

**APPROVED MINUTES OF A REGULAR MEETING OF THE MESCAL-J6 FIRE DISTRICT
HELD ON MONDAY, October 12, 2015**

Meeting was called to order at 18:34 by Board Chair, Mr. Mark Lee. Present at roll call were Board Members Jerry Conrad, Dan Simmons, and Sue Dupee. Mrs. Mary Bowen was absent; a quorum existed.

- Item 1: Oath of Office: Mr. Mark Lee swore in new Governing Board Member Mrs. Suzanne Dupee. After Mrs. Dupee, Ms. Brandee Kearney and Mr. Dakota Woolums, both firefighters, were sworn in by Mr. Lee.
- Item 2: Minutes: Minutes from the Special Meeting on September 8, 2015 were reviewed, but any action was suspended due to the absence of Mrs. Bowen. Minutes from the Executive Session on September 8, 2015 were reviewed, but any action was suspended due to the absence of Mr. Bowen.
- Minutes from the Special Meeting on September 21, 2015 were reviewed. Mr. Simmons made a motion to approve the minutes as written, while Mr. Conrad seconded the motion. The motion carried 3-0. Executive Meeting Minutes from September 21, 2015 were reviewed. Mr. Simmons made a motion to approve the minutes as written, while Mr. Conrad seconded the motion. The motion carried 3-0.
- Item 3: Treasurer/Admin Report: In the absence of Mrs. Bowen, Mr. Lee presented the material to the Board and public. The first document for review was the HB 2572, which Mr. Lee read aloud to the Board and public. Mr. Simmons made a motion to accept the HB2572, with Mr. Conrad seconding the motion, which carried 3-0.
- Item 4: Warrant Report: Next Mr. Lee read aloud the Warrant Report and gave totals of the Nation Bank Account, Reserve Account, and Petty Cash. Mr. Simmons made a motion to accept the Warrant Report as written, with Mrs. Dupee seconding the motion, which carried 4-0. Mr. Conrad made a motion to accept the Nation Bank report with Mr. Simmons seconding the motion, which carried, 4-0.
- Item 5: Fire Chief Report: Chief Moran presented his Chief's report.
- MJ6FD responded to 32 incidents during the month of September. Chief said that the District was en route to Douglas to assist in a wild land fire, but just as they got on the road, their assistance was cancelled.
 - Chief Moran reported that four firefighters attended Fire School in Mesa during the first week of September. The District has received reimbursement for tuition and expenses for two of the individuals who attended under scholarship. Chief also said he would be attending Fire Service Symposium on October 31, 2015, in New Mexico. He added that the only expense to the District would be fuel costs for driving there and back.
 - Apparatus Maintenance: Water Tender 173 has been insured. Engine 171 needs maintenance. It needs new tires (6 in total). The District is considering some used tires for the steer tires, and will try to spread out the purchase of the tires over a few months. The Engine will also need some front end work. This maintenance has been budgeted for, but waited on these items for additional revenue to come in to the District. The Engine also will need it's DOT inspection coming up.
 - Staff has recently performed upkeep and maintenance at both stations and the administrative office, which includes, weeding, mowing, pest control, etc.
 - Chief reported that the District has not been paid on any outstanding invoices billed to insurance carriers for out of District incident response since May. However, Chief is investigating

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a professional billing service that works with Fire Departments and District around the country. The organization charges 25% of total collected, and does not require a contract to begin service. The District hopes to move forward with this organization in the next few months for a six month trial period.

- Chief notified the Board that SSVC electricity rates will be going up by 3.7% in January 2016. He said that the budget for this utility should cover the rate increase, but there is a chance that the District may take a hit due to the rate increase.
- The firefighting staff attended Butterfield Days in Benson over the October 10th weekend. They participated in the parade and had a booth in the park where they sold t-shirts and presented fire prevention information.
- Chief also said that the District will participate in Trunk or Treat this year. Community members can attend and get Halloween goodies for kids. He also said that the Firefighters Association will be sponsoring two Mescal – J6 families for a full Thanksgiving Dinner. The District will also participate in a light parade closer toward Christmas.

