

**APPROVED MINUTES OF A REGULAR MEETING OF THE MESCAL-J6 FIRE DISTRICT
HELD ON MONDAY, January 4, 2016**

Meeting was called to order at 18:36 by Board Chair, Mr. Mark Lee. Present at roll call were Board Members, Mark Lee, Mary Bowen, Dan Simmons, Jerry Conrad, and Sue Dupee. A quorum existed.

Item 1: Minutes: The Board reviewed the Draft Board Minutes from the December 7, 2015. Mr. Lee noticed two typos in Item 4, which will be corrected in the final draft. Mrs. Dupee moved to approve the December 4 Draft Minutes, with the corrections noted. Mrs. Bowen seconded the motion, which carried 5-0.

Item 2: Financial Report: Mr. Lee called on Chief Moran to explain the situation with the financial report to be presented at this meeting. Chief said the District's accountant, Mr. Curtiss Ohlhauser, had repeated difficulty accessing the District's Quickbooks program to process the reports for this meeting. Chief Moran said that at the February 1, 2016 meeting, November 2015 and December 2015 financial reports will be presented and reviewed.

Mr. Lee explained that the District is in the process of transitioning its accounting from the District's former Treasure to a CPA in Benson. He expects that after the initial transition there will not be a delay in reporting due to this change.

Mrs. Bowen mentioned that she accessed Quickbooks before the meeting, and reported that although she didn't have exact totals, she thought there was about \$87,000 in the Warrant Account, and about \$1,600 in the National Bank of Arizona account. It was noted that \$10,000 will need to be deposited in the NBA account for January's payroll. Mrs. Bowen also said, that around \$36,000 tax revenue from Cochise County was deposited and about \$15,000 tax revenue from Pima County was deposited.

Chief Moran assured Mr. Lee that along with all of the financial reports being presented at the February Board Meeting, a separate Reserve Budget will be created so the anomalies with the Operating vs. Reserve budget expenditures may be corrected.

Item 3: Fire Chief Report: Chief Moran presented his Chief's report.

- MJ6FD responded to 48 incidents during the month of December, with a record number of MVAs due to the construction on the I10 in the District's territory. Due to the traffic delays associated with the construction, turn out time was on average 4:41 minutes. Chief said that 2015 was a record year for the District with 448 calls, and an average turn out time in 2015 as 3:16.
 - 185 EMS
 - 70 MVA and Rescue
 - 59 Fires
 - 134 Other – false alarm, call offs, etc.
- Training was limited in December due to the holiday and personnel availability.
- Apparatus Maintenance: Engine 171 was sent to AccuTrac for suspension repairs after being in the shop for two weeks. During this time the District borrowed a reserve engine from Huachuca City Fire. Before the engine was even back at Station One, the alternator broke. Staff has ordered a new alternator and will install it upon arrival. Chief mentioned the AccuTrac repair will be approximately \$5000 and the tires needed in the next month or so will be another few thousand dollars. Even with all of this, Chief said he believed the District would get a few more years out of this engine.
- Chief reported that Covenant Billing Solutions is currently working to bill for the many incidents the District believes are billable and collectable responses by the District.

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- On December 30, 2015, the AFDA reported to the Cochise County Board of Supervisors that District staff had completed their mandatory training as required by ARS §48-803.
- AFDA Conference Registration: Mrs. Bowen is registered to attend, but Mrs. Dupee reported that she will not be able to make it to the Laughlin conference and will do her mandatory training at the Summer Conference in Tucson.
- The AFDA met with several representatives of the legislature to the \$3.25 cap. The general consensus from lawmakers was raising taxes is not the solution to the Fire District's problems. Lawmakers will be concentrating on pension reform in the coming months.
- Paving on the eastbound lanes of the I10 is scheduled to begin on January 11, 2016 and move from SR83 to Benson from the hours of midnight to 4:00 pm.
Chief said that he and Mr. Lee will be writing a letter to ADOT to express their concern and dissatisfaction with the management of the entire paving and construction project over the past several months.

Item 4: Rules of Procedure for Governing Board Meetings: Chief Moran presented a draft of The Rules of Procedure for MJFD Governing Board Meetings. He explained this document was written in 2010. The rule for approving the Rules for Procedure are, present it one month and it is eligible for approval at the next month's meeting. Chief pointed out the changes are straightforward but that item 7 could use some additional editing and invited any of the Board Members to give their opinion before the next meeting.

Item 5: Policy and Procedures: Chief noted that Policy and Procedure 076 should have not been one of the P&Ps up for approval as it was approved at an earlier Board Meeting. Also, P&P 070 has a typo at the bottom and should read 2016 rather than 2015. The remainder of the items have been approved by Ms. Owen, the District's attorney. P&P 075 is the only document with actual changes to content. There should be a word inserted in item B. ...the Board shall approve all tuition assistance requests for Arizona FF II Certification courses... Mr. Simmons also suggested changing Item A to say ...The District will pay half of the fees associated... removing the "no more than."
Chief explained that this sets a standard for what the District will pay for, as it has not always worked out fairly for everyone. With EMS certification, the FF will achieve a pay raise, and invest them in their own education.

- 070 General Benefits
- 071 Statutory Benefits
- 072 Worker's Compensation
- 073 Personal Leave of Absence
- 074 Military Leave of Absence
- 075 Educational Benefits
- 076 Travel and Per Diem Reimbursement

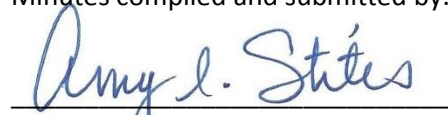
Mrs. Bowen made a motion to approve P&P 070 – 075 with the noted edits, with Mr. Simmons seconding the motion. The motion carried 5-0.

Item 6: Call to the Public: None of the public present had any comments to go.

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Item 12: Adjourn: Motion to adjourn the meeting by Mr. Conrad, seconded by Mrs. Bowen. Mr. Lee declared the meeting adjourned at 19:08 hours.

Minutes compiled and submitted by:



Amy Stites, December 9, 2015