

Minutes
Regular Session
FIRE BOARD MEETING
Thursday January 29th, 2015

I. CALL TO ORDER

Board Chair J. Coslett-Muirhead called the Fire Board Meeting to order on Thursday, January 29, 2014, at 6:00 p.m. at the Fire District Administration Office, 35050 S. Old Black Canyon Highway, Black Canyon City, Arizona.

II. ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM

Members Present: Board Chairman, Jeri Coslett-Muirhead, Board Clerk Diana Kenson, Board Member Dan Brett, Board Member William (Bill) Davis, Board Member Jim Speer
Members Absent: None

Board Chair affirms quorum is present.

Administrative Staff Present: Chief Birch and Elaine Caldwell.

III. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA: Led by Sherry Birch

IV. CALL TO THE PUBLIC

There was no response to the Call to the Public

V. MINUTES

A. Discussion & Possible Action - Regular Board Meeting – December 18th, 2014

Board Member D. Kenson motions to approve the minutes of the December 18th Regular Board meeting, J. Speer seconds the motion.

After discussion and learning of a typo by J. Coslett-Muirhead , [hard of hearing" -~~heard~~]

D. Kenson amends motion to approve as corrected, D. Brett seconds the motion

Vote conducted to Approve. **MOTIONED CARRIED.**

AYES: Coslett-Muirhead, Kenson, Brett, Davis and Speer

NAYS: None

ABSTAIN: none.

VI. FINANCIAL SUMMARY AND REPORTS

A. Monthly Financial Current Events Summary

Board members that had any questions had called in and had answers clarified with Chief Birch as Elaine had been out.

VII. CONSENT AGENDA

A. Approval of the December 2014 Monthly Financial Report:

The Board reviewed the December 2014 Monthly Financial Report.

B. Approval of the December 2014 Ambulance Bookkeeping and Insurance Billing Report

The Board reviewed the December 2014 Ambulance Bookkeeping and Insurance Billing report.

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D. Kenson motions to approve Consent Agenda A. & B; / W. Davis seconds the motion.

Public Comment: None

Vote conducted. **MOTIONED CARRIED.**

AYES: Coslett-Muirhead, Kenson, Brett, Davis and Speer

NAYS: None

ABSTAIN: None

VIII. CURRENT EVENTS SUMMARIES, REPORTS, AND/OR CORRESPONDENCE

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

A. Fire Chief Report and Current Events Summary for December 2014

- Chief Birch reviews the January 2014 Chiefs Report which was attached to the official Fire Board meeting packet.
- Chief included a breakdown of the CALL TYPES for the year in the packet to get an idea of all the activities and calls the station was called out on. As typical, the medical calls were the most common.
- We had just received a check from insurance today [1/29/15] for **\$9584.17** for those repairs they believe were related to the lightening strike caused to Engine 331.
- Chief thanked MAYER FIRE DIST for use of an ambulance for 4 days while ours was being repaired.
- He received a Letter from High Desert Helpers indicating that they would like to increase the sign on the corner of Jacie Lane and will be submitting dimensions for Board approval.
- J. Coslett-Muirhead asked if Chief had heard any additional progress on the Inter-departmental Agreement/Combining Services, etc.
 - Chief advised that we previously discussed waiting until we received additional Financial data which wouldn't be in until the middle of February.

Public Comment: *Public comment/input is welcomed after each agenda item of New and Unfinished Business; Individual comments are limited to three minutes per individual and must pertain to the specific agenda item.*

New Business:

A. Discussion & Possible Action re: Approval of Fiscal Year 2013/2014 annual audit.

Kay E. Green CPA | Accounting Professionals, LLC was present to review and answer questions. Kay questioned the Board if everyone reviewed the Audit. J. Speer identified he had not reviewed. She provided Jim a copy of the report. Kay explain the Audit and the Report for the benefit of the Board identifying she did not find any negative audit findings and in compliance with Debt Conveyance.

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Kay recommends that the Board attends the AFDA Conferences to learn more about these audits and reports.

J. Speer asked if her reports show where we stand according to other Fire departments. [A: No, but the AFDA website may show how other departments are doing.]

D. Brett motions to approve Fiscal Year 2013/2014 annual audit; / W. Davis seconds the motion.

Public Comment: None

Vote conducted. **MOTIONED CARRIED.**

AYES: Coslett-Muirhead, Kenson, Brett, Davis and Speer

NAYS: None

ABSTAIN: None

B. Discussion & Possible Action re: Al Beren's pay for an agency assist call

J. Speer Motions **to Discuss** / D. Brett seconds.

Jim discussed issue that A. Beren had not been paid for Agency Assist Call from Sept. Chief confirmed that the check has been processed and will be received within two weeks. State Land has to wait for Federal money until we receive these funds. There was a question as to how long we have to wait. [A:/E. Caldwell: Sometimes up to two years - on average, 6-12 months to get paid -- additionally she cannot cut a check without having the money for it.]

