

**APPROVED MINUTES OF A REGULAR MEETING AND EXECUTIVE SESSION OF THE MISCAL-J6 FIRE
DISTRICT GOVERNING BOARD
HELD ON Wednesday, July 27, 2016, 6:30 PM**

The meeting was called to order at 18:30 hours, by Board Chair, Mark Lee. Present at roll call were Board Members, Mr. Jerry Conrad, Mrs. Mary Bowen, and Mrs. Sue Dupee. Mr. Dan Simmons was absent, but a quorum still existed.

Item 1: Minutes: Minutes from the Regular Board meeting held on May 25, 2016 and the Special Meeting held on June 6, 2016 were reviewed by the Board. In Item 4 in the draft minutes from the May 25, 2016 meeting, Mr. Lee clarified that Mr. Simmons does not intend to run for the Governing Board in November 2016. Mrs. Bowen made a motion to approve the May 25 minutes with the correction requested by Mr. Lee. Mrs. Dupee seconded the motion, which carried, 4-0.
Mrs. Bowen made a motion to approve the minutes from the Special Meeting held on June 6, as written. Mrs. Bowen seconded the motion which carried, 4-0.

Item 2: Financial Report: Chief Moran presented the Certificate of Compliance for the financial report containing May 2016 data to Board Chair, Mr. Lee for signature. Having reviewed the financial detail prior to this evening's meeting, Mr. Conrad made a motion to approve and sign the Certificate of Compliance, with Mrs. Bowen seconding the motion, which carried 4-0.

Chief Moran notified the Board that the District has retained a new CPA firm, HBL, CPA, based in Tucson, Arizona. Due to the retention of this firm in late July, time constraints prevented their ability to prepare financial detail for the month of June 2016. Chief assured the Board that financial detail for June and July 2016 would be ready to present at the August 31, 2016 Regular Board Meeting.

Chief Moran provided the following account detail snapshot to the Board:

- National Bank of Arizona – a balance of \$3,475 in this account, after July payroll was distributed.
- Warrant Account – A balance of \$36, 533.00, as of July 27, 2016. This balance does not reflect deposit information from Cochise or Pima County, which had not yet been analyzed or recorded by HBL, CPA as of the meeting date.
- Reserve Account – A balance of \$85,280.00 in this account reflects a transfer of \$20,000.00 carryover from the Warrant Account at the time of the transition from Fiscal Year 15/16 to Fiscal Year 16/17.
- Petty Cash - \$300.00

Item 3: Fire Chief's Report: Chief Moran's report encompassed June and July facts and data due to the cancelled meeting in June.

- In June the District responded to 25 incidents, including patient assessment and handling, forcible entry, and personal protective equipment. The average response time was 7:20 and average turn out time was 3:40.
- The District sent two firefighters to the Ropes Training in Yarnell, which was scheduled for 3 consecutive weekends. After the first weekend, the subsequent weekends were cancelled due to a wildfire in the Yarnell area. Those two weekends have not yet been rescheduled.
- Training in June consisted of traffic management safety, and wildland fire training.
- The turbo on R171 was damaged and require repair and replacement. The Ford dealer determined that the failure was due to an aftermarket air filter being sucked into the turbo and therefore it was an expense that wouldn't be covered by warranty. The repair cost over

\$2,700.00. Shortly after, the District received a recall notice on the turbo, so the District will be working to have the \$2,700 refunded based on the recall.

- E171 received all new tires, which was a budgeted expense. In the near future two more vehicles will receive new tires as well, also a budgeted expense.
- A section of roof at the Administration Building needs repair. Materials have been purchased by the District and repairs will be made by firefighter personnel.
- A new door between the office and rehab space at Station One has been installed.
- Solar lights have been purchased for installation at the Administration Building. One has been installed and the others will be installed in the near future.
- Mr. Michael Nervick has donated 20 gallons of driveway sealer to use on the helipad at Station Two.
- In lieu of a copier costing many thousands of dollars, the District has purchased a high functioning Hewlett Packard laser printer/copier/scanner/fax for the Administrative Office. The purchase of the copier, a 3 year warranty, and replacement toner cost was roughly \$800 and is working very efficiently and cost effectively.
- New hose packs have been purchased to replace hoses that have failed in testing.
- In July, the District responded to 60 incidents. Response time was 8:58 and turn out time was 3:12.
- A mandatory EMT orientation was held in preparation of a new relationship with Tucson Medical Center (TMC) as the District's new base hospital.
- Training in July consisted of wildland fire attack, vehicle fire attack, and vehicle extraction training in conjunction with Sundance Fire.
- Fire Fighter Nastasio completed annual service on T171 and T172.
- The Administration Building has become overrun with mice. Pest control specialist advised the District to patch access holes first and foremost. A plan is currently being devised to eliminate access spots.
- Worker's Compensation Insurance has been obtained for the District's employees and volunteers. The District was denied coverage by four commercial insurers, and unfortunately the one commercial provider that was a good option, decline to bind coverage because an audit request from 2012 and 2013 was not completed by office personal at the time of the request. To obtain coverage, the District had to complete that audit overnight and ended up costing the District nearly \$500 to satisfy the results of the audit. The assigned risk application was given to Traveler's Insurance and coverage was bound for one year.
- The National Bank of Arizona is closing their Duncan, Arizona branch. MJFD will be picking up donated office furniture from that branch on Monday, August 1, 2016.
- Recent power outages have disabled the District's internet and other related failures. According to the District's agreement with Bluespan Wireless, they are obligated to have a back up power source, which was not in place. After some discussions with Bluespan, there is now back up and outages and access issues should be resolved.
- The District has obtained services from EDispatches. They provide a telephone application that gives access throughout the US and has a special mapping function which will give immediate directions to the call. The expense is \$79 per month. This cost is offset by the cancellation of WhenIWork, the software that was previously used.
- Palominas Fire Chief, Matthews has suggested more frequent meetings for area Fire Chiefs only, to try to narrow focus of monthly meetings. The first is August 8, 2016, which Chief Moran will be attending.

