

**APPROVED MINUTES OF A REGULAR MEETING OF THE MESCAL-J6 FIRE DISTRICT
HELD ON MONDAY, February 1, 2016**

Meeting was called to order at 18:36 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: The Board reviewed the Draft Board Minutes from the January 4, 2016 meeting and the Draft minutes from the November 2, 2015 Ratification Meeting. Mrs. Dupee moved to approve the January 4, 2016 Draft Minutes, with the corrections to Item 3 regarding year end MJFD response numbers. Mr. Conrad seconded the motion, which carried 5-0. Mr. Simmons made a motion to approve the November 2, 2015 Ratification Meeting Minutes. Mrs. Dupee seconded the motion, which carried 5-0.

Item 2: Financial Report: Mr. Lee informed the public that the District is going through a transition with it's accounting and bookkeeping. Since January 2016, the District has retained the accounting services of Mr. Curtis Ohlhauser, CPA. During the transition it is expected that there will be unknown and unforeseen issues to be resolved, but the Board is confident that these issues will be worked out on a reasonable learning curve. Chief Moran presented to the Board the HB 2572 with November 2015 financial data, along with a Quickbooks generated balance sheet, and list of transactions by vendor. Mrs. Bowen had several issues with the format of the information provided and several solutions were discussed. Since the format of the transaction list by vendor was difficult to read and had some information that was not clear, the Board decided not to approve at this time, but wait for a corrected document. Mr. Lee decided to postpone approvals to any financial documents presented at this meeting until discrepancies can be worked out.

Mrs. Mary McCool suggested scheduling a work session where Mr. Ohlhauser addresses the Board with his concerns, findings, and his estimation of when these adjustments may be corrected. Her concern is that this is November data, and we are in the month of February. Mr. Lee made clear to Mrs. McCool that the Board is confident in the overall financial situation of the District and that the errors and details discussed will be addressed and acted upon.

Item 3: Fire Chief Report: Chief Moran presented his Chief's report.

- MJFD responded to 35 incidents in January.
- Training in January consisted of initial report training, and ladder ops. The annual wildland refresher was conducted along with Sundance Fire. There will be an annual training calendar developed to manage the ISO trainings, OSHA, and MJFD requirements.
- Firefighter Brown has assumed responsibility for equipment inventory for the apparatuses. This was initiated to comply with the District's cooperative agreement with the state of Arizona. It was discovered that some hosing needs replacing, but Chief expects the expense to be less than \$1,000.00.
- Firefighter Ratcliff is studying to obtain his CDL license in the coming weeks.
- Chief said that there have been two transmission failures from dispatch in the past few weeks, and although they were of a short duration, dispatch could not explain the failure. MJFD was also unable to identify the source of the failure, but did verify that all of the District's equipment was working properly at the time. Chief noted that although this is inconvenient, the failures are not as often as in the past.

**APPROVED MINUTES OF A REGULAR MEETING OF THE MISCAL-J6 FIRE DISTRICT
HELD ON MONDAY, February 1, 2016**

- There is work going on at Station One to convert a space into sleeping quarters for overnight shifts. Chief told the Board that Mrs. Dupee secured a sign, to identify the MJFD Administration Building at 98 North Oak, from Artec Industries. The sign should be ready very soon.
- AARP is using the community room at the Administration Building to provide free tax aide for citizens in the area. The service is available on Tuesdays from 10:00 am – 2:00 pm, through April 12.
- Chief has spoken to Kay Green at the accounting firm who will perform the District's Annual Review. She verified that they are in receipt of all documentation required to perform the review. Chief expects to have the review within the next few months.
- The District's Information Technology provider, RikerTek, has raised their service rates after five years. The rates have gone from \$45.00 to \$60.00 an hour for service calls, and from \$30.00 to \$45.00 for services provided from their office. They have also implemented a 25 percent late fee, which should rarely or never be implemented on the District. Chief explained that to date the District has used 34 percent of budgeted funds for IT services, and with five months left in the fiscal year and no major issues on the horizon, even with the increase in rates, this should not have a negative impact on the District's ability to maintain it's equipment or any needed services.
- The District received property tax values from Pima County, which have generally stayed the same. Cochise County's data should be received by mid-February and Chief said he would distribute the information when received.