J. Coslett-Muirhead noted to the Board that releasing funds to anyone without having been first paid would be considered "fiduciary irresponsibility" and we could get sued because the money in this department is public funds or the Board could go to prison for Fiduciary Mismanagement.

J. Coslett-Muirhead confirmed with A. Beren that he was aware of the Department's policy regarding this type of call and payment. She requested that any additional calls or procedure changes he was discussing needed to be added to a future agenda.

OUTCOME: Issue was to research the status of Check - which was uncovered.
No additional Board action was required.

Public Comment: None

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C. **Discussion & Possible Action re: Incorporate 360 feedback as a tool to evaluate the Fire Chief position**

D. Brett Motions **to Discuss** /J. Speer seconds.

J. Speer uses this method of feedback at his place of employment.

J. Coslett-Muirhead asked the question whether this was to evaluate the *position* or Chief's performance. - [A: Performance] If that is the case than the agenda topic is listing "position" and we cannot be discussing performance in an open meeting. That would have to go on another agenda.

D. Kenson discussed that the **District Policy Manual** has information regarding any "performance-issue" of the Chief addressed and how to handle in individual circumstances. She identified that at her former employer their use of 360 Feedback was never done at an Executive level but rather at a Manager to Associate level. She encouraged that a review of the District Policy Manual be reviewed because issues on the Chief comes back to the Board for evaluation.

J. Speer believes this is a way to see how others view our department, wondering if we know what those views are.

J. Coslett- Muirhead shared views on how others view us based on newspaper articles, and public comments addressed from numerous people. If there were issues we would hear from the county or someone would bring it back to the Board. Most of us have "open door" policies and we hear a lot about what is going on.

D. Brett addressed that working in the area for twelve years he has heard nothing but great things about the department from DPS and Sheriff Dept. We have a great working relationship.

J. Coslett- Muirhead polled the Board regarding this action to incorporate a 360 Feedback tool:

- Bill - It's covered in the Manual on how to cover the things we need
- Dan - there is not a need
- Jim - It would be a good thing for any dept. but will go with what the group says
- Diana - Would not vote for this at all
- Jeri - Thinking it is redundant

OUTCOME: No additional Board action was required.

- *Public Comment: None*

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D. Discussion & Possible Action re: Incorporate Skip level meetings as a tool to evaluate the Fire Chief's position

J. Speer Motions **to Discuss** / D. Brett seconds.

J. Speer uses this method of feedback at his place of employment twice a year. Feels it would be beneficial. J. Speer addressed the agenda incorrectly. This topic would allow for 1 on1 between a fire fighter or Captain and the Board, bypassing the Fire Chief.

J Coslett-Muirhead identified there is already a set procedure in place within the **District Policy Manual** to handle grievances. J. Speer clarified that this is not just for grievances. It would just be a way for the Board and the Department to be in better touch.

B. Davis suggested placing a suggestion Box. D. Brett questioned if this is a way to give the guys "a voice"? D. Kenson directed the Board to the Standard of Conduct pages of the Policy Manual. She is not hearing of issues where a skip level or 360 would make a difference. That is what the policies are for.

J. Speer motions to approve: Incorporate Skip level meetings/. NO second received -- Motion dies.

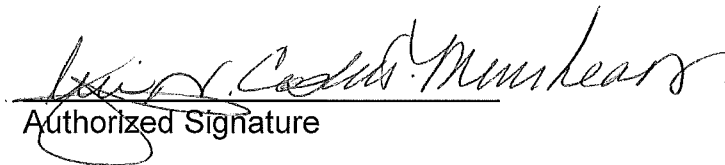
Public Comment: None

No unfinished business

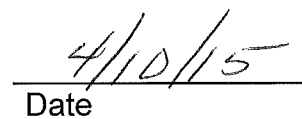
ADJOURNMENT

The meeting adjourned at 7:11 P.M. (D. Kenson/D. Brett)

**NEXT SCHEDULED BOARD MEETING
Thursday February 26th, 2014
Regular Board Meeting**



Authorized Signature



Date

The complete packet of information from the Board meetings or portions thereof is available from the Administrative Office upon completion of a Public Records Request.

The Fire District Administrative Office is accessible to the handicapped. In compliance with the Americans with Disabilities Act (ADA), those with special needs, such as large-type face point or other reasonable accommodations may request these through the Fire District of Black Canyon City Administrative Offices (623-374-5512) at least twenty-four hours before the meeting.

*"Black Canyon Fire Department is an
Equal opportunity employer and provider."*