

Black Canyon Fire District
Meeting Minutes
Thursday January 26th 2017

CALL TO ORDER Board Chair J. Coslett-Muirhead called the Fire Board Meeting to order on Thursday, January 26th, 2017 at 6:08 p.m. at the Fire District Administration Office, 35050 S. Old Black Canyon Highway, Black Canyon City, Arizona.

ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM

Members Present: Board Chairman Jeri Coslett-Muirhead; Board Member William Burrus; Board Member Jack Artrip; Board Member Matt Simon; Board Clerk Sharon McMahon

Members Absent: None

Board Chair affirms a quorum

Administrative Staff Present: Chief Mark Nichols, Valerie Helms

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA: led by Bill Whiteside.

CALL TO THE PUBLIC Public Member Kristy Merrill asked specific questions regarding the 5 year plan and asked that information be provided regarding a merger vs. consolidation, the bond amounts and years remaining, the tax rates for the Black Canyon and Daisy Mountain Fire Districts, and the budgets for each district. Board Chair J. Coslett-Muirhead stated that the questions will be addressed later in the meeting under item 8a. Old business: 5 year plan and goals for the district.

MINUTES

Discussion & Possible Action – Approval of the December 16th, 2016 Regular Board Meeting Minutes and January 19th, 2017 Special Meeting Minutes

Board Clerk S. McMahon motions to approve the minutes of the December 16th, 2016 meeting only as the special meeting minutes were not included in the board packet for review; Board Member J. Artrip seconds the motion;

Vote conducted to Approve the minutes of the December 16th, 2016 Regular Board Meeting only. MOTION CARRIED 5-0.

AYES: Coslett-Muirhead, Simon, Burrus, Artrip, McMahon

NAYS: None

ABSTAIN: None

CONSENT AGENDA

- A. **December 2016 Monthly Financial Report:** Board Member M. Simon motions to approve the Consent agenda item A; Board Member W. Burrus seconds the motion;

- B. **December 2016 Ambulance Bookkeeping and Insurance Billing Report:** Board Clerk S. McMahon motions to approve the Consent agenda item B; Board Member M. Simon seconds the motion;

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Vote conducted for items A & B on consent agenda. **MOTION CARRIED 5-0.**

AYES: Coslett-Muirhead, McMahon, Artrip, Burrus, Simon
NAYS: None
ABSTAIN: None

CURRENT EVENTS SUMMARIES, REPORTS, AND/OR CORRESPONDENCE

(Current Event Summaries are regarding activities of the Fire District and the status and progress relating thereto.)

Fire Chief Report and Current Events Summary

A. Chief Nichols discussed Current Events:

- Recognized Jeff Pavlik for his 9 years of service on the department.
- Notified the Board that Daisy Mountain Firefighter and former Black Canyon Fire Reserve Luke Jones passed away January 22, 2017 and funeral services are being held at Friday morning at Christ's Church of the Valley 7007 W. Happy Valley Rd.
- Reviewed call volume numbers and collections over the past month and compared to previous years.
- Asked for special workshop dates and times to hold a public town hall to discuss possible merger or consolidation options. The board felt that a Saturday afternoon would work best. Chief Nichols will follow up and schedule a time and date.

VIII. Old Business

A. Discussion and Possible Board Action re: 5 Year Plan and Goals for the Fire District

Board Chair J. Coslett-Muirhead noted the large amount of guests in the meeting and hoped to address all questions in a reasonable time period. She stressed that no decision has been made and will not be made without public input. The meetings are just preliminary and are being used to discuss options moving forward. Chief Nichols addressed Kristy Merrill's questions by stating that merger and consolidation information as well as budgets and financial information will be posted to the district's website. As far as the bonds, each district will still be responsible for their own bond, so Black Canyon residents will not pay on Daisy Mountain's bond, nor will Daisy Mountain's residents pay on Black Canyon's bond. The bond on the Black Canyon fire station building expires in 2038.

