

**APPROVED MINUTES OF A REGULAR MEETING OF THE MESCAL-J6 FIRE DISTRICT
HELD ON MONDAY, November 2, 2015**

Meeting was called to order at 19:01 by Board Chair, Mr. Mark Lee. Present at roll call were Board Members, Mark Lee, Mary Bowen and Sue Dupee. Jerry Conrad and Dan Simmons were absent, however, a quorum existed.

- Item 1: Minutes: Approval of both sets of minutes from September 8, 2015 was postponed due to not having a quorum present. The October 12, 2015 Draft Board Meeting Minutes was also postponed because there was not a quorum present.
- Item 2: Treasurer/Admin Report: Mrs. Bowen presented the HB2572 Financial Summary, with **September's data**, to the Board. Reconciled report summaries are as follows: Warrant Account \$10,684.99; Reserve Account \$99,708.89; Pima County \$7,247.73; National Bank of Arizona \$7,972.42; and Petty Cash remains \$300.94, for a total of all accounts of \$125,914.97. Mrs. Dupee made a motion to approve the HB2572 report, Mr. Lee seconded the motion, which carried 3-0.
- Item 3: Warrant Report: Mrs. Bowen distributed the November 1, 2015 Warrant Report to the Board. The Warrant Account has a balance of \$6,394.15; the National Bank of Arizona Account has a balance of \$3,695.37; the Reserve Account has a balance of \$94,708.89; and Petty Cash remains at \$300.94 for a combined total of \$105,099.35. Mrs. Dupee made a motion to approve the Warrant Report, Mr. Lee seconded the motion, which carried 3-0.
- Mrs. Dupee made a motion to approve the National Bank checks, while Mr. Lee seconded the motion, which carried 3-0.
- Mrs. Dupee made a motion to approve the \$5,000 transfer from the Reserve Account, while Mr. Lee seconded the motion, which carried 3-0.
- Mr. Lee explained that the District has not received its tax revenue from the County yet but in 2014 the District received half of its tax revenue in October, November, and December. Cochise County sends that information by mail, and is usually two-weeks behind in reporting.
- Item 4: Fire Chief Report: Chief Moran presented his Chief's report.
- MJ6FD responded to 35 incidents during the month of October. This included a structure fire with the District responding in 4 minutes, with four District personnel on-site. Also providing mutual aid was Benson Fire, and Saint David Fire.
 - The District held its annual sexual harassment and discrimination prevention training on October 22nd, with some Sundance Fire personnel also attending.
 - Apparatus Maintenance: Engine 171 needs maintenance, including new tires (6 in total) and front end work. This will require the Engine to be out of service for a few days. R171 is having issues again, including sensors. This is warranty work. Chief noted that he is composing a letter to Ford about extending the truck's warranty due to the continued issues it always had.
 - Annual hose testing was completed as required by AFPA 1962. Chief said this hasn't been done since 2010 so they found several hundred feet that is not repairable and several hundred feet that is repairable. He said the plan is to have the repairs done that are possible and then re-evaluate and see if there is a need to purchase new hose. He is hoping to put this expense off until the next fiscal year.

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- The District's Attorney signed off on the Covenant Solutions, Inc. billing agreement so a six-month trial will begin in November 2015.
- Structure Fire on Dorothy Avenue – Engine 171 was en route within four minutes and on site within six minutes, with two firefighters on board. A volunteer who was at Station One responded two minutes later with Water Tender 171, and Chief was on scene within 10 minutes. Chief explained that this response would not be possible without the staffing program and the firefighters have been commended for the job they did. Unfortunately, because the structure was a mobile home there was a significant loss.

Chief also discussed an incident a few months back where an individual coded at their home and was revived by MJFD personnel. Chief stressed that without the staffing program this resident may not have been saved. Chief said in 2013 the average out the door time was six minutes, this month it was 2:30 and on average for the year it is about 3:00.

Chief said that an EMT/Firefighter who works a 12-hour shift will average \$6.25 per hour. The person backing up the EMT/Firefighter makes half of that. He said these men and women aren't doing this service for the money, they are doing it because of their dedication to the community, and all have other jobs to make it all work financially.

- Chief announced that the AFGA Regional Grant was denied. This will save \$15,000 that was allocated from the Reserve Budget. The City of South Tucson will be donating their old SCBA to MJFD. This will take several months to happen because they need to get their new equipment first. Chief said that Rincon Fire is considering applying for another grant and if so, he implied that MJFD would like to consider participating as well.
- A representative from AARP has requested use of the Community Room, once a week during tax season, to aid the public in tax preparation. If the group chooses a date and time that are open, their service will begin in February.
- Chief notified the Board and Public that the Obama Administration and the EEOC deemed it unlawful to ask a prospective employee about criminal convictions. State law requires the District to run a background check on employees and typically ask about criminal background on the employee job application. Today, the District's attorney strongly urged us to remove the criminal background part on our job application. Chief said that it will be removed from our application, at least for the time being.

Item 5: Property Donation: Landowners, Mr. Wayne Edmunds and Mrs. Marion Edmunds are offering to deed over the north thirty feet of his property to the Fire District with the following conditions:

1. The Fire District pay all fees involved with the transfer. Kim at Pioneer Title said it should be about \$500.
2. The Fire District pay the Edmunds' the cost of moving the current fence over and extending the front and rear sections at an estimated cost of \$1,200. All taxes are paid for next year.

Mrs. Bowen made a motion to proceed with the donation but require The Edmunds' to submit receipts for the material and labor costs, not to exceed \$1,200.00, for payment. This should happen within ninety days of close of escrow. Mrs. Dupee seconded the motion, the motion carried 3-0.

Item 6: By-Laws: Chief Moran presented a document with edits to the existing By-Laws. Mr. Lee explained that by state law the District is obligated to have a Chairperson and a Clerk,

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and while the duties of the Clerk are outlined, the duties of the Chairperson are not. Mr. Lee feels like it's unreasonable to count on the Treasurer to donate so much time to the duties required by the District and that the District should obtain an accountant to take over treasurer duties that cannot be delegated within the existing administration. Mrs. Bowen made a motion to investigate obtaining an accountant to continue some of the current Treasurer duties, Mrs. Dupee seconded the motion which carried 3-0.

Chief Moran explained a few other edits to the By-Laws, including: required training for Board Members, duties of the Chairperson and the Clerk, etc. He invited the Board to email suggestions or edits to the By-Laws, during the month, so that at the December Board meeting, the document can be ready for the Board to vote on the newly edited draft By-Laws.

Item 7: Annual Review: Mrs. Bowen suggested having the review done before January due to accountants being busy with tax season.

Mrs. Bowen made a motion to engage accounting professionals to provide our annual review. Mrs. Dupee seconded the motion, which carried 3-0.

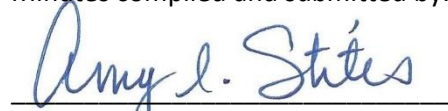
Item 7: Policies and Procedures: This agenda item was not discussed except to postpone it for a future date.

Item 8: Call to the Public: Mrs. Mary McCool handed out a letter from herself, Chair of the J6/Mescal CDO, as well as MJFD Budget information obtained thru a public records request.

The letter asks the Fire District to respond to questions about carry over revenue for next year; and whether a tax rate increase will provide sufficient revenue to cover operating costs.

Item 11: Adjourn: Motion to adjourn the meeting by Mrs. Bowen, second by Mrs. Dupee. Mr. Lee declared the meeting adjourned at 19:50 hours.

Minutes compiled and submitted by:



Amy Stites, November 4, 2015