

**Minutes of May 30, 2013**  
**Regular Fire Board Meeting**  
**Black Canyon Fire District**

**ITEM I:** *Call to Order:* The monthly Board Meeting was called to order on Thursday, May 30, 2013 at 6:03PM.

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

**ITEM III:** *Pledge of Allegiance:* Tom Kenson led the Pledge of Allegiance.

**ITEM IV:** *Minutes from the April 2013 Regular Fire Board Meeting:* < D. Kenson > Motions to discuss and/or vote to accept the Minutes from the April 2013 Regular Fire Board Meeting. <S. McMahon> seconds the motion. **Motion carries 4 – 1;** <M. Forsythe> abstains due to being absent from April meeting.

**ITEM V:** *Bookkeeping report from April 2013:* < J. Coslett-Muirhead > Motions to discuss and/or vote to approve the Bookkeeping Report for April 2013: < J. Artrip > seconds the motion. **Motion carries unanimously 5 – 0.**

**ITEM VI:** *Ambulance bookkeeping and Insurance Billing Report for April 2013:* < D. Kenson> Motions to accept the April 2013 Ambulance and Insurance Bookkeeping Report. < S. McMahon > seconds the motion. **Motion carries unanimous 5 – 0.**

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

<Chief> we have one anniversary this month, Al Beren has been with the Dept. twenty eight plus years. Congratulations, and thank you for your hard work and contributions to the department and community!

Total transports by BCFD, including transport from scene to helicopter:  
Incidents for the month of April 2013 = 104 compared to 100 for April 2012.

- April 2013 = 39 vs. April 2012 = 43
- January 1, 2013 to April 30, 2013 = 145
- January 1, 2012 to April 30, 2012 = 150

Combined training hours for the month of April 2013 = 525

Our Pre-Hospital Coordinator Tracy Moroney obtained a \$5000 grant from the John C. Lincoln Gives Foundation to upgrade one of our cardiac monitors. She has also been able to obtain an additional \$2000 for our personnel to attend EMS related classes.

We have gone out to bid for the new self-contained breathing apparatus (SCBA) air compressor, fill station, and storage cylinders of which 95% is being funded through a grant from FEMA. We will open bids at 9AM on June 7<sup>th</sup>, 2013. I would like the Board Chair to be present when bids are open. <M. Forsythe> I will make arrangements to be available.

<M. Forsythe> We will go ahead and move to ITEM X so our guest, Frank Vander Horst from Greater Yavapai doesn't have to sit through the entire meeting.

**ITEM X** *Discuss and/or vote on entering into an Intergovernmental Agreement with the Greater Yavapai Purchasing Consortium.* <S. McMahon> motions to discuss and/or vote on entering into an Intergovernmental Agreement with the Greater Yavapai Purchasing Consortium, <J. Artrip> seconds

the motion. <Chief> I asked Frank Vander Horst to be present to discuss the program and answer any questions you may have.

<F. Vander Horst> I work for Central Yavapai Fire and have a background in management and purchasing. My experience led me to become the Warehouse Operations Purchasing Manager with the Greater Yavapai Purchasing Consortium. I am here today to ask you to join us.

Greater Yavapai Purchasing Consortium (GYP-C) is a supplier of all types of supplies; office supplies, copy paper, EMS supplies, and fire supplies. We have a number of school districts as well as fire districts/municipalities in Yavapai County that are members. We use our buying power to maximize the value of the tax dollar. One example is copy paper. The average cost of a case of copy paper is \$35. Currently, we can get a truckload of copy paper for the cost of \$23 a case and the cost will drop even further as we buy more.

Another example is the cost of Thermal Imaging Camera's (TIC). Central Yavapai generally paid around \$15,500 per camera. We negotiated a reduced price of \$12,300. After talking with Phoenix Fire and learning they ordered seventy TIC's for the cost of around \$6,800 per camera, I went back to the distributor asking for an even better deal. They talked with the manufacturer who came back with the price of \$9,900 per camera. Granted, it still isn't as low as what Phoenix Fire is paying, but is still better than the original \$12,300 price we negotiated.