Community Member Linda Herrick asked how many paid firefighters we have and for Chief Nichols to explain the difference between a merger and consolidation. Chief Nichols responded that there are currently 4 full time employees and about 20 part time and reserve employees. The main difference between a merger and consolidation is the board makeup. Under a merger, 3 members from one board and 2

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members from the other board would combine to form a 5 member board. Under a consolidation, one board remains while the other board is disbanded. Board Member W. Burrus noted his concerns about losing representation for the Black Canyon residents and that he is in favor of a merger to keep 2 board seats for Black Canyon. He also noted that Dr. Randy Hancock has been a Black Canyon community member and has taken good care of the community for a long time with his medical practice and he occupies one seat on the Daisy Mountain board.

Public Member Kim Cook requested information regarding a fire authority and why the Daisy Mountain Board does not want to look at this as an option. Public Member Fred James asked what the Black Canyon board wanted and why. Board Chair J. Coslett Muirhead stated that no decisions have been made but that she would like to have public input to ensure that the board is doing what is best for the community and fulfilling their responsibility as board members. Former board member Diana Kenson urged community members to talk to the board members and get information directly from the source as to what's going on and why so they can do the right thing for everyone.

Chief Nichols offered to stay after the meeting to talk but noted that there are other issues on the agenda to be discussed. A public town hall will be scheduled to allow for more question and answers for the community and as soon as a date, time and location is selected, it will be posted around town. Board Chair J. Coslett-Muirhead tabled this item at 7:18 pm.

IX. New Business

A. Discussion and Board Action re: Accepting the FY2015-2016 Audit as presented by Kay Green of Accounting Professionals, LLC.

Board Member W. Davis motions to discuss, Board Clerk S. McMahon seconds the motion;

Accountant Kay Green of Accounting Professionals, LLC. presented her findings from the audit of the FY2015-2016 financial records. There were no adverse findings or issues found and she noted that it was a pleasure to work with the district. She noted two items she felt the board should be aware of: \$142,575 in pension liability at the Arizona State Retirement System and \$144,548 in pension assets at the Public Safety Personnel Retirement System. Board Member W. Burrus asked whether she had any experience with merger and consolidations. Ms. Green responded that in her opinion, the efficiencies that come with a consolidation by combining equipment, staffing and the improvement in response times have shown that they can work and benefit both parties.

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Board Member W. Davis motions to accept the FY2015-2016 audit as presented by Kay Green of Accounting Professionals, LLC; Board Member M. Simon seconds the motion. Vote Conducted. **MOTION CARRIED 5-0.**

AYES: Coslett-Muirhead, McMahon, Artrip, Burrus, Simon
NAYS: None
ABSTAIN: None

B. Discussion and Board Action re: Credit Card authorization for Jason Tilson and John Burkhart at Bank of the West.

Board Member M. Simon motions to discuss, Board Member W. Davis seconds the motion;

Board Member J. Artrip asked what the credit cards would be used for and what the limits would be. Chief Nichols explained that this would be for purchases such as supplies or online orders that cannot be paid by check. The department did have credit cards for the former Chief and admin and those accounts would be replaced by Captains Jason Tilson and John Burkhart. The credit limit on each would be \$2,500 and all purchases would still require prior authorization and receipts.

Board Member J. Artrip motions to authorize credit cards for Jason Tilson and John Burkhart at Bank of the West with \$2,500 limits ; Board Member M. Simon seconds the motion. Vote Conducted. **MOTION CARRIED 5-0.**

AYES: Coslett-Muirhead, McMahon, Artrip, Burrus, Simon
NAYS: None
ABSTAIN: None

C. Discussion and Board Action re: adopting the 2012 Fire Code.

Board Clerk S. McMahon motions to discuss, Board Member W. Davis seconds the motion;

Chief Nichols introduced Daisy Mountain Fire District Fire Marshal Dave Nielsen. Chief Nielsen presented information regarding the current 1996 codes in place and that they've been updated to the 2012, which is now the state standard. Former Black Canyon Fire Marshal Josh Johnson verified that Black Canyon was using the 1997 Uniform code and that it should be updated. Board Clerk S. McMahon asked what impact this would have on existing properties and new commercial construction. Board Chair J. Coslett-Muirhead requested to read the code and felt that there was not enough information presented to make a decision.

Board Clerk S. McMahon motions to table the adoption of the 2012 Fire Code; Board Member J. Artrip seconds the motion. Vote Conducted. **MOTION CARRIED 5-0.**

AYES: Coslett-Muirhead, McMahon, Artrip, Burrus, Simon
NAYS: None
ABSTAIN: None

