

**Minutes from April 26th, 2012
Regular Fire Board Meeting
Black Canyon Fire District**

- ITEM I:** *Call to Order:* The monthly Board Meeting was called to order on Thursday, April 26th, 2012 at 6:00 PM.
- ITEM II:** *Roll Call of Board Members:* Present - Chairperson Marilyn Forsythe, J. Coslett-Muirhead, D. Kenson, P. Chartier; S. McMahon. Also present: Chief Birch and E. Caldwell.
- ITEM III:** **Pledge of Allegiance:** Chief Birch led the Pledge of Allegiance.
- ITEM IV:** *Minutes from the March 29th, 2012 Regular Fire Board Meeting and April 12th, 2012 Special Board Meeting:* <S. McMahon> Motions to accept the Minutes from the March 29th, 2012 Regular Fire Board Meeting and the April 12th, 2012 Special Board Meeting, <D. Kenson> 2nds the motion. <Chief> There are a couple of corrections on the March 29th, 2012 Minutes; on the last page where we are discussing the “green” sheets, in the sentence stating, “If we were to go to 3.25% per \$100...,” it should state “\$3.25” vs. 3.25% and “secondary” assessed value. Additionally, the sentence that discussed the decrease in assessed value and the potential increase in taxes should state, “\$3.25” instead of 3.25%. **Motion to accept the March 29th, 2012 Regular Fire Board Meeting Minutes as corrected passed 4 – 1 with J. Coslett-Muirhead abstaining due to not being present at that meeting. Motion to accept the Minutes from the April 12th, 2012 Special Board Meeting passed 5 – 0 unanimously.**
- ITEM V:** *Bookkeeping report from March 2012:* <J. Coslett-Muirhead> Motioned to accept the Bookkeeping Report for March 2012: <P. Chartier> 2nd the motion. <E. Caldwell> Just an FYI, we will go over in the line item for computers this fiscal year as the Captain’s computer crashed and we are having to replace it. **Motion carries with a 5 – 0 unanimous.**
- ITEM VI:** *Ambulance bookkeeping and Insurance Billing Report for March 2012:* <D. Kenson> motioned to accept the March 2012 Ambulance and Insurance Bookkeeping Report. <S. McMahon> seconds the motion. **Motion carries with a 5 – 0 unanimous.**
- ITEM VII:** *Chief’s Report:* <Chief> There are several Dept. member anniversaries this month; Alison Carnes celebrated 14 years and Chief Birch celebrated sixteen years with the Dept. Congratulations and thank you for all your hard work and contribution to the department and the community.

Incidents for the month of March 2012 = 96 vs. 81 for March 2011. Total transports, including transport from scene to helicopter for March 2012 = 41 vs. 35 for March 2011. January 1, 2012 to March 31, 2012 = 107 with 102 transports for the same period in 2011.

Combined training hours for the Month of March 2012 = 827. Training included our annual 8-hour Wildland Firefighting refresher course in preparation for the wildland fire season.

The sale of the fire station of Mud Springs Rd. officially closed on Friday, April 13th, 2012 with a final cash sale price of \$75,000.

On April 19th, 2012, the Dept. was notified by FEMA that our grant applications for new Self Contained Breathing Apparatus (SCBA) and Type III Interface pumper to replace our 20-yr. old pumper, were both turned down. Special thanks to Capt. Josh Johnson for spending countless hours working on these two grants. We have one grant outstanding through the SAFER ACT that would supply one full-time firefighter; we will discuss this in more detail when we get into the budget.

March is our annual fire hydrant month. Each fire hydrant is inspected for proper operation with a flow test performed and stem lubricated. There are a total of 32 fire hydrants, of which 4 were out-of-service.

A Vehicle Maintenance Schedule for April 2012 – March 2013 was included to provide the Board a time-frame for the inspections and maintenance of all apparatus. Chief also included a Journal of Equipment Maintenance and Testing for the month of March 2012 for Board to review.

