

**MINUTES OF A REGULAR MEETING OF THE
MESCAL-J6 FIRE DISTRICT GOVERNING BOARD
HELD ON Wednesday, September 27, 2017 at 6:30 PM**

The meeting was called to order at 1836, by Board Chair Mark Lee. Present at roll call were Board Members Mark Lee, Jerry Conrad, and Owen Kieley with Mary Bowen, and Sue Dupee absent.

Item 1: Promotion Ceremony: Fire Chief Moran acknowledged Cody Akers, Wolf Tubach and Tatiana Lucio for completing their probation period during a badge pinning ceremony.

Mark Lee called for a 2-minute recess at 1841. Meeting called back to order at 1846.

Item 2: Minutes: There was not a quorum for the May 31st Regular Board Meeting minutes because Owen Kieley was not present at that meeting, and there was not a quorum for the August 30th Regular Meeting Minutes because Jerry Conrad was not present at that meeting. Therefore; the meeting minutes from the May 31st and August 30th Regular Board Meetings were not approved. (attached)

Item 3: Financial Report: Chief Moran gave a brief update on the financial situation of the District. (Cash Flow Projection, and Financial Detail attached) Jerry Conrad made a motion to approve the August financial reports. Owen Kieley seconded the motion. Motion carried 3-0.

Item 4: Fire Chief Report: Chief Moran advised the Board that Mescal-J6 Fire District personnel responded to 38 incidents during the month of August, with an average response time of 8 minutes and 40 seconds, and an average turnout time of 2 minutes and 53 seconds.

Training: Chief Moran advised the Board that Firefighter/EMT Theriaque will be attending Incident Safety Officer training in Prescott on October 2nd and 3rd. He stated that this training will help to ensure scene safety which is a high priority of the Fire District.

Apparatus Maintenance: Chief Moran advised the Board that there was approximately \$2,000 worth of tools and equipment purchased during the month of September. He added that the tools and supplies will be stored in a secure tool box at Station 171 and that only he and Garrison Ratcliff (the Districts Apparatus Maintenance Coordinator) will have access to. He also stated that he has full faith that Garrison will take good track of the new equipment that was purchased.

Facility/Building Maintenance: Chief Moran stated that the company that was hired to do the concrete for the ramp will no longer be able to do the work due to personal obligations from the contractor. He also stated that he had found a new company that was willing to do the work in a prompt manner and that they will begin working on it this weekend.

Billing: Chief Moran stated that there had still been no income received from Covenant (the current billing company). He also stated that Covenant still has approximately \$4,000 worth of invoices that they have already collected on but still needs to send the District's portion.

Item 4: Third Party Cost Recovery Services: Chief Moran presented to the Board the reference list collected by Administrative Assistant Leigha Woolums for Fire Recovery USA, and the proposed service agreement for Fire Recovery USA (a 3rd party cost recovery

company). (attached) Owen Kieley made a motion to approve retaining Fire Recovery USA as the Districts Cost Recovery agent. Jerry Conrad seconded the motion. Motion Carried 3-0.

- Item 5: Resolution 2017-002: Chief Moran presented Resolution 2017-002 (attached) and recommended the board include a comprehensive list in the resolution for the hourly apparatus and hourly personnel costs. Kieley made a motion to approve Resolution 2017-002 with Chief Moran's proposed changes. Conrad seconded the motion. Motion carried 3-0.
- Item 6: Policies and Procedures: Chief Moran presented his changes to 093-Cost Recovery Schedule (attached). Jerry Conrad made a motion to approve the changes Chief Moran presented to the Board. Owen Kieley seconded the motion. Motion carried 3-0.
- Item 6: Call to the Public: Mark Lee opened the floor to the public.
- Item 7: Adjourn: Jerry Conrad made a motion to adjourn the meeting. Owen Kieley seconded the motion. Motion carried 3-0. Mark Lee adjourned the meeting at 1914 hours.

Minutes compiled and submitted by:

A handwritten signature in cursive script that reads "Leigha Woolums". The ink is dark and the signature is fluid.

Leigha Woolums, Administrative Assistant
DATE 9-29-2017