

**MINUTES OF A REGULAR MEETING OF THE
MESCAL-J6 FIRE DISTRICT GOVERNING BOARD
HELD ON Wednesday, November 28th, 2018 at 6:30 PM**

The meeting was called to order at 1833, by Board Chair Mark Lee. Present at roll call were Board Members Mary Bowen, Owen Kieley, Mark Lee, Myles Clarke and Bruce Andrews.

- Item 1: Call to the Public: Mark Lee opened the floor to the public after reading the Arizona statute regarding the process. Mary McCool representing the CDO, gave the board documents expressing her concerns about the District finances and requesting a clarification in the Fire Chief's contract.
- Item 2: Statement from the Board Chair: Mark Lee made a statement about serving the District for 8 years. The district is a service to the community with a \$400,000 budget. Documents that have been handed out at the meetings previously did not have to be provided to the public. The unapproved Financial Reports have provided a problem as public records. Mary McCool had filed a complaint with the Attorney General regarding the District's financial reports. Only approved Financial Reports should be public record since they have been reviewed. Mark Lee asked Bruce Andrews to support his explanation of the financial reports based on the cash basis accounting the District uses for revenue and expenses as a part of the budgeting. Mark Lee asked the public for constructive comments that would be helpful in the future. No one responded.
- Item 3: Financial Report: Chief Moran stated that with the loss of our accounting services there is not much to report. Chief and The Board stated that the goal is to get the financials sorted and done as soon as possible. The Board is aware of the urgency of getting the finances correct and available to the public.
- Item 4: Budget and Financial Committee: Bruce Andrews stated that due to the financial reports issue the Committee is being tabled to explore at a later date.
- Mary McCool asked for clarification that financial concerns can still be addressed through e-mail with the District directly since there is no Committee. Bruce Andrews stated that the same processes for community input will still be addressed the same.
- Item 5: Standard Operating Procedures: There was discussion between Board Members, Chief Moran and Administrative Assistant, Leigha Woolums, about the strain public records requests have had on the District's limited staff, and ways to mitigate the issue. They decided as a group that it doesn't serve the public's interest to spend District resources on litigation pertaining to records requests.
- Item 6: Minutes: The board reviewed the minutes of the October 30, 2018, Executive Session and the minutes of the Special Meeting held November 7, 2018.
- Owen Kieley made a motion to approve the November 7, 2018 minutes and Myles Clarke seconded. The motion carried 5 – 0.

Mary Bowen made a motion to approve the October 30, 2018 Executive Session meeting minutes and Bruce Andrews seconded. The motion carried 5 – 0.

- Item 7: Governing Board Bylaws: Chief Moran stated that the District Bylaws call for the use of a CPA for the District financials. It needs to be changed to reflect CPA or Bookkeeper.

Owen Kieley made a motion to make the changes to include “or Bookkeeper” in the District Bylaws and Mary Bowen seconded. The motion carried 5 – 0.

- Item 8: Job Description: Chair Mark Lee discussed the job description of a Bookkeeper since the District has had issues with CPA firms and outside accounting services. Chief Moran discussed the needs for the District and the limited resources of the current staff.

Myles Clarke made a motion to approve the new job description position and Mary Bowen seconded. The motion carried 5 – 0.

- Item 9: Board Meeting Schedule: Due to the business needs of the District discussion about a date for a December meeting on December 12, 2018 occurred.

Owen Kieley made a motion for a December 12, 2018 meeting and Mary Bowen seconded. The motion carried 5 – 0.

- Item 10: Canvas of Election Results: The November 6, 2018 election results from Pima County and Cochise County for the District Board were discussed. The Cochise County Recorder waived his fees. The Board discussed the new Board reviewing the Public Open Meeting laws.

Myles Clarke made a motion to approve and accept the final election results and Bruce Andrews seconded. Motion carried 5 – 0.

- Item 11: Oath of Office: Owen Kieley administered the Oath of Office to the elected Board member, Mark Lee. Bruce Andrews administered the Oath of Office to the newly elected Board member, Brian Hughes and Board member, Mary Bowen.

Board Chair Mark Lee thanked Myles Clarke for his service to the District.

- Item 12: Adjourn: Owen Kieley made a motion to adjourn the Board meeting and it was seconded by Myles Clarke. The motion carried 5 – 0.

Mark Lee adjourned the meeting at 1941 hours.

Minutes compiled and submitted by:



Leslie A. Bielas, Administrative Assistant

DATE 7/22/2019