MINUTES OF A REGULAR MEETING OF THE
MESCAL-J6 FIRE DISTRICT GOVERNING BOARD
HELD WEDNESDAY, December 20th, 2023, AT 6:30 PM

The meeting was called to order at 1830 hours by Board Chair Phyllis Ellis. Present at roll call were Board Members: Phyllis Ellis, Dana Law, Debi Wise, and Bob Murray. JoAnne Ellsworth attended via telephone.
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 November 29th, 2023, Regular Board Meeting.

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

Dana Law made a motion to approve the November 29th, 2023, Regular Board meeting Draft minutes. Debi Wise seconded. Motion carries 5 – 0 with Phyllis Ellis – yes, Debi Wise – yes, JoAnne Ellsworth – yes, Bob Murray-yes and Dana Law- yes.

Discussion took place regarding the following:

- Work Session minutes

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

Debi Wise made a motion to accept as given the November 2023 Financial Report. 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.

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:

- New hires
- Christmas light contest canceled due to low participation
- Christmas light contest distribution of prizes
- Access to Spillman software

Item 5: **Fiscal Year 2023 Financial Review**: Walker & Armstrong's Lisa Parke presented the results of the Fiscal Year 2023 Annual Financial Review, followed by a review, discussion and possible action to approve the report.

Debi Wise made a motion to accept the Fiscal Year 2023 Financial Report provided by Lisa Parke with Walker & Armstrong. 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:

- Errors/Updates made to Fiscal 2023 Budget submitted to County

Item 6: **Roof Replacement Bid Opening/Acceptance**: Bids submitted for the purpose of replacement the Administration Building roof were opened, followed by review, discussion and possible action to approve one of the bids.

Dana Law made a motion to not accept either of the two sealed proposals opened. 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.

Discussion took place regarding the following:

- Two roofing bids received
- Bids received are over District's budget
- Workmanship, materials, and insurances provided in received bids
- Previous proposals received prior to RFP

Item 7: **Extrication Tools**: Review, discussion and possible action to approve the purchase of one or more battery operated extrication tools.

Bob Murray made a motion to table the extrication tools until a Work Session for discussion in more detail. 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:

- Arizona Department of Fire and Forestry Management release of 5 million dollars in equipment Grants to be used for Arizona Fire Districts
- Repair of current tools/lifetime warranty

Item 8: **Legal Services Bid Opening/Acceptance**: Bids submitted for the purpose of Legal Services to be opened, followed by review, discussion and possible action to approve one of the bids.

No Bids received.

Dana Law made a motion to table the discussion on legal services until the next Work Session. 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.

Discussion took place regarding the following:

- Bob Murray opted to go over his presented documents with the Board at next Work Session

Item 9: **Staffing**: Review and discussion of current staffing issues, recruitment and/or retention, candidate testing, employee benefits, worker's compensation insurance, accident & disability insurance, uniforms, personal protective gear, job descriptions

and new hire minimum qualifications. Possible board action may include directing Fire Chief to hire one or more operational staff members, directing staff to obtain additional information, or scheduling a future work session to determine the feasibility of hiring one or more career firefighters.

Debi Wise made a motion to table discussion on staffing until Work Session. 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:

- Changes to how part time employees are counted
- Significant increases to Workers Compensation
- Corresponding numbers not yet available

Item 10: **Grant Application Update**: Chief Moran provided an update regarding the status of the District's recent SAFER and AFG grant applications. Discussion may include topics such as the availability of future grants, third party grant writers, and similar topics as they relate to the District's search for additional funding.

No Board action taken.

Discussion took place regarding the following:

- SAFER and AFG Grants not awarded to the District
- Possible reasons the District was not awarded
- Resubmissions and associated costs
- Peer Reviews
- Lexipol's rate of return on Grant submissions
- Future Work Session dedicated to working on a Grant submission
- Professional Grant writer services
- Contingency plans for equipment replacement

Item 11: **Volunteer Coordinator Job Description**: Review, discussion and possible action to approve a job description for the position of Volunteer Coordinator.

Debi Wise made a motion to accept the Volunteer Coordinator Job Description as presented. Bob Murray seconded the motion. Motion carries 4 - 0 with Phyllis Ellis – yes, Dana Law- yes, Debi Wise – yes, and Bob Murray – yes. JoAnne Ellsworth – abstains.

Discussion took place regarding the following:

- Possible candidate for the Volunteer Coordinator position

Item 12: **Policy Implementation**: Review, discussion and possible action to establish a timeline for official policy implementation.

Debi Wise made a motion to implement all policies when all policies have been voted upon. Dana Law seconded the motion. Motion carries 3 - 1 with Phyllis Ellis – no, Dana Law- yes, Debi Wise – yes, and Bob Murray – yes. JoAnne Ellsworth – abstains.

Discussion took place regarding the following:

- Policies being approved prior to procedures
- Process of which policies to follow while procedures are pending approval

Item 13: **Board Meeting Calendar**: Review, discussion, and possible action to schedule additional board meetings and/or work sessions as needed.

January Regular Meeting 01.31.2023
Work Session 01.10.2024
Work Session 01.24.2024
February Regular Meeting 02.26.2024

Item 14: **Adjourn**:

Dana Law made a motion to adjourn. Bob Murray seconded the motion. Motion carries 4 - 0 with Phyllis Ellis – yes, Dana Law- yes, Debi Wise – yes, and Bob Murray – yes. JoAnne Ellsworth – abstains.

Phyllis Ellis adjourned the meeting. Meeting End Time 1939 hours

Minutes complied and submitted by:
Denise Serna

Office Administrator