

**MINUTES OF A REGULAR MEETING OF THE
MESCAL-J6 FIRE DISTRICT GOVERNING BOARD
HELD ON Wednesday, October 25th, 2017 6:30 PM**

The meeting was called to order at 1832, by Board Chair Mark Lee. Present at roll call were Board Members Mark Lee, Jerry Conrad, Mary Bowen, Sue Dupee and Owen Kieley.

- Item 1: Minutes: Minutes from the Regular Board meeting held on May 31st, 2017 were reviewed by the Board (attached). Mary Bowen pointed out a spelling error on Roll Call. Jerry Conrad made a motion to approve the May 31st, 2017 minutes with Mary Bowens proposed correction. Sue Dupee seconded the motion. Motion carried with Mark Lee, Jerry Conrad, and Sue Dupee voting yes, and Owen Kieley and Mary Bowen abstaining.

Minutes from the Regular Board Meeting held on August 30th, 2017 were reviewed by the Board (attached). Mary Bowen made a motion to approve the minutes of the August 30th, 2017 Regular Board meeting with no changes. Owen Kieley seconded the motion. Motion carried 5-0.

Minutes from the Regular Board Meeting held on September 27th, 2017 were reviewed by the Board (attached). Owen Kieley made a motion to approve the minutes from the September 27th, 2017 Regular Board meeting with no changes. Jerry Conrad seconded the motion. Motion carried with Mark Lee, Jerry Conrad, and Owen Kieley voting yes, and Sue Dupee and Mary Bowen abstaining.

- Item 2: Financial Report: Fire Chief Moran gave the Board a brief update on the Districts financial standing (Cash Flow Projection, and Financial Detail attached). He stated that because the District still hadn't received the anticipated income from the state lands fires; he requested that the Board entertain the request to transfer \$20,000 from the Reserve account to the Warrant account, then \$10,000 from the Warrant account into the National Bank of America account. He stated that this transfer should carry the District until we receive this year's first half of taxes. Owen Kieley made a motion to initiate a transfer of \$20,000 from the Reserve to the Warrant, and a transfer of \$10,000 from the Warrant to the National Bank of America. Mary Bowen seconded the motion. Motion carried 5-0.

- Item 3: Fire Chief Report: Chief Moran advised the Board that Mescal-J6 Fire District responded to 47 incidents during the month of September with an average response time of 13 minutes and 46 seconds and an average turnout time of 3 minutes and 46 seconds.

Apparatus Maintenance: Chief Moran stated that Rescue 171 is having major pump issues and is currently at United Fire in Tucson. He stated that the repairs could potential be major, and expensive. He stated he wishes to prepare the Board for the worst and hope for the best.

Facility/Building Maintenance: Chief Moran stated that Lieutenant Garrison Ratcliff has corrected the drainage issues on the East side of the Administrative office. He also stated that the company hired to do the sidewalk and footers completed the job the day before. Chief Moran stated that the Handicap ramp will be coming soon. He also stated that Nelco Transport (the company doing the work) has been very nice to work with, and that when they say they will be there they are.

Billing: Chief Moran stated that the switch to Fire Recovery USA has officially started. He stated that He and Administrative Assistant Leigha Woolums had attended a 30-minute online training session the week before on how to use the company's incident submission software. He stated that he believes it is very easy to use and that he doesn't foresee any issues. He also stated that there was only one billable incident left to send to Covenant (the District former 3rd party billing company) but because of the small amount the call would bring in he decided to proceed with ending the District relationship with Covenant.

Other: Chief Moran reminded Mark Lee, Jerry Conrad, and Mary Bowen that their 4-year terms will be ending at the end of 2018. He stated that materials relevant to next year's election should be arriving over the next couple months and that the information will be forwarded.

Chief Moran advised the Board that Emergency Reporting will be rising their monthly price to \$215.67. He stated that he believes that their services are still worth the cost. Chief Moran stated that Emergency Reporting has made an effort to constantly update their software and stay with the times.

Chief Moran stated that the District received a \$300 donation form the Firefighter's Charitable Foundation. He stated that the District received a donation form this foundation last year, and after some research he found that they are the top 10 worst charities in the Nation. He stated that only a fraction of the proceeds actually go to departments in need.

Chief Moran stated that he has received a notice that the USDA will be conducting an inspection on the District to make sure we are complying with the Title V laws. He also stated that they will be reviewing the letter of conditions and making sure the District is maintaining all of the requirements agreed to during loan closing.

Board Chairman Mark Lee Requested that the District switch Item 4 and 5.

Item 5: Legal Representation- Board Chairman Mark Lee introduced the Districts former attorney Lauri Owen. He stated that she was employed by Cochise County, but she had accepted a position in the Attorney General's office. He stated that Lauri Owen had made an offer to represent the District on a Pro bono basis. Lauri Owen presented her proposed engagement plan. She stated that it was always her "greatest honor to represent the District" and that she was confident that everything at the District was done with the upmost integrity. She stated that she would be willing to help the district with their day to day legal needs (ie. Reviewing forms, and basic questions) on a pro bono basis. She also recommended the District maintain a relationship with the District's County attorney, so if there is any major litigation they can assist the District at that time; as she wouldn't be able to go to court hearings because of her full-time job at the Attorney Generals office.

Mary Bowen made a motion to approve accepting Lauri Owen's proposal for representation. Owen Kieley seconded the motion. Motion carried 5-0.

Item 4: Employee Retention: Chief Moran presented the Board with his proposal for purchasing the Volunteer Firefighters and the Administrative Assistant gift cards to Safeway before Thanksgiving as a thank you for all that they do. Chief Moran stated that, that would require 17 gift cards. He stated that if the District purchased 17, \$20 gift cards the cost

would be \$340, if the District purchased 17, \$25 gift cards the cost would be \$425, and if the District purchased 17, \$50 gift cards the cost would be \$850.

Mark Lee asked Lauri Owen if purchasing the gift cards would violate any laws on spending tax payer monies. She stated that it could violate the “gift clause” and that she recommended that there was no action taken until she had more time to research it.

Owen Kieley made a motion to, pending legal approval, authorize the Chief to spend \$50 per employee totaling 17 employees on gift cards. Sue Dupee seconded the motion. Motion carried 5-0.

Item 5: Call to the Public: Mary McCool representing the J6/Mescal CDO expressed her concerns about not having received the records she had requested (a list attached).

Greg Radzykewycz requested to speak and stated that in the cash flow projection the expense difference is showing as black, but it should be red because its less than anticipated and that’s a good thing. Chief Moran thanked him for pointing that out and that it will be corrected for future Cash Flow Projections.

Item 2: Board Chair Mark Lee requested that the Board go back to item 2, Financial Report to approve the September financials. Mary Bowen made a motion to approve the September financials. Sue Dupee seconded the motion. Motion carried 5-0

Item 6: Adjourn: Jerry Conrad made a motion to adjourn the meeting. Owen Kieley seconded the motion. Motion carried 5-0.

Board Chair Mark Lee adjourned the meeting at 1908.

Minutes compiled and submitted by:

A handwritten signature in cursive script that reads "Leigha Woolums".

Leigha Woolums, Administrative Assistant

10/27/2017