

**MINUTES OF A REGULAR MEETING OF THE
MESCAL-J6 FIRE DISTRICT GOVERNING BOARD
HELD ON Wednesday, February 22, 2017 6:30 PM**

The meeting was called to order at 1834, by Board Chair Mark Lee. Present at roll call were Board Members Mark Lee, Jerry Conrad, Mary Bowen, Sue Dupee and Owen Kieley.

- Item 1: Minutes: Mark Lee requested an update on Item 3 of the November board meeting. Chief Moran stated that Mrs. Clewer had told him that the annual financial report will be at least 1 week late. There has not been anything “remarkable” in her findings. Jerry Conrad made a motion to approve November regular board meeting minutes. Mary Bowen second. Motion carries 5-0
Owen Kieley made motion to approve the December regular board meeting minutes with the correction on item 2. Jerry Conrad second. Motion carries with Mark Lee, Sue Dupee, Jerry Conrad, and Owen Kieley voting yes and Mary Bowen abstaining.
- Item 2: Financial Report: Chief Moran gave an update on the District’s financial status. Chief Moran explained the journal entries, on the December financial statement. (Email from the districts CPA explaining the journal entries attached.) Chief Moran recommend tabling the January Financial statement due to the lack of time for the board to review it.
Owen Kieley made motion to approve the December financial report. Sue Dupee Second. Motion carries 5-0.
Owen Kieley made motion to table January financial report until the board has more time to review it. Dupee seconded. Motion carries 5-0.
- Item 3: Fire Chief Report: Chief Moran advised the board that the department responded to 30 incidents during the month of January, with an average turn-out time of 3 minutes and 17 seconds and an average response time of 7 minutes and 6 seconds.
 Apparatus Maintenance: Chief Moran stated there were no major vehicle maintenance problems during the month of January. He also stated that the District is collecting bids to replace 4 tires on Tender 171, a complete set of 6 on Tender 172, and 4 tires for Command 171.
 Billing: Chief Moran discussed the efforts being taken to get Cochise County and Pima County onto the same tax rate. The district has purchased an Amazon Prime membership to save money on shipping on the office supplies the district orders from them. Chief Moran stated that the district has already saved in shipping, the cost of the membership.
 Payroll Tax Payments: Chief Moran stated HBL the districts CPA has configured the payroll tax payments in QuickBooks to automatically be withdrawn via, electronic funds transfer to ensure prompt payment.
 Workers Compensation- Chief Moran advised the board about the problems with Travelers insurance. Discussion between board members and Chief Moran on obtaining bids from other insurance companies for the 2018 fiscal year.
 State law, overtime law- Discussion between board members and Chief Moran about how the new legislation on overtime and minimum wage will affect the District during the next fiscal year.
 Babysitting service- Chief Moran presented the idea of having a babysitter on call for the firefighters who have children. General discussion between board

members about possible liability, and cost of such a program. Ms. McCool wanted to know if C.O.R.E would be willing to help establish the program.

- Item 4: Cochise County Signature Card: Board members signed the new signature card to update the signatures with Cochise County. No board action taken.
- Item 5: Community Use of MJFD facilities: Item tabled to obtain the information that Ms. McCool had offered at the last board meeting. No board action taken. (information packet attached)
- Item 6: Chief Moran requested to strike item 6 from the agenda.
- Item 7: 2017 Assessed Values, Pima County: The 2017 assessed values for Cochise County and Pima County were passed out (documents attached). No board action taken.
- Item 8: Dispatch Services Payment: Discussion on other possible options for dispatch services, it was decided that it is the most cost effective to continue to pay the City of Benson for their dispatch services. Sue Dupee made a motion to approve the \$5,000 dispatch payment to the City of Benson. Owen Kieley second. Motion carries 5-0.
- Item 9: District Credit Cards: Discussion between board members about cancelling Amy Stites credit card and issuing a credit card to the present Administrative Assistant Leigha Woolums. Jerry Conrad made a motion to re-apply Amy Stites credit card to Leigha Woolums. Owen Kieley second. Motion carries 5-0.
- Item 10: Payroll Dates: Owen Kieley made a motion to improve the 060-compensation administration policy to change the end of payroll to the 23rd of every month instead of the 25th, to ensure payroll is made on time every month. Sue Dupee Second. Motion Carries 5-0.
- Item 11: Call to the Public: Ms. McCool advised the board of her concerns about the financial practices of the District. (the packet she provided the board members is attached)
- Item 12: Adjourn: Jerry Conrad made motion to adjourn at 1934 hours. Mary Bowen Second. Motion Carries 5-0

Minutes compiled and submitted by:



Leigha Woolums, Administrative Assistant
2/24/2017