ITEM VIII: *Discuss adding fuel surcharge to Out-of-District Policy – Resolution 9703-D.* <J. Coslett> motions to discuss adding fuel charge to Out-Of-District Policy, <S. McMahon> 2nds the motion. <E. Caldwell> The Board requested that we look into the possibility of fuel surcharges for Out-of-District. Looking at the attached example, you can see that fuel charges were increased 0.1% per \$0.01 increment. If we were to implement a fuel surcharge, the Board would set a base line dollar amount and then we would add a fuel surcharge for anything over that amount. <J. Coslett-Muirhead> It seems more complicated than necessary for 20 miles of coverage on I-17. <P. Chartier> It would certainly help offset the cost of fuel. <S. McMahon> We need to be counting our pennies right now. Once the formula would be set it would be standard and relatively easy. <D. Kenson> Do I understand we cannot do this on the Ambulances? <E. Caldwell> Ambulance charges are set by the Department of Health Services. <J. Coslett-Muirhead> Not opposed to the surcharge per se. She just wants to insure it doesn't add a burden to the administrative staff. <E. Caldwell> Once the Board provides us with a guideline, we should be able to find a formula that works and is relatively easy. <M. Forsythe> Can I poll the Board for their thoughts on what the base cap should be? <P. Chartier> I would set the base at \$3.50. <S. McMahon> Agrees. <D. Kenson> Agrees. <J. Coslett-Muirhead> Agrees. <S. McMahon> Let's direct Elaine to use \$3.50 as our baseline to come up with a formula and have it ready for proposal at the next board meeting.

ITEM IX: *Discuss the Second Draft of Budget Proposal for Fiscal Year 2012/2013:* <Chief> First, the Header has the wrong date and we will get this corrected. Let's start out on the last page and look at Revenue. Per the Board's direction, we changed the proposed tax levy to \$3.25 in secured taxes which did decrease the revenue projection deficit in fiscal year 12/13 to \$35,539. We added the

\$50,000 for the SAFER ACT grant we applied for; that is the grant for the additional firefighter mentioned earlier. We, also, increased the amount we anticipate receiving for the Ambulance Revenue.

<E.Caldwell> As mentioned last Board meeting, we have been looking into the possibility of accepting credit cards to help us recoup billing faster. After doing research, we finally settled on using Intuit as our Merchant Services provider; they had comparable prices and no contract and it integrates with QuickBooks, which is our accounting software. The very day we began accepting credit card payments, we had one person call in to pay their bill with a credit card. The next day, someone came in and paid with credit card. Our next step is to accept payments on-line. That service is expected to be up and running the end of next week. The great thing about the on-line payments is that it will only cost us \$0.50 per transaction if it is paid through their bank account, or ACH transaction. We expect this service to be especially beneficial to our out-of-district billing.

We are doing over-haul in Ambulance and Out-of-District Billing. Instead of having Alison handle everything, Karen is being trained in collections. She will be contacting the Out-of District and Ambulance clients with balances within 10 days of receipt of services to initiate the payment process. <Chief> What we have already seen in the few short weeks has been encouraging and impressive. I believe the increase in ambulance and out-of-district revenue is obtainable.

Now, if we go to the first page of Expenditures, there are only 3 changes; the addition of the SAFER Grant that has been mentioned before and the Pay-per-call. Additionally, banking fees have been increased due to accepting credit cards and on-line payments. We really don't know yet what that will amount to as this is all new, so it is a guess.

<E. Caldwell> One other change is with Arizona State Retirement. We were just notified today it has been changed to a 50/50 contribution instead of the current 60/40 split. That will make a small change in Admin retirement only.

<Chief> If you look at the green sheets and go to the very last page, you will see that by increasing the tax levy another \$0.25 next fiscal year and by the increases in ambulance billing, we have brought the deficit down to \$12,763.72 by the fiscal year 2015/2016. That looks a lot better than where we were before. Remember, there will still be some fluxuations.

<E. Caldwell> The Legislature passed an emergency tax rate for fiscal year 12/13 and 13/14 that would allow us to increase our tax rate by \$0.50 or up to \$3.75 for those two years only to help build up funds.

<S. McMahon> I just want to make a point that the 5-year forecast is based on current figures. Any change, such as the cost of diesel increasing to \$10.00 a gal., will change the forecast.

<E. Caldwell> Correct. Adjustments were made where we thought necessary but there are always the unknowns.

<J. Coslett-Muirhead> Wants to make sure those paying property taxes will not see a massive tax increase such as they saw last year if we increase the rate to \$3.25.

<E.Caldwell> On a \$100,000 home, the increase will amount to \$25.00. The majority of people will either see a small decrease in their tax bill or break even.

ITEM X: *Public Call:* <T. Kenson> As a member of the Heritage Park Committee, he wishes to thank Chief Birch, his family and the fire department for coming out to help celebrate the Earth Day event.

ITEM XI: *Adjournment.* <P. Chartier > motions to adjourn. <D. Kenson>2nds the motion.
Motion carries 5- 0.

Meeting Adjourned at 7:05PM


Authorized Signature

5/31/12
Date