

**Minutes of March 28th, 2013  
Regular Fire Board Meeting  
Black Canyon Fire District**

**ITEM I:** *Call to Order:* The monthly Board Meeting was called to order on Thursday, March 28th, 2013 at 6:01PM.

**ITEM II:** *Roll Call of Board Members:* Present - Chairperson Marilyn Forsythe, S. McMahon, J. Coslett-Muirhead and D. Kenson. Also present Chief Birch and E. Caldwell.

**ITEM III:** *Pledge of Allegiance:* Matt Siggins led the Pledge of Allegiance.

**ITEM IV:** *Minutes from the February 2013 Regular Fire Board Meeting:* < D. Kenson > Motions to discuss and/or vote to accept the Minutes from the January 2013 Regular Fire Board Meeting. < S. McMahon > seconds the motion. **Motion carries unanimous 4 – 0.**

**ITEM V:** *Bookkeeping report from February 2013:* <J. Coslett-Muirhead> Motions to discuss and/or vote to approve the Bookkeeping Report for January 2013: <S. McMahon> seconds the motion. **Motion carries unanimously 4 – 0.**

**ITEM VI:** *Ambulance bookkeeping and Insurance Billing Report for February 2013:* < D. Kenson> Motions to accept the February 2013 Ambulance and Insurance Bookkeeping Report. < S. McMahon > seconds the motion. **Motion carries unanimous 4 – 0.**

**ITEM VII:** *Chief's Report:*

<Chief> we have three department member anniversaries this month:

- Elaine Caldwell, eighteen years
- John Burkhart, twelve years
- Jason Tilson, ten years

Congratulations and thank you for your hard work and contribution to the department and community!

Incidents for the month of February 2013 = 65 vs. 67 in February 2012.

February 2013 total transports by BCFD, including transport from scene to helicopter 41 vs. 35 during February 2012.

January 1, 2013 to February 29, 2013 = 71 vs. 66 for same period in 2012.

Combined training hours for the month of February 2013 = 420.

The annual SCBA preventative maintenance was completed during February.

We were notified on March 15<sup>th</sup> that we have been awarded \$160,380 grant through the Assistance to Firefighters Grant Program. The District is responsible for 5%, or \$8,019, of the total awarded amount. This grant will enable us to replace all of our current Self Contained Breathing Apparatus (SCBA) and purchase a new compressor to fill the SCBA bottles. Each firefighter will now have their own mask, currently the masks have to be shared. Congratulations to Captain Joshua Johnson for writing this award winning grant application!

I want to bring up some of the repairs on E331. The radiator gasket was leaking and in order to repair it the radiator and air charger had to be removed. Having the radiator removed provided

access to areas that are difficult to get to so I made the decision to go ahead and replace some of the items that were exposed such as hoses and water pump. It made the repair more expensive but it will save us money in the long run.

- ITEM VIII** *Discuss and/or vote on 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.* < J. Coslett-Muirhead> motions to discuss appointing a new Board Member to the vacant position and to go into Executive Session. <S. McMahon> seconds the motion.

**Board went into Executive Session at 6:18PM**

**Regular Session Resumed at 6:51PM**

<D. Kenson> Motions to nominate Jack Artrip as the new Black Canyon Fire Department Board Member, <S. McMahon> seconds the motion. **Motions carries 3 – 1** with <J. Coslett-Muirhead> voting, “Nay.”

- ITEM IX** *Swearing in of newly appointed Black Canyon Fire District Board Member:* <M. Forsythe> swears in Jack Artrip as the newly elected Black Canyon Fire District Board Member. <J. Artrip> takes the Oath of Office.

- ITEM X** *Discuss and/or vote on a company to provide contract HVAC and evaporative cooler maintenance and services:* <Chief > requests that **ITEM XI** be discussed first so the presenters do not have to sit through entire meeting. <M. Forsythe> Grants permission to move on to **ITEM XI**.

- ITEM XI** *Discuss and/or vote on accepting a donation from CommSpeed for internet services:* <S. McMahon> motions to discuss and/or vote on accepting a donation from CommSpeed for internet services, <J. Artrip> seconds the motion.

Presentation by Mike Merrill from CommSpeed offering free wireless internet services to Black Canyon Fire Dept.

<Chief> I checked with Don Howard, the Fire Chief at Summit Fire. He advised me that CommSpeed has a track record of providing free wireless services to the Fire Dept.’s in areas where CommSpeed is new to the area and they are quite satisfied with their service.

<E. Caldwell> The download speed would be four times faster than what we currently receive with Century Link. We already receive free internet service from Century Link, paying only \$5.95 a month for the ISP. CommSpeed would not charge us for the ISP.

<J. Coslett-Muirhead> How fast is your technical support? <CommSpeed Rep> We have tech support available 7 days a week, 8AM to 8PM Monday thru Friday and 9AM to 5PM Saturday and Sunday. Site calls are done on weekdays. There is a charge for site-calls but most of the time issues can be resolved by our tech crews. I also brought a modem so you can plug it in and test our service.

