APPROVED MINUTES OF A REGULAR MEETING OF THE
MESCAL-J6 FIRE DISTRICT GOVERNING BOARD
HELD ON Wednesday, September 28, 2016, 6:30 PM

The meeting was called to order at 18:37 hours, by Board Chair, Mr. Mark Lee. Present at roll call were Board Members, Mrs. Mary Bowen, Mrs. Sue Dupee, and Mr. Dan Simmons. Mr. Jerry Conrad was absent from the meeting, but a quorum still existed.

Item 1: Minutes: Minutes from the Regular Board Meeting held on August 31, 2016 were reviewed by the Board. Mrs. Bowen made a motion to accept the minutes as written with Mr. Simmons seconding the motion, which carried, 4-0.

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

Chief Moran told the Board that he received correspondence from Mrs. Mary McCool of the Community Development Organization (CDO) regarding District Warrant Reports and Reconciliation Reports and although he had not read the material in it's entirety, the District's accounting firm is looking into the alleged problem. Chief said that most of the discrepancies he found had more to do with Cochise County's report than the District's report. He noted this may not be the case across the board, but the greatest portion of the list appears to be an issue with the County. Chief further explained to Mr. Lee that the reason the accounts balance is because the problem seems to be with check numbers rather than dollar amounts written on those checks, which he admits will still need to be corrected, but the balances appear to reflect an accurate account of financial transactions.

Item 3: Fire Chief's Report: Chief Moran's report gave facts and data for the month of August.

- MJFD responded to 27 incidents during the month of August, with an average turnout time of 2:43 and a response time of 8:21. With that response time, Chief noted that it's reduced by about two minutes in the District's 17-miles response area.
- Chief Moran attended a two-day training in Sierra Vista in September, called ALICE Training. The training was focused more on school safety and security in the event of an active attack on the facility. Chief said that the instructions lean more toward an offensive reaction rather than a defensive reaction. e.g. barricading doors, breaking windows to escape, spraying an attacker with fire extinguishers, etc. While the training did not fit the District's needs as much as he would have hoped, there was great opportunity to network and make positive contacts which will be beneficial in the future. Chief noted that he found that MJFD is ahead of other districts with regard to safety preparedness initiatives. Also of note is that the priorities of Assistance to Firefighter's Grant this year is protective vests and active shooter training. Chief said that the District will pursue trying to qualify for this grant.

  Chief reminded the Board that the District is sending three firefighters to the Palominas Fire Academy at a significant discount. One reason for the discount is that Chief Moran will be an assistant instructor. These trainings are scheduled for Wednesday evenings and Saturday days through October and November. While this commitment may affect Chief's office hours, he reminded the Board that he is always a telephone call away.

- Brush 171 received two new tires, and Command 171 has some emergency lights issues which require some new switches and wiring harnesses.
- Billing continues, but no income in the month of September.
- Chief Moran announced that the District's Administrative Assistant, Amy Stites, has accepted a position in Tucson and will be formally separating from the District on October 7, 2016. There will be discussions about the job description for the replacement of the position, and Chief has asked the Board to consider having the District's accounting firm assume all of the District's accounting and bookkeeping functions. HBL is drafting a revised proposal for additional services.

Item 4: Oath of Office: Chief Moran swore in new Firefighters: Wolf Tubach, Thomas Gundy, Paxton Moran, and Tatiana Lucio. The Board and public welcomed and congratulated the new firefighters to the Mescal J6 Fire District.

Item 5: Contractor Bid Approvals – Painting and Medal Work: Chief presented a bid, from a Tucson company, to paint the Administration Building and to move the handicap ramp to the front of the building. Mr. Lee said that finding a local company willing and able to do the work has been incredibly challenging, and although the District prefers to use local talent and resources, in this case it has not been possible. After active discussion, it was decided that the bid would be approved without painting the railings. Mrs. Bowen made a motion to accept the bid from Paint Kings, minus the $850 to paint the railings. Mrs. Dupee seconded the motion which carried 4-0. Chief noted that this expense was allocated to use funds from the Reserve Account.

Item 6: Community Use of MJFD Facilities: Chief Moran explained that he was against implementing a usage fee or any other formal requirements of parties using the District's Community Room, until there was a group in recently who did not respect the facility or the personnel who gave them access. After much discussion between the Board and Chief Moran, Mr. Simmons made a motion to table the subject until the October Board Meeting. Mrs. Bowen seconded the motion, which carried, 4-0.

Item 7: Policy and Procedures:

- 019 Workplace Violence
- 023 Standards of Conduct
- 030 Uniform and Grooming Standards

Chief presented the Board with updates to the Policies and Procedures listed above. Mrs. Bowen made a motion to accept the edits to the P & Ps, with Mrs. Dupee seconding the motion, which carried, 4-0.

Item 8: Personnel Safety: Chief Moran explained that he hoped to have more information to present for the meeting, but time did not allow. This agenda item will be reintroduced at a future meeting.

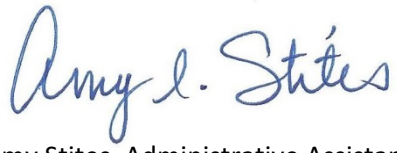
Item 9: Governing Board Meeting Procedures; Call to the Public: Mr. Lee explained that an agenda item for "A Call to the Public" is not a statutory requirement and he asked the Board for their comments on whether to continue having this as an agenda item, or discontinue having a call to the public. Three of the Board Members specifically commented that it was there opinion that although there are sometimes some negative, counterproductive comments, there are also comments that are complimentary and useful and each of them believed it should remain an agenda item. After discussion among the Board, no action was taken to remove the agenda item.

Item 10: Call to the Public: Mrs. Mary McCool, of the CDO, provided the Board with an extensive handout containing financial details from FY 14/15 – the present. She intimated that

with her cash flow projection sheet it would make keeping track of transactions easier to follow. She also suggested that her analysis showed that the District's cash flow projection is incorrect.

Item 9: Adjourn: Mrs. Bowen made a motion to adjourn the meeting, with Mr. Simmons seconding the motion. The motion carried 4-0, and the meeting was adjourned at 19:28 hours.

Minutes compiled and submitted by:



Amy Stites, Administrative Assistant
September 30, 2016

Minutes approved by the Mescal-J6 Fire District governing board on October 25th, 2016