Item 4: Appointment of District Representative: Mr. Lee explained to the Board that Pioneer Title is requiring the Governing Board to appoint one person to sign all of the documents related to the purchase of land from Mr. Edmonds. Mrs. Bowen made a motion to appoint Mr. Mark Lee as the District's representative. Mrs. Dupee seconded the motion, which carried 5-0.

Item 5: Citizen Complaint: Mr. Lee informed the Board that on January 13, 2016 he received a complaint from Mr. John Cokely, a citizen within the District, about the District's response to a brush fire off of Arapaho in the J6 area. Mr. Cokely's initial complaint was that the District took too much time to respond to the grass fire.

Mr. Cokely addressed the Board and provided a description of the incident, and said that his main issue was that the County Sheriff arrived on scene and stated that he must leave Justin Turner's property, because he was impeding the District's ability to fight the fire.

Mr. Lee directed Chief Moran to investigate the circumstances of the response to the grass fire. Chief obtained the firefighter's report and the Pima County Sheriff's report. Mr. Lee explained that the District was toned out at 14:09 and arrived on scene at 14:17, which is a response time of eight minutes.

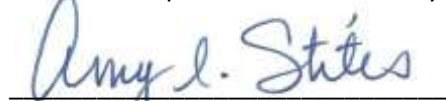
As a result of this incident Chief Moran has ordered that firefighters are not to leave the District unless there are two individuals on duty to respond to a call.

Mr. Dan Simmons excused himself from the Board Meeting at 19:23 hours.

**APPROVED MINUTES OF A REGULAR MEETING OF THE MESCAL-J6 FIRE DISTRICT
HELD ON MONDAY, February 1, 2016**

- Item 6: Oath of Office: Two firefighters, Gunner Cain, and Cody Akers were sworn in by Mr. Lee, and officially welcomed into the Mescal J6 Fire District.
- Item 7: Auto Deposits: Mr. Lee explained that the District has more than one bank account and occasionally there needs to be a deposit into the National Bank of Arizona (NBA) account from the Warrant account to cover payroll. Mrs. Bowen moved to give blanket authority to make a deposit of \$10,000.00 into the NBA account when the balance falls below \$5,000.00. Mr. Conrad seconded the motion which carried, 4-0.
- Item 8: Letter of Declaration for Line of Credit: Chief Moran stated that Cochise County requires the District to have a Line of Credit (LOC) available, and presented the Board with the document to enter into an agreement with JPMorgan Chase Bank which would allow Chase Bank to deal with Cochise County on the District's behalf. It was noted that the amount of the LOC is less than \$30,000,000. It was also noted that the District has never used the LOC that is required by the County and is established only as a safety net in the event of a catastrophic occurrence.
- Mr. Conrad moved to have Mr. Lee sign the LOC document as written. Mrs. Dupee seconded the motion which carried 4-0.
- Item 9: Apparatus Lease Purchase Payment: The annual lease payment, for Rescue 171, in the amount of \$15,799.89 is due March 1, 2016. Mrs. Bowen made a motion to approve the annual payment for the stated dollar figure, Mrs. Dupee seconded. The motion carried 3-1, with Mr. Lee voting nay.
- Item 10: Call to the Public: Mrs. Mary McCool spoke on behalf of the CDO. She said they would greatly appreciate reconciliation of the financial status of the District, and is disappointed that the public has to wait 30-days to catch up on the distribution of information. She also informed the Board that it is very important that they get caught up. She reiterated that she would like the District to get caught up and not wait because there are five months of documents that she has determined are not correct.
- Item 11: Adjourn: Mr. Conrad made a motion to adjourn, Mrs. Dupee seconded the motion which carried 4-0. Mr. Lee declared the meeting adjourned at 19:42 hours.

Minutes compiled and submitted by:



Amy Stites, February 4, 2016