

**Minutes**  
**Regular Session**  
**FIRE BOARD MEETING**  
**Thursday March 27, 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, March 27, 2014, at 6:08 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 Clerk Sharon McMahon, Board Member Jeri Coslett-Muirhead, Board Member Diana Kenson, and Board Member Jack Artrip.

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

Administrative Staff Present: Chief Birch and Elaine Caldwell also present.

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

Lead by Captain Josh Johnson

**IV. CALL TO THE PUBLIC**

There was no response to the Call to the Public.

**V. MINUTES**

A. Discussion & Possible Action – Regular Board Meeting – February 27, 2014

Board Member D. Kenson motions to approve the minutes of the February 27<sup>th</sup> Regular Board meeting with the stated corrections and revisions; J. Coslett-Muirhead seconds the motion.

Corrections: Page 3 for better clarification; Page 4 line item C. under new business – S. McMahon voted NAY.

Vote conducted. **MOTIONED CARRIED.**

AYES:            Coslett-Muirhead, Kenson, McMahon and Artrip

NAYS:            None

ABSTAIN:        None

**VI. FINANCIAL SUMMARY AND REPORTS**

A. Monthly Financial Current Events Summary

Elaine Caldwell stated that the ambulance revenue is coming in on a steady basis. Also, the annual Letter of Declaration for 2014 has been submitted to the County. This is the authorization for a line of credit to cover "warrants/checks", if we need it; which we have not needed this for approximately 15 years. This is formality only.

**VII. CONSENT AGENDA**

A. Approval of the February 2014 Monthly Financial Report:

The Board reviewed the February 2014 Monthly Financial Report; which is attached to the official Fire Board meeting packet.

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

The Board reviewed the February 2014 Ambulance Bookkeeping and Insurance Billing Report; which is attached to the official Fire Board meeting packet.

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

*Public Comment:* None

Vote conducted. **MOTIONED CARRIED.**

AYES: 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 March 2014

Chief Birch reviews the March 2014 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**

- A. Discussion & Possible Action re: Appointing a new Board Member to the vacant position pursuant to A.R.S. 38-431.01.A1 The Black Canyon Fire District Board reserves the right to go into Executive Session for discussion or consideration of appointment of a public officer. D. Kenson motions to enter into executive session pursuant to A.R.S. 38-431.01.A1; J. Artrip seconds the motion.

Vote conducted. **MOTIONED CARRIED.**

AYES: McMahon, Kenson, Artrip, Coslett-Muirhead

NAYS: None

ABSTAIN: None

Public Session temporarily adjourned at 6:33 pm

Executive Session opened at 6:34 pm

Open discussion and interview of Board Member Applicant – William Davis

Executive Session Closed at 6:39 pm

Re-opening of Public Session 6:40 pm

J. Coslett-Muirhead motions to appoint William Davis to the vacant board position; D. Kenson seconds the motion.

Vote conducted. **MOTIONED CARRIED.**

AYES: McMahon, Kenson, Artrip, Coslett-Muirhead

NAYS: None

ABSTAIN: None

B. Swearing in of newly appointed Black Canyon Fire District Member.

Board Clerk Sharon McMahon swears in William Davis as the new Black Canyon Fire District Board Member.

C. Discussion and Possible Action re: Reorganization of Board. J. Coslett-Muirhead motions to discuss and possible action for the reorganization of the Board. D. Kenson seconds the motion.

Vote conducted. **MOTIONED CARRIED.**

AYES: McMahon, Kenson, Artrip, Coslett-Muirhead, Davis

NAYS: None

ABSTAIN: None

Open discussion regarding the Board Chair positions' responsibilities, requirements, attendance, tenure, and knowledge of District and history. J. Coslet asked S. McMahon if she was nominated would she accept the nomination – Sharon McMahon stated yes. J. Coslett-Muirhead nominates Sharon McMahon to the position of Board Chair, W. Davis seconds the motion.