Item 6: Property Donation: Landowner, Mr. Wayne Edmunds, was not available to attend tonight's meeting. Chief asked the Board if they would agree to a Special Meeting to meet with Mr. Edmunds regarding this agenda. Everyone agreed October 19, or 26, would be an agreeable time for a Special Meeting.

Item 7: Five-Year Plan, Helipad Refurbishment: The poor condition of the helipad was discussed and that in the Five-Year plan adopted by the Board, it was designated as a priority. Chief Moran said that the \$10,000 budgeted for refurbishment will not be enough to adequately repair or refurbish the pad. He suggested tabling this item to the 2016-2017 fiscal year to try to allocate more District funds to the project and attempt to get support from the air ambulance organizations, Cochise County, Border Patrol, DPS and other organizations who use the pad. Chief noted that participation from these entities would have to be cost effective or they may decide to land on the road again, which is not ideal for anyone.

Mrs. Dupee suggested that Mr. Richard Searle may be a good resource to consider when looking for help with funding.

Mrs. Mary McCool noted that this endeavor may be helped by a grant opportunity. She suggested that Ms. Karen Lamberton is a phenomenal grant writer and that the District may contact her to pursue opportunities.

Mr. Simmons made a motion to postpone action on the helipad until other options and funding may be found. Mrs. Dupee seconded the motion, which carried 4-0.

Item 8: Policies and Procedures: Chief Moran had updated the following policies and procedures.

#028 Fraternization

#034 Media Relations

#038 Electronic Communications

#039 Personal Finances

#040 Personal Property

#041 Bulletin Boards

#061 Employment Categories

#063 Pay Periods / Paycheck Distribution

#064 Performance Reviews

Policies 028, 034, 063, and 064 have edits to the policy, while 038, 039, 040, 041, and 061 have only been renumbered or had its title changed.

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Mr. Simmons asked for a correction of Policy #028 V. A, be edited to say, "...Defined in this policy, he/she is required to immediately..."

Chief Moran stated that there are currently a few couples dating in the District, but there are no problems concerning any of those individuals or relationships.

Mr. Simmons made a motion to accept all of the new edits to all of the Policy and Procedures presented by Chief Moran. Mr. Conrad seconded the motion, which carried, 4-0.

- Item 9: Personal Protective Gear: Chief Moran explained that the District needs new turn outs for the firefighters. The national standard is to replace them every ten years, but the District's financial situation does not allow this benchmark to be followed. Chief said that there are firefighters using turn outs that do not fit correctly, and are not protecting them. Chief explained that this gear has been budgeted for, with \$10,000 from the Reserve Account and \$7,500 from the Operating Budget. Chief has collected several quotes for the needed gear and has decided on a company (FDC Recue Products) that sizes the gear as Small, Medium, and Large rather than specific sizes. The advantage is, this company charges less for the gear as opposed companies who sell only specifically sized garments. There is one firefighter who will need a special ordered turn out because of his height, but the other firefighters will accommodate the S, M, and L designation. Chief asked for \$17,500 to be approved for the purchase of this Personal Protective Equipment. This would leave \$1,500 in that line item in the budget for something unforeseen which may come up. Chief said that the Firefighter's Association may be able to pay for the addition of individual name panels on the coat of the turn outs.

Mr. Simmons made a motion to approve the \$17,500 purchase for the personal protective gear. Mr. Conrad seconded the motion, which carried, 4-0.

- Item 10: Call to the Public: Mrs. Mary McCool handed out a letter from herself, Chair of the J6/Mescal CDO, as well as a document titled, "Projected Budget Form Fire Districts Only," which was obtained through a Public Records Request. The letter states that the CDO would like a member of the Board to request an agenda item for the next business meeting for a discussion regarding a two-year budget comparison. It goes on to say, "We would like an opportunity to better understand or ask several questions regarding certain numbers used."

- Item 11: Adjourn: Motion to adjourn the meeting by Mr. Conrad, second by Mr. Simmons. Mr. Lee declared the meeting adjourned at 19:39 hours.

Minutes compiled and submitted by:


Amy Stites, October 14, 2015