

**Minutes of April 25, 2013
Regular Fire Board Meeting
Black Canyon Fire District**

- ITEM I:** *Call to Order:* The monthly Board Meeting was called to order on Thursday, April 25, 2013 at 6:00PM.
- ITEM II:** *Roll Call of Board Members:* Present - S. McMahon, J. Coslett-Muirhead, D. Kenson, and J. Artrip. Also present Chief Birch and E. Caldwell. Chairperson Marilyn Forsythe absent.
- ITEM III:** *Pledge of Allegiance:* Jack Artrip led the Pledge of Allegiance.
- ITEM IV:** *Minutes from the March 2013 Regular Fire Board Meeting:* < D. Kenson > Motions to discuss and/or vote to accept the Minutes from the March 2013 Regular Fire Board Meeting. < J. Coslett-Muirhead > seconds the motion. **Motion carries unanimous 4 – 0.**
- ITEM V:** *Bookkeeping report from March 2013:* <J. Artrip> Motions to discuss and/or vote to approve the Bookkeeping Report for March 2013: <J. Coslett-Muirhead> seconds the motion. **Motion carries unanimously 4 – 0.**

6:04PM – Chief toned out to incident

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

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

<Elaine> Chief is celebrating seventeen years with Black Canyon Fire Dept.

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

Incidents for the month of March 2013 = **95** vs. **96** in March 2012.

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

January 1, 2013 to March 31, 2013 = **106** vs. **107** in same period in 2012.

Combined training hours for the month of February 2013 = **627**. Training included our annual 8-hour Wildland Firefighting refresher course in preparation of wildland fire season.

The Department received a Certificate of Appreciation from the Yavapai County Board of Supervisors that reads, “*in recognition of valuable contributions to the Gladiator fire response. Your department came to the aid of the citizens of Yavapai County contributing to the collaborative efforts preventing loss of life and property.*”

March is our annual fire hydrant inspection month. Each fire hydrant is inspected for proper operation, a flow test performed, and the stem lubricated. There are a total of 30 fire hydrants, of which 4 were out of service.

We will be going out for bid soon for the new SCBA's and hope to have them by the fall.

- ITEM VIII** *Discuss and/or vote on authorizing payroll deductions for Full-time Firefighters' Union dues and PAC fund contributions, and both Full-time and Reserve Firefighters' "Kitty" contributions:* <D. Kenson> motions to discuss and/or vote on authorizing payroll deductions for Full-time Firefighters' Union dues and PAC fund contributions, and both Full-time and Reserve Firefighters' "Kitty" contributions; <J. Coslett-Muirhead> seconds the motion. <S. Smith> explained the purpose of the "kitty." He has signatures from both full-time and reserve staff approving payroll deductions for the "kitty." As far as union dues, they are due monthly and it would be easier to collect if they were an automatic payroll deduction. <E. Caldwell> the guys did a great job gathering the information and gathering necessary signatures. If approved, we will set it up in QuickBooks so there will not be more work on Admin. **Motion carries 4 -0 unanimous.**
- ITEM IX** *Discuss and/or vote on options for dispatch services:* <J. Coslett-Muirhead> motions to discuss and/or vote on options for dispatch services; <D. Kenson> seconds the motion. <E. Caldwell> Cottonwood is creating a dispatch center and breaking away from Sedona's dispatch. They sent out the attached information to get an idea of who may be interested in switching to Cottonwood. Chief broke down the cost factors with current information; the Cottonwood facility will not be ready for two years. <J. Coslett-Muirhead> Doesn't see an advantage to moving to Cottonwood. <D. Kenson> Agrees. <J. Artrip> Agrees. <S. McMahon> Thinks everyone is in agreement to stay with Sedona.
- ITEM X** *Discuss and/or vote on IRS Form 2848 Power of Attorney and Declaration of Representatives:* <D. Kenson> Motions to discuss and/or vote on IRS Form 2848 Power of Attorney and Declaration of Representatives, <J. Coslett-Muirhead> seconds the motion. **Motion carries 4 - 0 unanimously.**
- ITEM XI** *Discuss and/or vote on designating brush PPE and Thermal Imaging Camera (TIC) as excess property:* <J. Artrip> motions to discuss and/or vote on designating brush PPE and Thermal Imaging Camera (TIC) as excess property; <D. Kenson> seconds the motion. <E. Caldwell> Due to the grants that allowed us to purchase new brush PPE's and a TIC. **Motion carries unanimous 4 - 0.**
- ITEM XII** *Discuss the Second Draft of Budget Proposal for Fiscal Year 2013/2014:* <E. Caldwell> If you recall when we discussed this last month, you requested a budget showing the numbers if we keep billing in-house. As you see, keeping the billing in-house will help our five year forecast. That is the only change, other than taking out the every-other-year charge for Zoll. <S. McMahon> Do we feel ready to ask Elaine to draw up a budget for approval at the next meeting? <J. Coslett-Muirhead> I think we are ready to vote. <J. Artrip> It looks good. <D. Kenson> I think we have reviewed it thoroughly and I will take the time to scan through it again. <E. Caldwell> If you find anything you need to discuss, call Marilyn and let her know you would like another meeting. <S. McMahon> Elaine can get the budget ready for approval at next month's board meeting.
- 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. Artrip> motions to adjourn; <D. Kenson> seconds the motion.

Meeting adjourns at 6:39PM



Authorized Signature

5/30/13

Date