<M. Forsythe> Elaine, do you have an idea of how this would affect your bundled services with Century Link? <E. Caldwell> I have not looked into that as of yet but will make sure we have that information prior to the final determination.

Motion carries unanimous 5 – 0 with the stipulation that removing the ISP and internet services from Century Link does not increase the cost of remaining services with them.

## ITEM X

*Discuss and/or vote on a company to provide contract HVAC and evaporative cooler maintenance and services:* <S. McMahon> motions to discuss and/or vote on a company to provide contract HVAC and evaporative cooler maintenance and services: <D. Kenson> seconds the motion.

<Chief> The companies contacted were all rated "A" with the Better Business Bureau with the exception of Butler Electric, which was contacted because they are local. We are looking for a company to come out twice a year to provide maintenance and service to the HVAC and another two times a year to change all HVAC filters. Additionally, we need them to service the evaporative coolers twice a year with start-up and shut-down.

<Chief> I asked a representative from each of the companies contacted to come to the Station prior to giving us a bid so they could see what the drive time would be and get a first-hand look at our system. Charlie Butler has worked on our HVAC previously so there was no need for him to come over, but he was supposed to contact me to discuss exactly what we were looking for. I did not receive a call from him and got the fax with his quote just this afternoon. As you can see, it only includes service twice per year. <J. Coslett-Muirhead> The quote does seem vague. <Chief> the cost of the evap cooler filters alone is around \$500.00 each.

- Comfort Zone – Bid = \$1310.00
- Forrest Anderson Plumbing & Air Conditioning – Bid = \$1742.00
- Extreme Cooling – Bid = \$1368.36
- West Coast Plumbing – Bid = \$3456.00
- Butler Electric – Bid = \$500.00 (incomplete bid package)

< S. McMahon> Motions to award Comfort Zone the contract to provide HVAC and evaporative cooler maintenance and services for Black Canyon Fire Dept. based on it being the low bid, <J. Artrip> seconds the motion. **Motion carries 4 – 1** with <M. Forsythe> abstaining due to personal relationship with the owner of Comfort Zone.

## ITEM XII

*Discuss the First Draft of Budget Proposal for Fiscal Year 3012/2014:* <Open Roundtable>

<Chief> Going to **Revenue** first, we show a decrease of another 5% for assessed valuation which is around another \$30,000 decrease to the budget. The majority of the other Revenue Line Items are the same; **Ambulance Billing** and **Wildland** for example. So the only changes in **Revenue** are the decrease in secured taxes and the FDAT, the changes regarding the grants and what we are going to attempt carry over.

<Chief> **Salaries and Wages**; there will be no increases. **Accidental Death & Illness**, which is now required by law, has been added back in. **Line Item No. 108**, which was initially the medical, dental, vision, HSA, life & ad&d as one Line Item has been broken out so you can see what the cost is for each individually. There is \$13,000.00 savings currently for the cost of medical insurance. Overall, personnel services would decrease \$98,761.00. Keep in mind that \$50,000 of that was the SAFER Grant, which was for an additional firefighter; we were not awarded that grant. The remaining \$38,761.00 is due to the loss of the Ambulance Billing person; we are not filling that vacancy.

<Chief> Next, **Vehicle Maintenance** has been increased. The vehicles are getting older and the cost to maintain them is increasing. The reduction in **Line Item 204, Training and Resources**, is due to the fact that last fiscal year we replaced training videos. We will not have that expense this next fiscal year.

<Chief> **Line Item 209, Building Repairs and Maintenance**, has been broken down for more detail so you can see exactly what is included. Overall, there will be a \$5900.00 increase partly due to the anticipated repair of the leaking rear main seal in the emergency generator which will

run in the area of \$3000.00. Carpet cleaning and floor waxing will be alternated every other year. We have added ice machine cleaning. Due to the low water tables we have had the past year, the calcium buildup is causing the ice machine to shut down every couple of months which increased the cost of maintenance and repair. We researched the possibility of having ice delivered, which many fire departments do, and have found it much more cost effective. More than likely, we will get rid of the ice machine.

<Chief> **Equipment Repairs and Maintenance**; I broke out the cost again to make it easier. You see we have the annual gurney inspection, which was not budgeted for the current fiscal year and the SCBA's, which run around \$100 each. **"Other" Equipment and Repairs**, was increased around \$2000.00 based on what we have spent this fiscal year.

<Chief> On to the **Administrative** Line Item. Postage was increased due to the rate increase with USPS. The cost of the Chief's cell phone increased when he had to get a new phone. Included in the budget are two conferences next fiscal year, one for Ambulance Billing and the other for Firehouse Software which is the software we use to for incident management, personnel, and inventory. Elaine Caldwell will attend both with Josh Johnson attending the Firehouse conference as well.

