

**MINUTES OF A REGULAR MEETING OF THE
MESCAL-J6 FIRE DISTRICT GOVERNING BOARD
HELD WEDNESDAY, November 29th, 2023, AT 6:30 PM**

The meeting was called to order at 1832 hours by Board Chair Phyllis Ellis. Present at roll call were Board Members: Phyllis Ellis, Dana Law, Debi Wise, JoAnne Ellsworth, and Bob Murray. A quorum existed.

Item 1: **Call to the Public:** This is the time for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date."

No speakers present.

Item 2: **Minutes:** Review, discuss, and possible action to approve the Draft minutes of the October 25, 2023, and September 27th, 2023, Regular Board Meeting.

Bob Murray made a motion to table the October 25th, 2023, Regular Board meeting Draft minutes until the December 20, 2023 meeting. JoAnne Ellsworth seconded. Motion carries 5 – 0 with Phyllis Ellis – yes, Dana Law- yes, Debi Wise – yes, JoAnne Ellsworth – yes, Bob Murray – yes.

JoAnne Ellsworth made a motion to approve the September 27th, 2023, Regular Board meeting Draft minutes. Debi Wise seconded. Motion carries 4 – 0 with Phyllis Ellis – yes, Debi Wise – yes, JoAnne Ellsworth – yes, Bob Murray-yes and Dana Law- abstains.

Item 3: **Financial Report:** Natalie Galgano-Pinkley of Municipal Accounts & Consulting will provide a brief summary of the District's recent financial activities. Board Members to review, discuss and possible board action to approve the October 2023 Financial Report, as prepared by Natalie Galgano-Pinkley of Municipal Accounts & Consulting.

JoAnne Ellsworth made a motion to accept as given the October 2023 Financial Report with correction to \$500 check deposit recorded as Fire Recovery, being changed to donation. Dana Law seconded the motion. Motion carries 5 - 0 with Phyllis Ellis – yes, Dana Law- yes, Debi Wise – yes, JoAnne Ellsworth – yes and Bob Murray - yes.

Item 4: **Fire Chief Report:** Fire Chief John Moran's report is included as an attachment in the District's official minutes.

No Board action taken.

Discussion took place regarding the following:

- Congratulations to Captain Olander, HCI and Lifeline 1 on recent code save
- Two fires: room & contents fire and total loss of 5th wheel toy hauler
- October new hire training and continued education/training for EMT's and rope rescue
- Jaws of life repaired at no cost due to lifetime warranty
- Bid RFP#2023-001 Legal Services, reviewed by attorney
- Bid opening for RFP#2023-001 Legal Services 12.20.2023, published in Sierra Vista Herald and Arizona Daily Star
- Bid for roof will be published 12.20.2023 in Sierra Vista Herald and Arizona Daily Star
- CCEMS/CCFCA meeting 2.28.2024, to be hosted in Administrative community room. Conflicts with 2.28.2024 Regular Board Meeting. December agenda to include change of date for Districts February Regular Board Meeting
- Walker & Armstrong Fiscal Year 2023 Annual Financial Review complete, with findings to be presented 12.20.2023 at Regular Board Meeting
- Grant applications with SCBA and SAFER. All monies have been awarded. Awaiting award letters
- Christmas light decorating contest begins 12.01.2023 with judging 12.22.2023, dusk-9pm
- Thanksgiving food donations collected by District for the Benson Food Pantry

Item 5: **Policies & Procedures:** Review discussion and possible action to approve the following policies:

907 – Heat Illness Prevention Program	908 – Respiratory Protection Program
909 – Personal Alarm Devices	910 – Health and Safety Officer (HSO)
911 – Vehicle Seat Belts	912 – Fire Station Safety
913 – Ground Ladder Testing	914 – Personal Protective Equipment
915 – Hazardous Energy Control	916 – Hazard Communication
917 – Roadway Incident Safety	1000 – Recruitment and Selection
1001 – Performance Evaluations	1002 – Promotions
1003 – Position Descriptions	1004 – Career Tracks
1005 – Fire Officer Development	1006 – Educational Incentives

1007 – Tuition Reimbursement
1009 – Emergency Recall

1008 – Reporting for Duty

Dana Law made a motion to accept the 900 series of policies and procedures with corrections as discussed and policy 908 being tabled. JoAnne Ellsworth seconded the motion. Motion carries 5 - 0 with Phyllis Ellis – yes, Dana Law- yes, Debi Wise – yes, JoAnne Ellsworth – yes and Bob Murray – yes.

Discussion took place regarding the following:

- NFPA standards
- Turnout expirations with consideration to funding and District size

Dana Law made a motion to accept the 1000 series of policies and procedures with corrections as discussed. Debi Wise seconded the motion. Motion carries 5 - 0 with Phyllis Ellis – yes, Dana Law- yes, Debi Wise – yes, JoAnne Ellsworth – yes and Bob Murray - yes

Item 6: **Job Descriptions:** Review, discussion and possible action to approve a job description for the position of Volunteer Coordinator.

JoAnne Ellsworth made a motion to table until December 20, 2023, Regular Board Meeting. Bob Murray seconded the motion. Motion carries 5 - 0 with Phyllis Ellis – yes, Dana Law- yes, Debi Wise – yes, JoAnne Ellsworth – yes and Bob Murray – yes.

Item 7: **Oath of Office:** Chief Moran administered the Oath of Office to new members Mason Stanford and Brian Campagno.

No Board action taken.

Item 8: **Property Donation:** Review, discussion and possible action to accept a donation of real property from the Skipper Family Trust, Cochise County Parcel 124-15-744, located immediately West of the MJFD Administration building.

Debi Wise made a motion to accept donated land directly to the west of the Administrative office. Dana Law seconded the motion. Motion carries 5 - 0 with Phyllis Ellis – yes, Dana Law- yes, Debi Wise – yes, JoAnne Ellsworth – yes and Bob Murray – yes.

Discussion took place regarding the following:

- Negotiation of price and need for Executive Session obsolete as land is a donation
- Size of land, condition of lot, ideas for use, positive effect on value of adjacent Administrative lot
- Cost to District minimal, only appraisal and title transfer fees at approximately \$1000.00

Item 9: Adjourn:

Dana Law made a motion to adjourn. JoAnne Ellsworth seconded the motion. Motion carries 5 - 0 with Phyllis Ellis – yes, Dana Law- yes, Debi Wise – yes, JoAnne Ellsworth – yes, and Bob Murray – yes.

Next Regular Meeting will be held 12.20.2023, as voted previously.

No December Work Sessions scheduled.

Phyllis Ellis adjourned the meeting. Meeting End Time 1930 hours

Minutes compiled and submitted by:
Denise Serna
Office Administrator