Vote conducted. **MOTIONED CARRIED.**

AYES: McMahon, Kenson, Artrip, Coslett-Muirhead, Davis

NAYS: None

ABSTAIN: None

Diana Kenson nominates Jeri Coslett-Muirhead for the position of Clerk, Jack Artrip seconds the motion.

Vote conducted. **MOTIONED CARRIED.**

AYES: McMahon, Kenson, Artrip, Coslett-Muirhead, Davis

NAYS: None

ABSTAIN: None

D. Discussion re: Fiscal Year budget 2014/2015. Open discussion regarding budget for Fiscal Year 14/15.

Chief Birch reiterates last month's discussion regarding the first draft of the Budget for this coming fiscal year. Our Assessed Valuation for the Fire District will be taking an additional eight (8) percent decrease, with a gross decline of 59% over the last four years. Unfortunately the district has reached a point that we will need to take pretty significant action to avoid having to merge with another District – which is now the law. Current staffing is budgeted for eight fulltime firefighters. We are looking at reducing our Full-time Firefighters to 6 positions and filling the vacant positions with (paid) Part-time/Reserve personnel and true volunteers - eliminating food vouchers and pay-per-call. Another reason that we are looking at going to the paid reserves is that we are losing people to departments who have a paid reserve program. We are hoping this program will help with turn-over. The law

requires that a merger be considered if you can't meet your expenses, if we do nothing now we will need to look at a merger within three years. We would hate to lose what has been built. Also, this first draft includes using the bond. J. Coslet and S. McMahon discussed how the Bond was explained to the public – that the public would be a co-signer of the loan and the Bond would only be used if the District had financial difficulties; and no one for saw the severity of the recession. J. Coslet questioned if the forecasted figures include revenue from the new builds that are occurring in town. Chief Birch replied yes, but it will take 2-3 years before we will realize any revenue from any new buildings. Chief Birch stated that he wanted to have a 5 year forecast for the Board with all of the proposed changes to the budget – but time did not allow. Chief Birch explained to W. Davis a little of the financial history of the district along with the new laws that have passed which have major impact to all fire districts. Chief Birch explained that we are not the only district that is having financial difficulties. J. Artrip questions the potential income from Wildland fires; Chief Birch explained the potential of making approx 100,000 with the new-to-us type 3 brush truck, but it is hard to forecast for an item that you have no history on and depends upon the severity of the wildfire season. We did budget a 25% increase for Health insurance, and cut Health Savings Account contribution from \$50.00 per paycheck to 25.00 per paycheck. We cut out pay per call and food vouchers. We are anticipating that dispatch services will be going up although we have not received a set figure. With the Cottonwood dispatch center being thrown into the mix, it is still unknown how many will leave Sedona dispatch and that will influence our rate. Chief Birch does not want to leave Sedona Dispatch, he is very satisfied with what they are providing-time will tell. Jeri Coslett-Muirhead questions about the funds set aside for the election – if there is no opposition and if County cancels our election, do we still need to pay the County elections department. Chief Birch advised no. Chief asked for direction from the Board, discussion only, no direction given.

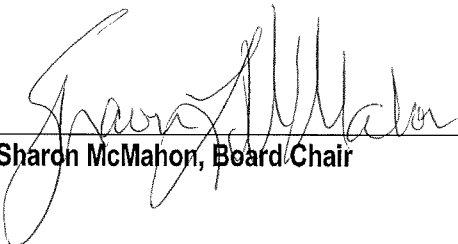
*Public Comment:* None

- E. **Board Member J. Coslett-Muirhead motioned to adjourn the meeting; Board Member Jack Artrip seconded the motion. Motion Carried unanimously.** The meeting adjourned at 7:19 P.M.

NEXT SCHEDULED BOARD MEETING

**April 24th, 2014**

Regular Board Meeting

  
Sharon McMahon, Board Chair

4/24/2014  
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.*

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