MINUTES OF A REGULAR MEETING OF THE
MESCAL-J6 FIRE DISTRICT GOVERNING BOARD
HELD ON WEDNESDAY, APRIL 29, 2020 AT 6:30 PM

The meeting was called to order at 1832 by Board Chair Mark Lee. Present at roll call were Board Members: Mark Lee, Mary Bowen, and Owen Kieley. Brian Hughes absent.

Item 1: Minutes: Minutes for January 29th, 2020 were reviewed and discussed.

Mary Bowen made a motion to approve the minutes. Owen Kieley seconded. Motion carries 3-0 with Mark Lee – yes, Mary Bowen – yes, and Owen Kieley – yes.

Item 2: Financial Reports: Fire Chief John Moran presented a brief summary of the District's financial status followed by a review and discussion of the December 2019 and January 2020 financials, as prepared by Natalie Galgano of Municipal Accounts & Consulting, LP.

December 2019: Owen Kieley made a motion to approve the December 2019 financial report. Mary Bowen seconded. Motion carries 3-0. Mark Lee – yes, Mary Bowen – yes, and Owen Kieley – yes.

January 2020: Mary Bowen made a motion to approve the December 2019 financial report. Owen Kieley seconded. Motion carries 3-0. Mark Lee – yes, Mary Bowen – yes, and Owen Kieley – yes.

Item 3: Fire Chief Report: Fire Chief John Moran presented a summary of recent administrative and operational activities at MJFD, including information regarding incident response, training, vehicle and facility maintenance, legislative issues, and/or other relevant topics. Chief Moran reported incidents are down and currently only in-house training due to COVID-19; 98 N. Oak will need new roof shingles in the future; Appropriations bill for Wildland funding passed the Legislature, awaiting Governor's signature; 2 new Firefighters, Grant Fuller and Darren Markley; Arizona DEMA would like to install a temporary radio transmitter in the MJFD to broadcast traffic and safety data through the wildfire season. Owen Kieley suggested posting wildfire dangers on MJFD website.

Item 4: National Bank Access: Reviewed and discussed updates to the list of approved check signers, remove any staff or board members no longer associated with the District, and approve board and/or staff members who shall have access to online banking.

Owen Kieley motioned to direct National Bank to remove the following inactive users from our National Bank account: Mary McCool, William Dupee, and Leigha Woolums. Mary Bowen seconded. Motion carries 3-0 with Mark Lee – yes, Mary Bowen – yes, and Owen Kieley – yes.

Owen Kieley motioned to direct National Bank to remove the following authorized signers from our National Bank account: Larry Anderson, Steven Hoffman, and Daniel Simmons and, further, to add Board Members Owen Kieley and Brian Hughes as check signers. Mary Bowen seconded. Motion carries 3-0 with Mark Lee – yes, Mary Bowen – yes, and Owen Kieley – yes.

Owen Kieley motioned to direct National Bank to provide Linda Lee, MJFD Office Manager, access to online banking for our checking account. Mary Bowen seconded. Motion carries 3-0 with Mark Lee – yes, Mary Bowen – yes, and Owen Kieley – yes.

Item 5: Policies & Procedures: Reviewed and discussed approving revisions to the *096 Reoccurring Invoices* standard operating procedures. Accountant Natalie Galgano recommending preparing warrants with Vendor name and have two (2) Board Members sign reoccurring monthly invoices, i.e. water, electric, etc., for following month.

Mary Bowen motioned to table the discussion until Chief Moran discusses with Accountant. Owen Kieley seconded. Motion carries 3-0 with Mark Lee – yes, Mary Bowen – yes, and Owen Kieley – yes.

Item 6: Governing Board Vacancy: Reviewed and discussed a Letters of Interest and selecting a candidate to fill a vacancy on the Governing Board created by the December 31, 2019 resignation of Board Member and Clerk, Bruce Andrews.

Mary Bowen motioned to approve Myles Clark to fill the vacancy. Owen Kieley seconded. Motion carries 3-0 with Mark Lee – yes, Mary Bowen – yes, and Owen Kieley – yes.

Item 7: Budget Schedule: Reviewed and discussed possible action to approve a calendar of events related to the Fiscal Year 2021 Budgeting process.

Mary Bowen motioned to accept the timeline. Owen Kieley seconded. Motion carries 3-0 with Mark Lee – yes, Mary Bowen – yes, and Owen Kieley – yes.

Item 8: Apparatus Acquisition: Reviewed and discussed possible action to find solutions to the District's need to obtain a suitable replacement for Engine 171. Chief Moran reported there is no news at this time. At the January 29, 2020 Board Meeting, Brian Hughes reported on the status of a possible engine. He stated we are second in line behind the college. He also reported there is a requirement the engine be housed and the college was unable to fulfill that requirement.

The Board recommended Chief Moran follow up with Board Member Hughes for an update.

Item 9: Legal Representation: Reviewed and discussed possible action to secure legal representation from Ann Roberts, attorney based in Benson, AZ. Chief Moran reported Attorney Roberts agreed to represent the MJFD in Cochise County.

Mary Bowen motioned to approve Ann Roberts as attorney for the MJFD. Owen Kieley seconded. Motion carries 3-0 with Mark Lee – yes, Mary Bowen – yes, and Owen Kieley – yes.

Item 10: Base Hospital Agreement: Reviewed and discussed renewal of the District's Emergency Medical Services – Supporting Service Agreement (Medical Control) with Tucson Medical Center.

Owen Kieley motioned to renew the Base Hospital Agreement. Mary Bowen seconded. Motion carries 3-0 with Mark Lee – yes, Mary Bowen – yes, and Owen Kieley – yes.

Item 11: Adjourn: Mary Bowen made a motion to adjourn the meeting.

Owen Kieley seconded the motion. Motion carries 3-0. Mark Lee – yes, Mary Bowen – yes, and Owen Kieley.

Mark Lee adjourned the meeting at 1918 hours.

Minutes compiled and submitted by:

Linda L. Lee
Office Manager