

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

The meeting was called to order at 1835, by Board Chair Mark Lee. Present at roll call were Board Members Mark Lee, Mary Bowen, Owen Kieley, Bruce Andrews, and Myles Clark.

- Item 1: Call to the Public: Board Chair Mark Lee opened the floor to members of the community, no one requested to speak.
- Item 2: Statement from the Chairman: Board Chair Mark Lee read from a prepared statement (attached) highlighting the action the District will take to ensure a smooth transition for the new board on December 1st.
- Item 3: Minutes: The Board reviewed the Draft minutes from the September 26th, 2018 Regular Board Meeting. (attached) Mark Lee pointed out a grammatical error in Item 6 of the minutes. Mary Bowen made a motion to approve the minutes with the grammatical correction. Bruce Andrews seconded the motion. Mark Lee, Owen Kieley, Bruce Andrews, and Mary Bowen voted yes, and Myles Clark abstained.
- Item 4: Financial Report: There was discussion between Bruce Andrews (the Board Clerk) and the other board members pertaining to the revised financials for July and August that still needed revisions. He stated that he did not recommend the Board approve them, or the September financials.
- There was discussion between members of the Board, the Fire Chief, and Administrative Assistant about the District's relationship with Despain accounting. The board directed Chief Moran to post an agenda for a special meeting to be held November 7th, 2018 to discuss and possibly take action to terminate the Districts business relationship with Despain accounting.
- Item 5: Chief's Report: Chief Moran gave the Board a brief update on the Districts response times, apparatus maintenance, extrication training, and other relevant topics.
- Item 6: Standard Operating Procedures: There was discussion between Board Members, Chief Moran and members of the community about possible revisions to the District's Standard Operating Procedure Public Records- 100. (attached) They discussed the importance of protecting employee information and the District's banking information. Bruce Andrews highlighted that with the amount of information on the reports currently being published, the District could be at risk of financial security breach. He also stated the importance of having an established form for records requests. The Board directed Chief Moran to draft a new SOP Public Records-100 to be up for Board Action at the next Regular Board Meeting.
- Item 7: Costco Credit Card: Chief Moran advised the Board that there is a credit card available through Costco that offers the opportunity to earn 2% cash back on purchases made at Costco. He stated that this could be beneficial to the District because the District purchases a lot of its supplies from Costco. Chief Moran stated that he thought the

District should wait to get the card until the Districts Financial situation was resolved. Bruce Andrews stated that he agreed with Chief Moran. He added at this agenda item should be pushed a couple months into the future when things have calmed down.

Item 8: National Bank Designee: Chief Moran stated that the Board needed to appoint someone on the Board to replace Sue Dupee as one of the Primary Point of Contacts with National Bank of Arizona. He stated that the bank will contact Point of Contact before any changes can be made to the account. Mary Bowen made a motion to appoint Board Clerk Bruce Andrews as the Primary Point of Contact with National Bank of Arizona. Myles Clark seconded the motion. Mark Lee, Myles Clark, Mary Bowen, and Owen Kieley voted yes, and Bruce Andrews abstained.

Item 9: Performance Review: Owen Kieley made a motion to enter executive session to conduct the Fire Chiefs performance review. Myles Clark seconded the motion. Motion carried 5-0.

Mark Lee started a recess at 1946 so the Board could conduct their Executive session. Mark Lee called the meeting back to order at 2034.

Owen Kieley made a motion to approve the Fire Chief's contract for employment. Mary Bowen seconded the motion. Motion carried 5-0.

Item 10: Adjourn: Mary Bowen made a motion to adjourn the meeting. Myles Clark seconded the motion. Motion carried 5-0.

Mark Lee adjourned the meeting at 2035

Minutes compiled and submitted by:



Leigha Woolums, Administrative Assistant

DATE 11/2/2018