- Two new firefighting personnel have recently been hired at MJFD. Wof Tubach and Paxton Moran are both recent graduates of Pima Fire Academy and are both EMTs. They will be sworn in at the August Board Meeting.
- MJFD Firefighter Same Schoepf, who is employed full-time at Mountain View Fire, has moved within the Mescal J6 Fire District and will be more available for shifts and response to calls. Chief noted this speaks highly of the commitment, Sam and many of the District's staff, have for their colleagues and residents of Mescal J6. Sam is currently the District's only paramedic.

- Item 4: Medical Direction Agreement Extension, Canyon Vista Medical Center (CVMC): Chief Moran explained that currently the District's medical command is provided by CVMC, in Sierra Vista. The agreement renews annually, on August 1, and due to the cancelled meeting in June, the agreement is now being considered for renewal. The agreement is standard and has the same conditions and terms as in previous years. Mrs. Dupee made a motion to execute the agreement. Mrs. Bowen seconded the motion, which carried 4-0.
- Item 5: Medical Direction Agreement, Tucson Medical Center (TMC): Chief presented the proposed agreement to the Board. He explained that the main reason for changing base hospitals is because HCI, St. David, Whetsone, and Benson all use TMC for medical direction, and it will provide better continuity of care, and MJFD's protocols will be in line with the other entities in the area. Chief noted that TMC medical direction is more involved with reporting, procedure, training, and best practices. MJFD personnel are aware that this new relationship will involve a higher level of training, professionalism, and accountability and are up to the task and excited about the opportunity. It is hoped that this new relationship will ultimately result in superior care and service to the persons served by the District. Mrs. Dupee asked if the agreement with CVMC and TMC will overlap in tenure, to which Chief Moran said, that the TMC agreement will replace the CVMC agreement. Mrs. Bowen made a motion to approve the agreement, with Mr. Conrad seconding the motion. The motion carried 4-0.
- Item 6: Public Records Complaint: Chief Moran explained that he spoke with a representative of the Ombudsman's Office who said he believes the issue has been resolved and the District should be receiving official notice of the resolution very soon, but as of the meeting date had not been received.
- Item 7: Open Meeting Law Complaint: Chief explained that the hand out provided was a response to the Arizona Attorney General's Office, on behalf of the District, regarding the allegations made by the Community Development Organization. At the time of the meeting no response has been received from The Attorney General's Office.
- Item 8: San Pedro Valley Fire Corps: Chief introduced Mrs. Cindy Kuhn as the Director of the San Pedro Valley Fire Corps. Mrs. Kuhn addressed the Board and explained that she is a longtime resident of the area, has 20 years and varied experience in the medical field, and is the wife of a District firefighter. Her commitment to the public and belief in volunteerism made the opportunity ideal for her. She is known and respected in the community as a liaison between entities, and is valued for her calm and assertive problem solving and critical thinking ability. Mrs. Kuhn has children at home and is passionate about child related outreach initiatives, community participation and recruitment of volunteers to aide in District endeavors. Currently, the focus is researching areas to serve, and developing programs to enhance the scope of the District's service to the residents of Mescal J6 and surrounding areas. Mrs. Kuhn is working with Chief Moran, and other personnel, to brain storm ideas to begin programs

and serve the community. Chief Moran said he believed it would be a year before the Corps is fully operational. Mr. Lee thanked Director Kuhn for volunteering her time and experience in this new venture, and wished her great success.

- Item 9: Contractor Bid Approval: Chief explained that obtaining bids from area contractors has been challenging. The District received a bid from a local contractor but the format of the bid did not meet the requirements of bids to be considered, so he was unable to present that bid. Another contractor who walked the property failed to submit a bid by the date of this meeting. Chief said that he will be forced to seek organizations in Tucson and Sierra Vista to complete the needed work to the Administration Building.
- Item 10: Intergovernmental Agreement: Chief explained that the agreement is a basic, annual agreement between MJFD and Arizona State Forestry which allows MJFD to participate in fire suppression and bill for services rendered, etc. Mrs. Bowen made a motion to approve the agreement, with Mrs. Dupee seconding the motion. The motion carried with a 4-0 vote.
- Item 11: Employee Performance Review: Chief Moran requested that his performance review be conducted in an Executive Session of the Board. Mr. Conrad made a motion to move into an Executive Session, with Mrs. Bowen seconding the motion. The motion carried 4-0 and the Board and minute taker relocated to a private office for the review, at 19:15 hours.
- At 19:41 hours the Board and minutes taker rejoined the Regular Board Meeting. It was conveyed to the public that Chief Moran received an average score of 9.65 out of a possible 10 points by the Board Members, and that his performance and dedication was exemplary. Mr. Conrad made a motion to accept the performance review of Chief Moran, with Mrs. Bowen seconding the motion. The motion carried 4-0. Mr. Conrad made a motion to increase Fire Chief John Moran's compensation to \$2,500.00 per month, retroactive to July 1, 2016. Mrs. Bowen seconded the motion which carried 4-0.
- Item 12: Call to the Public: Mrs. Mary McCool, representing the Community Development Organization, addressed the Board and handed out documents where she requested action on items she feels need to be corrected or clarified.
- Item 13: Adjourn: Mr. Conrad made a motion to adjourn the meeting, with Mrs. Bowen seconding the motion. The motion carried 4-0, and the meeting was adjourned at 19:46 hours.

Minutes compiled and submitted by:

Amy L. Stites

Amy Stites, Administrative Assistant
July 30, 2016