

**APPROVED MINUTES OF A REGULAR MEETING OF THE MESCAL-J6 FIRE DISTRICT
HELD ON MONDAY, December 7, 2015**

Meeting was called to order at 18:33 by Board Chair, Mr. Mark Lee. Present at roll call were Board Members, Mark Lee, Mary Bowen, Dan Simmons, Jerry Conrad, and Sue Dupee. A quorum existed.

- Item 1: Minutes: Minutes from the Special Board Meeting on September 8, 2015 were reviewed. Mrs. Bowen made a motion to approve the September 8, 2015, Special Board Meeting Minutes with one correction to Item 8. Mr. Bowen will be corrected to say Mrs. Bowen. Mr. Conrad seconded the motion, which carried 3-0. Mrs. Bowen made a motion to approve the September 8, 2015, Executive Board Meeting Minutes as written. Mr. Conrad seconded the motion, which carried 3-0. Minutes from the October 12, 2015, Regular Board Meeting were reviewed. Mrs. Dupee made the motion to approve the October 12 Regular Board Meeting Minutes, with Mr. Simmons seconding the motion, which carried 4-0. Minutes from the November 2, 2015 Regular Board Meeting were reviewed. Mrs. Bowen moved to approve the November 12 minutes as written, with Mrs. Dupee seconding the motion, which carried 3-0.
- Item 2: Treasurer/Admin Report: Mrs. Bowen presented the HB2572 Financial Summary, with **October's data**, to the Board. Reconciled report summaries are as follows: Warrant Account \$52,012.22; Reserve Account \$94,708.89; Pima County \$15,616.34; National Bank of Arizona \$3,965.75; and Petty Cash remains \$300.94, for a total of all accounts of \$166,604.14. Mr. Simmons made a motion to approve the HB2572 report, Mr. Conrad seconded the motion, which carried 5-0.
- Item 3: Warrant Report: Mrs. Bowen distributed the December 1, 2015 Warrant Report to the Board. The Warrant Account has a balance of \$27,696.97; the National Bank of Arizona Account has a balance of \$14,659.10; the Reserve Account has a balance of \$77,409.18; and Petty Cash remains at \$300.94 for a combined total of \$120,066.19. Mr. Simmons made a motion to approve the Warrant Report, Mrs. Dupee seconded the motion, which carried 5-0.
- It was noted by Mr. Lee and Mrs. Bowen that an error was made while producing the payment for the invoice for the PPE purchased in November (\$17,299.71). Only \$10,000 should have come from the Reserve Account with the remainder coming from another cost center. The sum of \$7,299.71 will be returned to the Reserve Account to correct this error.
- Item 4: Fire Chief Report: Chief Moran presented his Chief's report.
- MJ6FD responded to 36 incidents during the month of November. Turn out time was on average 2:43 minutes.
 - Staff training on firefighter self-rescue. Lieutenant Josh Olander recently obtained his EMT Certification. The District has a new firefighter, Cody Akers. Annual SCBA fit testing has been completed.
 - Apparatus Maintenance: Rescue 171 experienced issues with emissions system again, requiring two trips to Jim Click Ford. The problem was reported as a plugged exhaust filter system, requiring an update to the software. Cost was \$499.00. As the truck was leaving the shop the vehicle began to severely shake which caused us to return it to the shop. This problem required a new EGT Sensor. Chief Moran contacted Ford in regard to all of the issues the District has experienced and Ford applied an extended 7-year/200,000 mile warranty to the engine. There is a \$100.00 deductible each time the warranty is used. Pump testing for Engine 171 is scheduled

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for December 8, after which E171 will go to Tucson's Accu-Trac for front end/suspension work. It is anticipated that E171 will be out of service for 3-5 days. These repairs to E171 are anticipated to be a few thousand dollars which will come from the Reserve Account. Chief is working on getting a reserve pumper from Huachuca City FD.

