MINUTES OF A REGULAR MEETING OF THE
MESCAL-J6 FIRE DISTRICT GOVERNING BOARD
HELD WEDNESDAY, September 27th, 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.
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 and inquiries regarding the Arizona Auditor General's Form, reviewed documentation, snapshot of the District through 2026, tax rates, Cash Flow Projection Report, legal counsel review, submitted financial reports and ratification time frames.

Item 2: **Minutes:** Review, discuss, and possible action to approve the Draft minutes of the August 30th, 2023, Regular Board Meeting.

JoAnne Ellsworth made a motion to approve the August 30th, 2023, Regular Board meeting Draft minutes. Debi Wise seconded. Motion carries 3 – 0 with Phyllis Ellis – yes, Debi Wise – yes, and JoAnne Ellsworth – yes. Bob Murray abstains.

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 August 2023 Financial Report, as prepared by Natalie Galgano-Pinkley of Municipal Accounts & Consulting.

JoAnne Ellsworth made a motion to accept as given the August 2023 Financial Report. Bob Murray seconded the motion. Motion carries 4 - 0 with Phyllis Ellis – yes, Debi Wise – yes, JoAnne Ellsworth – yes and Bob Murray - yes.

There was no double payment to Visa bill. Warrant 1174201053 voided on 9.13.2023

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.

Discussion took place regarding inquiries received for the Volunteer Coordinator position, information requested by possible applicants and responding to those applicants.

Item 5: **Polices & Procedures:** Review discussion and possible action to approve the following policies:

600 Fire Apparatus Driver Training Training	601 CPR and AED Training	602 Communicable Disease
603 Emergency Action Plan Training	604 Hazard Communication Program Training	
605 Hazardous Materials Training	606 Hearing Conservation Training	
607 Heat Illness Prevention Training Training	608 Health Insurance Portability and Accountability (HIPAA)	
610 Repetitive Motion Injuries Training Training	611 Respiratory Protection Training	612 Wildland Fire shelter
613 Training Records	614 Firefighter Health, Safety and Survival Training	
700 Use of District & Personal Property	701 Personal Communication Devices	
702 Vehicle & Apparatus Maintenance	703 Use of District Vehicles	704 Information Technology
705 Knox-Box and Other Access Systems	706 Communications Operations	707 Photography and Imaging
708 Non-Official Use of District Property		

Debi Wise made a motion to approve the 600 series of policies and procedures with policy 614 tabled. JoAnne Ellsworth seconded the motion. Motion carries 4 - 0 with Phyllis Ellis – yes, Debi Wise – yes, JoAnne Ellsworth – yes and Bob Murray - yes.

The 700 series of policies and procedures were tabled until the next Regular Board meeting, allowing time for Board review of edited versions.

Item 6: **Roof Repairs**: Review, discussion and possible action to approve a bid for a roof replacement at the Administration building.

Bob Murray made a motion to table roof repairs until Chief Moran composes an RFP, in an effort to obtain proposals consistent with the Administration buildings roofing needs. JoAnne Ellsworth seconded the motion. Motion carries 4 - 0 with Phyllis Ellis – yes, Debi Wise – yes, JoAnne Ellsworth – yes and Bob Murray - yes.

Discussion took place regarding options, detail of work to be performed, removal of HVAC system, pricing, possible price adjustments due to what is found once

shingles are removed, possible price adjustment do to changing cost of materials, clarification of specific materials to be used, bid expiration dates, guarantees and an itemized sheet of considerations for the bidders.

Item 7: **Landscaping**: Review, discussion, and possible action to approve a proposal for landscaping the MJFD Administration building.

Bob Murray made a motion to accept the proposal from Arizona Flora Landscaping, Option #1, for the landscaping of the Administration office grounds, provided the Board is able to review and approve blueprints of said plan, prior to start of project. Debi Wise seconded the motion. Motion carries 4 - 0 with Phyllis Ellis – yes, Debi Wise – yes, JoAnne Ellsworth – yes and Bob Murray - yes.

Discussion took place regarding options, prices, approval of blueprints prior to project start, grading, landscape budget, landscaping effect on resale value of building and property, image presented to the community, front gate entrance drop concerns, proposal expiration, and payment due time frame.

Work Session scheduled October 17th, 2023, at 6:30pm to discuss and review policies and procedures, landscaping, future fire station options/plans and attorney options.

Item 8: **Adjourn:**

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

Phyllis Ellis adjourned the meeting. Meeting End Time 1931 hours

Minutes complied and submitted by:
Denise Serna
Office Administrator