

Black Canyon Fire District  
Meeting Minutes  
Thursday March 30<sup>th</sup> 2017

**CALL TO ORDER** Board Chair J. Coslett-Muirhead called the Fire Board Meeting to order on Thursday, March 30<sup>th</sup>, 2017 at 6:07 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 Matt Simon

Members Absent: Board Clerk Sharon McMahon

*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 Nancy Artrip.

**CALL TO THE PUBLIC** No members of the public wished to address the board.

**MINUTES**

**Discussion & Possible Action – Approval of the February 23<sup>rd</sup>, 2017 Regular Board Meeting Minutes**

Board Member M. Simon motions to discuss the February 23<sup>rd</sup>, 2017 regular board meeting minutes; Board Member W. Burrus seconds the motion;

Board Clerk J. Coslett-Muirhead noted there were a few corrections to the names of public members mentioned as well as the notation regarding the informal poll of the board by vote of hand. The vote was actually taken by a spoken vote of each board member. Staff will make the corrections as noted.

Board Member W. Burrus motions to approve the minutes of the February 23<sup>rd</sup>, 2017 regular meeting with the corrections noted; Board Member M. Simon seconds the motion;

Vote conducted to approve the minutes of the February 23<sup>rd</sup>, 2017 Regular Board Meeting. **MOTION CARRIED 3-0.**

AYES: Coslett-Muirhead, Simon, Burrus

NAYS: None

ABSTAIN: None

**CONSENT AGENDA**

- A. **February 2017 Monthly Financial Report:** Board Member M. Simon motions to approve the Consent agenda item A; Board Member W. Burrus seconds the motion;

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- B. **February 2017 Ambulance Bookkeeping and Insurance Billing Report:** Board Member W. Burrus motions to approve the Consent agenda item B; Board Member M. Simon seconds the motion;

Vote conducted for items A & B on consent agenda. **MOTION CARRIED 3-0.**

AYES: Coslett-Muirhead, 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 John Burkhart for his 16 years and Jason Tilson for his 14 years of service on the department.
- Reviewed call volume numbers and collections over the past month and compared to previous years.
- Noted that the White Cane Parade on Saturday, April 1<sup>st</sup> will have BCFD Engine 331 in the parade and Daisy Mountain Engine 141 will be in quarters covering calls. A reserve truck and the CERT team will be there as well.
- Noted the Medieval Festival at Rock Springs April 7<sup>th</sup> – 9<sup>th</sup> and the Daisy Mountain CERT team will be on hand.
- Provided an update on the consolidation process as he has been working with Yavapai County Assessor's Office to ensure we get all of the taxpayer information for the mailers. More on this subject will be discussed under new business.
- Provided the legal opinion regarding the Canyon Community Volunteer Fire Department Deed.

**VII. Old Business**

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

Board Member M. Simon motions to discuss the 5 year plan and goals for the fire district; Board Member W. Burrus seconds the motion;

Chief Nichols noted that this item will continue to be shown on the agenda until the board formally decides to remove it. Board Chair J. Coslett-Muirhead noted that the consolidation would take care of this item as well as item B the 2012 Fire Code.

Board Member M. Simon motions to remove Item A regarding the 5 year plan and goals for the District; Board Member W. Burrus seconds the motion;

Vote conducted. **MOTION CARRIED 3-0.**

AYES: Coslett-Muirhead, Burrus, Simon

NAYS: None

ABSTAIN: None

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**B. Discussion and Possible Board Action re: Adopting the 2012 International Fire Code**

Board Member M. Simon motions to remove Item B regarding Adopting the 2012 International Fire Code; Board Member W. Burrus seconds the motion; 3-0

Vote conducted. **MOTION CARRIED 3-0.**

AYES: Coslett-Muirhead, Burrus, Simon

NAYS: None

ABSTAIN: None

**C. Discussion and Possible Board Action Re: Appointment of 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.

Board Member W. Burrus motions to discuss the appointment of a new Board Member to the vacant position pursuant to A.R.S. 38-431-01.A1; Board Member M. Simon seconds the motion;

Chief Nichols stated that we did not have any letters of interest for the position. Board Chair J. Coslett-Muirhead noted that the Chair has the ability to appoint someone from the community within 30 days. If the Chair does not, Tom Thurman the county supervisor has the authority to appoint a board member. She feels that a five member board would be in the best interests of the board and would like to appoint a member at the April 27<sup>th</sup> meeting. Chief Nichols will contact Tom Thurman regarding the process and see if there are other options.

Board Member M. Simon motions to appoint a new board member; Board Member W. Burrus seconds the motion.

Vote conducted. **MOTION CARRIED 3-0.**

AYES: Coslett-Muirhead, Burrus, Simon

NAYS: None

ABSTAIN: None

**VIII. New Business**

**A. Discussion and Possible Board Action re: Taxpayer Notice of Consolidation to be mailed to all property owners in the district.**

Board Member M. Simon motions to discuss the Taxpayer Notice of Consolidation to be mailed to all property owners in the district; Board Member W. Burrus seconds the motion;

Chief Nichols presented the Taxpayer Notice of Consolidation that will be mailed to all property owners. The board would like to schedule the public meeting for May 20<sup>th</sup>, 2017 at 5:00 pm at the Fire Station.

Board Member W. Burrus motions to accept the Taxpayer Notice of Consolidation and

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approve for mailing with a public hearing date of May 20<sup>th</sup>, 2017 at 5:00 pm at the Fire Station; Board Member M. Simon seconds the motion. Vote Conducted. **MOTION CARRIED 3-0.**

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

**ADJOURNMENT**

Board Member M. Simon motions to adjourn the meeting; Board Member W. Burrus seconds the motion;

(Whereupon, the regular meeting of the Black Canyon Fire District was adjourned at 6:42 p.m)

**NEXT SCHEDULED BOARD MEETING**

Thursday, April 27<sup>th</sup>, 2017

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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.

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