- The District is completing the final tasks to allow Covenant Solutions to begin billing for past and current incidents.
- National Bank will be issuing new chip-type credit cards. New fuel cards have been ordered for S171 and T173.
- AFDA Conference Registration: The bi-annual conference of the Arizona Fire District Association is Scheduled for January 15 and 16, in Laughlin, NV.
- The City of South Tucson Fire is donating used SCBA to MJFD. Complete Scott brand air packs to include face pieces, heads up display, and communications. It is anticipated that the District will receive 15 to start with and perhaps an additional five packs at a later date. This will require training, fit testing, and the District may need to purchase additional face pieces. Implementation of the packs may take up to two months, at which time we will need to decide what to do with our existing packs. Chief noted that South Tucson has been very good to MJFD; a relationship that Chief Anderson cultivated during his time with the District.
- Mescal Firefighters Association sponsored two local families for Thanksgiving dinner. By all reports, it was a successful endeavor.
- MJFD staff will participate in the annual Christmas Light Parade on December 12.
- Direct deposit for payroll is now mandatory for each employee. This change is to simplify the payroll process, and lower costs.
- Monthly Board Meeting materials will be available to the Board Members before each meeting, ideally a week prior to a scheduled meeting.
- The Annual Review is imminent. Chief and Mrs. Bowen discussed the particulars for preparing for the review.

Item 5: Department Motto: Chief Moran explained that he asked the firefighters to come up with possible mottos that the District could use in PSAs, ad campaigns, etc. The Board discussed each of the entries, and ultimately decided on "Service For Others."

Item 6: Property Purchase: The purchase of Mescal Lake Lot 501, Parcel 124-15-379-1 was discussed at length. Mr. Conrad made a motion to approve the purchase of the before mentioned lot, for \$1,200.00, and title and escrow fees of approximately \$500.00. Mr. Simmons seconded the motion, which carried 5-0. The payment of this expense will come from the Reserve Account.

Item 7: Warrant Account Signature Authorization: Mrs. Bowen made a motion for each Board Member to provide name, signature, and phone number so that each person may be an authorized signer of District generated Warrants. Mrs. Dupee seconded the motion, which carried 5-0.

Item 8: Accounting Proposal: Chief explained that he met with Mr. Curtis E. Ohlhauser, CPA, several times in November to discuss the District's accounting needs. Mr. Ohlhauser has submitted a proposal to the District, which was enclosed with this meeting's other supporting documents. The Board and Chief Moran discussed several issues, including the plan for generating and delivering reports, check writing, cost of retaining a CPA, etc. Mr. Simmons made a motion to engage the services of Mr. Ohlhauser, with Mr.

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Conrad seconding the motion. The motion passed with a 4-0 vote and Mrs. Bowen abstaining.

Item 9: Governing Board By-Laws: Chief Moran discussed the proposed changes to the District's By-laws. Included in the document are the duties of the Chair, Clerk, Fire Chief, etc. It was agreed that Article V, Section 1, would be edited to read, "Committees" removing "Standing." Also, under Article V, the entire first paragraph will be removed. Mr. Simmons made a motion to approve the edits to the By-Laws, as of December 7, 2015. Mrs. Dupee seconded the motion which carried 5-0.

Item 10: Fee Schedule Resolution: Chief provided a new proposed fee schedule for billing out of District individuals for the District's response to their emergency.

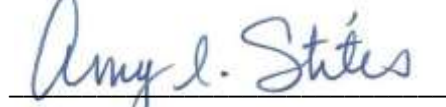
Chief explained that there are not many changes to the fees, but a change in how the District bills, which will make retrieving payment more successful. He explained the significant changes and how they would affect our reimbursement endeavors. These changes are suggested by Covenant Solutions, to update the District's Fee Schedule to 2015 standards. The last update to the Schedule was in June of 2011. Mr. Simmons made a motion to adopt the new Fee Schedule (Resolution Number 15-0914), with Mr. Conrad seconding the motion which passed 4-0.

Item 11: Call to the Public: Mrs. Mary McCool handed out a letter from herself, Chair of the J6/Mescal CDO, and some email examples to support her complaints. Mrs. McCool requests that the District provide a quicker response to her public records requests.

Judge Staggs thanked the Board and firefighters for their service to the community.

Item 12: Adjourn: Motion to adjourn the meeting by Mr. Conrad, seconded by Mr. Simmons. Mr. Lee declared the meeting adjourned at 20:03 hours.

Minutes compiled and submitted by:



Amy Stites, December 9, 2015