



BLACK CANYON FIRE DISTRICT



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Minutes

Regular Session

FIRE BOARD MEETING

Thursday, January 30, 2014

(Agenda items may have been taken out of order at the discretion of the Chairman.)

I. CALL TO ORDER

Board Chair called the Fire Board Meeting to order on Thursday, January 30th, 2014, at 6:03 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 Chair Marilyn Forsythe, Board Clerk Sharon McMahon, Board Member Jeri Coslett-Muirhead, Board Member Diana Kenson, and Board Member Jack Artrip.

Members Absent: None *Chair affirms quorum is present.*

Administrative Staff Present: Chief Birch

III. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

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 2013

Board Member Sharon McMahon moved that the minutes of the Regular Board meeting held for December 2013, be approved. Board Member Diana Kenson seconded the motion.

There were no corrections or additions.

Vote conducted. **MOTIONED CARRIED.**

AYES: Forsythe, Coslett-Muirhead, Kenson, McMahon and Artrip

NAYS: None

ABSTAIN: None

VI. FINANCIAL SUMMARY AND REPORTS

A. Monthly Financial Current Events Summary

Office Manager Elaine Caldwell is absent. Chief Birch advised that Action Ambulance Billing LLC has finally been successful with electronic submission to Medicare and that funds are starting to trickle in.

VII. CONSENT AGENDA

A. Approval of the December 2013 Monthly Financial Report:



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The Board reviewed the December 2013 Monthly Financial Report; which is attached to the official Fire Board meeting packet.

B. Approval of the December 2013 Ambulance Bookkeeping and Insurance Billing Report

The Board reviewed the December 2013 Ambulance Bookkeeping and Insurance Billing Report; which is attached to the official Fire Board meeting packet.

Board Member Jeri Coslett-Muirhead motioned to approve the **Consent Agenda, Items A and B**. Board Member Jack Artrip seconds the motion.

Public Comment: None

Vote conducted. **MOTIONED CARRIED.**

- AYES: Forsythe, McMahon, Coslett-Muirhead, Kenson and Artrip
- 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 2013

Chief Birch reviews the December 2013 Chiefs Report which is attached to the official Fire Board meeting packet.

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.

IX. New Business * Line item B was the first line discussed under new business*

- A. Discussion & Possible Action re: Adoption of revisions and updates to District Policies. Chief advised that the Firefighters and Board members have had a copy of the proposed revisions to the District Policies for 2-3 months, and Elaine 1-2 months. Chief then reviewed changes and questions from the Board Members and Firefighters regarding the original proposal for District Policies. Open discussion ensued. Concerns from all Board Members and Chief Birch about funding a Bereavement policy, although they all agreed they would like to provide one for the District's personnel. Discussion about the difference and benefits of a Personal Time Off (PTO) policy versus specified vacation and sick leave policy. Change call in for illness to reflect 60 minutes prior to scheduled on duty time, instead of a specified time. Discussion for minor changes on pg 42, 44, and 92. D. Kenson motions to adopt the revisions and the updates to the District's Policy and Procedures manual with corrections; PTO in place of vacation/sick leave, not approving Bereavement policy at this time – waiting until budget permits, Sharon seconds the motion,

Vote conducted. **MOTIONED CARRIED.**



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AYES: Forsythe, McMahon, Kenson, Artrip, Coslett-Muirhead
NAYS: None
ABSTAIN: None

B. Discussion & Possible Action re: Approval of Fiscal Year 2012/2013 annual audit. Kay Green, CPA from Accounting Professional, LLC is present to review and present. Kay Green read a statement (see attached) and invited questions from the Board Members. D. Kenson motions to accept the Annual audit conducted by Accounting Professional LLC for fiscal year 2012/2013 as presented, S. McMahon seconds the motion,

Public Comment: None

Vote Conducted. **MOTIONED CARRIED.**

AYES: Forsythe, McMahon, Kenson, Artrip, Coslett-Muirhead
NAYS: None
ABSTAIN: None

Board Member Jack Artrip motioned to adjourn the meeting; Board Member Jeri Coslett-Muirhead seconded the motion. Motion Carried unanimously. The meeting adjourned at 7:04 P.M.

NEXT SCHEDULED BOARD MEETING

February 27, 2014

Regular Board Meeting

Marilyn Forsythe

2/27/14

Marilyn Forsythe, Board Chairperson

Date

The complete packets of information from the Board meetings or portions thereof are 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 print 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.
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