<Chief> I added a new item, **Line Item 308, Policy Review**. Our policies have never been fully reviewed and with all the changes in the laws, I thought it would be wise to have that done. I contacted Brenda Tranchina, a HR Specialist who has worked with over 25 Fire Depts. throughout the state, to assist us in this endeavor.

<Chief> Ambulance **Billing Software and Support**; we have zeroed that out. Our decision on whether we keep Ambulance Billing in-house or outsource it will determine whether that figure remains or changes. <J. Coslett-Muirhead> If that figure remains, will the conference charges go away? <Chief> No, because there are other issues, such as medical insurance laws that have changed. <E. Caldwell> Even if we outsource the Ambulance Billing, the District is still responsible for the billing of the patient and insurance companies. With all the changes such as Obama Care and Medicare, it is important to stay informed and compliant.

<Chief> Electricity was increased by \$1000.00. **Line Item 314, Other Outside Services**, has been expanded. **Ambulance Billing Service** again will be determined by our decision on whether or not to outsource the Ambulance Billing. **Annual Mask Fit** testing is an OSHA requirement and has to be done; that runs \$35.00 per person. **Dispatch Fees** went up \$500.00 which is not bad, compared to what it could be. **Hepatitis and Inoculations** was broken down so you can see the cost of Hepatitis vs. the cost of TB tests. OSHA requires we offer Hepatitis inoculations at our expense; it is a series of 3 inoculations at the cost of \$225.00 per series. The annual TB test is also required; the cost of that is \$25.00 per individual annually. **Computer Hardware and Software** has been increased by \$1000.00. We are considering purchasing a tablet or two so we can have the EPCR on the Engines as well. **Firehouse Software Support**; we are looking at incorporating the "Cloud" which takes the software off our server which will open up additional space, and provides automatic updates, backups and security. We have also included the purchase of the updated EPCR program.

<J. Coslett-Muirhead> Why is the Sam's Club membership \$200.00? I have a business membership that costs \$35.00 annually for two people. I can add a third person for an addition \$35.00. <E. Caldwell> It has always been at that price. I will have to research it.

<J. Coslett-Muirhead> Item **315, Zoll**; maintenance is done every other year, correct? We have it listed at \$1500.00 in the 2012/2013 budget and now again in the 2013/2014 budget. <Chief> Thanks for catching that. We will make that change.

<Chief> On to **Capitol Improvement**. The only changes are the grants for the new SCBA's, which will take several months as we go through the requirements of the Federal government.

<Chief> The total draft for the 2013/2014 Budget is \$1,346,017.00 which is \$70,860.00 more than the current year however keep in mind that \$154,000.00 of that is the grant we just received, so it really isn't an increase. If we did not include the grants, we would show a decrease.

<Chief> let us look at the 5-year forecasting; with the additional decrease of 5% of gross revenue, that will bring us to a total decrease of assessed valuation of 52% since 2008. It still may not be over; we could see another 3% decrease next fiscal year. There was a law passed last year that limits the amount of increase we can get based on assessed valuation to 5% unless it is a newly developed property. What that means is that even if things turn around and we see a 10% increase in assessed valuations, the most we can now receive is 5%. That means we are going to have a very slow recovery. <S. McMahon> at 5%, it will take ten years just to get back to where we were previously.

<Chief> If we were to outsource Ambulance Billing, in Fiscal Year 2016/2017, we would have no money left in the Capitol Reserve Fund and we would need roughly \$200,000.00 to keep the Dept. running at its current staffing level.. If we were to keep the billing in-house, we would have \$12,000.00 left in Capitol Reserves. I need direction from the Board advising me how you want me to modify the budget. Do you want me produce a budget that shows us keeping the Ambulance Billing in-house or outsource it? <J. Coslett-Muirhead> to clarify, we previously provided a pay increase to Elaine and Karen due to the fact they were doing the billing. If we chose to continue the billing in-house, I would like to stipulate we could revisit outsourcing if it appears not to be working or places too much of a burden on Elaine and Karen. We would keep their pay modifications as they are currently, with a review at the end of the 12 month period. <M. Forsythe> what does Elaine and Karen think? <Chief> both want to keep the billing in-house.

<Chief> Do you want to proceed as if we are going to keep the Ambulance Billing in-house or outsourced? <D. Kenson > In-house. <M. Forsythe> In-house. <S. McMahon> In-house. <J. Coslett-Muirhead> In-house with the stipulation that provides us the option of outsourcing if it is deemed necessary. <J. Artrip> with my current understanding, I believe we should keep it in-house.

**ITEM XIII** *Public Call:* **“The consideration and discussion of comments and complaints from the public. Those wishing to address the Black Canton Fire District Board need not request permission in advance. Action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.”**

**ITEM IVX** *Adjournment:* <J. Coslett-Muirhead> motions to adjourn; <S. McMahon> seconds the motion.

**Meeting adjourns at 7:55PM**

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**Authorized Signature**

**Date**