

Minutes
Regular Session
FIRE BOARD MEETING
Thursday April 24 , 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, April 24, 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 Chair Sharon McMahon, Board Clerk Jeri Coslett-Muirhead, Board Member Diana Kenson, Board Member Jack Artrip, and Board Member William Davis

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

Lead by Board Member William Davis

IV. CALL TO THE PUBLIC

No Public Present

V. MINUTES

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

Board Member D. Kenson motions to approve the minutes of the March 27th Regular Board meeting with no corrections. J. Artrip seconds the motion.

Vote conducted. **MOTIONED CARRIED.**

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

NAYS: None

ABSTAIN: None

VI. FINANCIAL SUMMARY AND REPORTS

A. Monthly Financial Current Events Summary

This fiscal years budget is right on track. J. Coslet-Muirhead asked how the ambulance billing company is doing; E. Caldwell replied that things are going smoothly.

VII. CONSENT AGENDA

A. Approval of the February 2014 Monthly Financial Report:

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

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

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

Jeri Coslett-Muirhead motioned to approve the **Consent Agenda Items A and B**. D. Kenson seconds the motion.

Public Comment: None

Vote conducted. **MOTIONED CARRIED.**

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

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 April 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: Waiver for Attorney Whittington with regards to IGA with Greater Yavapai Purchasing Consortium and Sedona Fire District participation. **J. Coslett-Muirhead motions to approve the Waiver, and request Mr. Whittington to review our contract with the Consortium at the same time they are reviewing Sedona Fire Dept., W. Davis Seconds the motion.** J. Coslett-Muirhead asked Chief Birch if the District was using the Consortium for purchase. Chief advised that we have been using for EMS Supplies with a substantial savings; also that we have used the Consortium to purchase copy paper - also with substantial savings.

Vote conducted. **MOTIONED CARRIED.**

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

NAYS: None

ABSTAIN: None.

- B. Discussion & Possible Action re: Delegation Agreement with Arizona Dept of Environmental Quality, Air Quality Division. **D. Kenson motions to approve the Delegation Agreement with Arizona Dept of Environmental Quality, J. Artrip seconds the motion.** Chief Birch advises that this agreement is what allows us to issue burn permits and enforce the state laws.

Vote conducted. **MOTIONED CARRIED.**

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

NAYS: None

ABSTAIN: None.

- C. Discussion & Possible Action re: Intergovernmental Agreement with Daisy Mountain Fire District for fleet Maintenance Services. **D. Kenson motions to approve the IGA with Daisy Mountain Fire District for fleet Maintenance Services, Jeri Coslett-Muirhead seconds the motion.** Chief Birch advises that this agreement is for Preventative Maintenance for our vehicles, the hourly rate will be \$75.00 per hour which is lower than the average shop. J. Coslett-Muirhead inquires about the 2 Fridays per month, emergency repairs if needed, along with prioritizing the repairs. Chief Birch stated that the PM's will be scheduled for the two Fridays and that they will prioritize the repairs, PMs.

Vote conducted. **MOTIONED CARRIED.**

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

NAYS: None

ABSTAIN: None

- D. Discussion & Possible Action re: Intergovernmental Agreement with Sedona Fire District for Dispatch Services. **J. Coslett-Muirhead motion to approve the IGA with Sedona Fire District for Dispatch Services, B. Davis seconds the motion.** D. Kenson inquires if the District is charged at a per-call level and how does that work. Chief Birch replied that we are charged on a per call basis and that Sedona initially bases the rate from the previous year and then adjusts accordingly. D. Kenson also questioned the increase stating that it seemed high. Chief Birch advised that we pay the least amount per-call and that Sedona Fire picks up the largest portion of the cost and they are slowly trying to equalize the cost between all agencies that contract with them. Also, the City of Cottonwood is opening up a dispatch center and that several agencies that are currently using Sedona will be moving to Cottonwood. This will increase our cost since there will fewer agencies to split the cost with. Chief Birch stated that Sedona Fire Dispatch provides great service and that he is very pleased with them.

Vote conducted. **MOTIONED CARRIED.**

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

NAYS: None

ABSTAIN: None

- E. Discussion & Possible Action re: Fiscal Year budget 2014/2015. Open discussion regarding budget for Fiscal Year 14/15. Chief Birch provided some historical info regarding the Districts Bond, and that we told the public that we would only turn the bond directly over to them if we default on the loan. You were given two budget proposals; one with the bond payment and one without. The five year outlook without having a bond payment and a forecast of assessed valuation increases of 5% - FY 15/16, 5% - FY 16/17, 3% FY17/18, 3% FY18/19 you would have roughly \$355,000.00 left in Capital Reserve to assist with future Budgets and Capital Purchases. If the District continues with making the payments and with the same projected assessed valuation increases – for FY 18/19 there would roughly be \$99,000.00 left to assist with future budgets and Capital Purchases. Chief Birch has contacted the attorney who handled our Bond to acquire what process is needed if the Board elects to utilize the Bond for financial assistance. Chief stated, as of today they have not gotten back with him, although he is expecting the information any time. Chief stated that he wanted to give the Board all of the information, so that the Board is fully informed. Items that have been changed since last month; Line Item 205 Fuel/Oil – since the oil line item is so small it was deleted and will be absorbed into Vehicle Maintenance, since it is part of a PM charge not a separate item; the bond payment has been eliminated – since it would never directly filter through our accounts – the county would handle the collection of the bond and pay USDA. J. Coslett-Muirhead stated that we should wait and see what the new-to-us Brush Truck does with

regards to revenue this summer, and believes that it is too early to turn the Bond over to the District taxpayer. J. Artrip questioned how it is determined that BR332 is dispatched and how much revenue can we expect to generate – Chief replied that we believe we can make between 50,000.00 and 100,000.00 annually, this summer should be an indicator. Chief also stated that all of our Brush units are on a rotation list. J. Coslett-Muirhead asks if we benefit from sending out our crew with another fire department without one of our trucks. Chief Birch advised that we are reimbursed for any overtime the District incurs, and that our crew are attaining the experience and time necessary for advancement within the Wildland assignment ladder, which will benefit the District in the long run, by having them capable of filling various hats. Board Chair S. McMahon asks the other Board Members if they have any direction for Admin regarding changes to the proposed budget. Chief Birch reminds the Board that they will need to approve a budget at the May regular Board meeting and Adopt the Budget at the June regular Board meeting. All Board members expressed that they would like to work with the Budget where the District makes the Bond payment, not the taxpayer. Chief Birch restates that the Board is directing him to work with the Budget Proposal that includes the Fire District assuming financial responsibility for the Bond payment and not the District's tax payers. Board Chair S. McMahon stated that is correct.

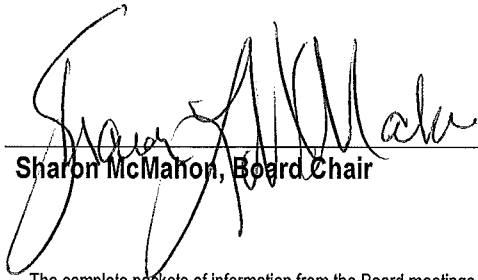
Public Comment: None

- F. **Board Member D. Kenson motions to adjourn the meeting; Board Member J. Coslett-Muirhead seconds the motion to adjourn the meeting; Motion Carried unanimously.** The meeting adjourned at 7:03 P.M.

NEXT SCHEDULED BOARD MEETING

May 29th, 2014

Regular Board Meeting


Sharon McMahon, Board Chair

5/29/2014
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."*