: Mentoring Arizona's Kids: A proposal was submitted by Sue Dupee to please use the District's Administrative offices to start a new Cochise County program "Mentoring Arizona's Kids". Mary Bowen moved to allow Mentoring Arizona's Kids to use the District offices and Mark Lee seconded. Motion carried 5 – 0.
- Item 11: Job Descriptions: Chief Moran discussed the Non-operational Volunteer job description and Apparatus Operator job description. Mary Bowen inquired about licensing and Chief Moran clarified that there is no requirement in the State of Arizona. Mary Bowen made a motion to accept the job descriptions as submitted and Owen Kieley seconded. Motion carried 5 - 0.
- Item 12: Adjourn: Mary Bowen made a motion to adjourn. Bruce Andrews seconded. Motion carried 5 – 0.

Mark Lee adjourned the meeting at 1932 hours.

Minutes compiled and submitted by:



Leslie Bielas
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DATE 7/22/2019