The warehouse is located in Prescott Valley. It is a secure facility; inventory is controlled via barcode, lot number and expiration date. If there is ever a recall on a product we provide, we will automatically be notified and can immediately notify our customers through the lot number.

As the contract indicates, you and GYP-C split the savings. So for example, if you normally spend \$30 for a case of copy paper and GYP-C gets it at \$20 a case; you will pay \$25 for that case. GYP-C retains the other \$5 in savings.

Two things to remember; first, this is voluntary and there is no cost to join. Second, you don't have to buy from us. If you can get something at a lower cost than we can, you can but it directly.

<E. Caldwell> how will sales tax be handled? <F. Vander Horst> It is my understanding sales tax will be paid to GYP-C.

<Chief> I did a cost analysis on the medical supplies we purchase: between the vendors we use now and compared them to GYP-C; we should see an average savings of 44%. What that means is we would end up with a 22% savings. I feel this is a win-win situation.

**Motion carries unanimous 5 – 0.**

#### **ITEM VIII**

*Discuss and/or vote on approving "Resolution 2013-05-30"; updating Resolution "89-B" which sets Workman's Compensation wages for our Reserve/volunteer firefighters pursuant to A.R.S. 23-901.6.d:* <J. Coslett-Muirhead> motions to discuss and/or vote on approving "Resolution 2013-05-30"; updating Resolution "89-B" which sets Workman's Compensation wages for our Reserve/volunteer firefighters pursuant to A.R.S. 23-901.6.d; <D. Kenson> seconds the motion.

**Motion carries unanimous 5 – 0.**

#### **ITEM IX**

*Discuss and/or vote on approving "Accounting Professionals, LLC, to perform our annual audit for Fiscal Year 2012/2013.* <D. Kenson> motions to discuss and/or vote on approving "Accounting Professionals, LLC, to perform our annual audit for Fiscal Year 2012/2013; <S. McMahon> seconds the motion. **Motion carries unanimous 5 – 0.**

#### **ITEM XI**

*Discuss and/or vote on approving an Annual Service (maintenance) Package for the Emergency Generator.* <J. Artrip> motions to discuss and/or vote on approving an Annual Service (maintenance) Package for the Emergency Generator; <S. McMahon> seconds the motion. <Chief> the load banking is a National Fire Protection Association (NFPA) requirement which is why that was added. The cost

of the annual Service Package is \$730.20; the addition of the load banking increased the cost to \$1095.20. In addition, we know we will need to replace the rear main seal so there is an additional hourly amount included for that. **Motion carries unanimous 5 – 0.**

**ITEM XII** *Discuss and/or vote on approving the general insurance package from “Brown and Brown Insurance of Arizona, Inc.”* <J. Coslett-Muirhead> motions to discuss and/or vote on approving the general insurance package from “Brown and Brown Insurance of Arizona, Inc.”; <D. Kenson> seconds the motion. **Motion carries unanimous 5 – 0.**

**ITEM XIII** *Discuss and/or vote on approving the proposed Budget for Fiscal Year 2013/2014.* <D. Kenson> motions to vote on approving the proposed Budget for Fiscal Year 2013/2014; <S. McMahon> seconds the motion.

<J. Coslett-Muirhead> I checked into the cost of the Dept. Sam’s Club card. The Dept. currently has a “Plus” card which runs \$100 plus \$45 for each additional card. The “benefits” the “Plus” membership offers really aren’t relevant to our needs. The regular business membership runs \$45 plus an additional \$45 per card, saving the Dept. around \$50 - \$100 depending on how many cards we get. Every little bit counts. I know we have already renewed for this year, but I recommend that we go with the Business Regular Membership next year.

<Chief> There were four changes in the proposed budget since last month; the increase in the cost of general insurance, correction in the secured and FDAT taxes totaling around \$490, and the increase in the Out-of-District billing of an additional \$1400. **Motion carries unanimous 5 – 0.**

**ITEM XIV** *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 XV** *Adjournment:* <J. Artrip> motions to adjourn; <J. Coslett-Muirhead> seconds the motion.

**Meeting adjourns at 6:55PM**

 6/27/13  
Authorized Signature Date