

**Black Canyon Fire District
June 09, 2015**

Special Board Meeting Minutes

I. CALL TO ORDER

Board Chair J. Coslett-Muirhead called the Fire Board Meeting to order on Thursday, June 9, 2015, at 7:15 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 Chairman, Jeri Coslett-Muirhead, Board Clerk Diana Kenson via phone conference, Board Member Dan Brett, Board Member William (Bill) Davis;
Members Absent: Jim Speer

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:

IV. CALL TO THE PUBLIC

There was no response to the Call to the Public

V. MINUTES

A. Discussion & Possible Action - Regular Board Meeting – April 30th, 2015 Minutes:

Board Member W. Davis motions to approve the minutes of the March 26th, Regular Board meeting, and April 10th Special Board Meeting; Board Clerk D. Kenson seconds the motion.

No Discussion

Vote conducted to Approve. **MOTIONED CARRIED.**

AYES: Coslett-Muirhead, Kenson, Brett, and Davis

NAYS: None

ABSTAIN: None

VI. CONSENT AGENDA

A. Approval of the April 2015 Monthly Financial Report:

The Board reviewed the April 2015 Monthly Financial Report.

B. Approval of the April 2015 Ambulance Bookkeeping and Insurance Billing Report

The Board reviewed the April 2015 Ambulance Bookkeeping and Insurance Billing report.

Board Clerk D. Kenson motions to approve Consent Agenda A. & B; / Board Member W. Davis seconds the motion.

Public Comment: None

Vote conducted. **MOTIONED CARRIED.**

AYES: Coslett-Muirhead, Kenson, Brett, and Davis

NAYS: None

ABSTAIN: None

Minutes
Tuesday June 9th, 2015

VII. 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 for April 2015

None: Due to Chief Birch's vacation and a Death in his family.

Public Comment: None

New Business:

- A. **Discuss and possible action regarding engagement Proposal from Accounting Professional, LLC for annual required Audit for Fiscal Year ending June 30, 2015.** Board Member Davis asked if this is the same firm as last year, E. Caldwell stated yes. No other Discussion. Board Member D. Brett motions to approve the contract with Accounting Professional, LLC firm for the Annual Audit of Fiscal Year 2014/2015; Board Member W. Davis seconds the motion;

Public Comment: None

Vote conducted. **MOTIONED CARRIED.**

AYES: Coslett-Muirhead, Kenson, Brett, and Davis

NAYS: None

ABSTAIN: None

- B. **Discuss and possible action regarding Year End Accounting services contract from H&S Accounting for Fiscal Year ending June 30, 2015.** E. Caldwell advised the Board this firm is the firm that sets up our accounting books for the auditor, which the Auditing firm requires an independent accountant to do, citing that it protects the Fire District, the Board, Administration and of course the Auditing firm. Board Clerk D. Kenson motions to approve the contract with H & S Accounting firm for the close out of Fiscal Year 2014/2015; Board Member W. Davis seconds the motion;

Public Comment: None

Vote conducted. **MOTIONED CARRIED.**

AYES: Coslett-Muirhead, Kenson, Brett, and Davis

NAYS: None

ABSTAIN: None

- C. **Discussion and possible Action re: Sedona Regional Communications Center Notice and Addendum to Intergovernmental Dispatch Services Agreement.** Chief Birch advises that this is the addendum to our IGA with Sedona FD to allow them to continue dispatching for us until we are connected with the Phoenix Fire Communication Center. This addendum is a small increase, which is the increase that Sedona Fire had stated would occur prior to notifying us that they were closing their Dispatch Center. The addendum also states that they will continue until September 2015 at which time we will either be dispatched by Phoenix or we will need to take on a much higher cost until Phoenix is able to dispatch for us. Board Member W. Davis motions to approve the addendum from Sedona Fire for Dispatch services; Board Member D. Brett seconds the motion:

Minutes
Tuesday June 9th, 2015

Public Comment: **None**

Vote conducted. **MOTIONED CARRIED.**

AYES: Coslett-Muirhead, Kenson, Brett, and Davis

NAYS: None

ABSTAIN: None

- D. Discuss and possible Actions re: Purchase of E. Caldwell's past years of service with the Black Canyon Fire Dept. for retirement purpose, with the Arizona State Retirement System:** E. Caldwell advised that since working on this year's budget, it became very clear that this District could not afford to support not only the Chief's position, but it could not financially support her position. E. Caldwell stated that if she retired the District would save a minimum of 63,000.00 annually and between her and the Chief Retiring the District would save a minimum of \$147,000.00. E. Caldwell stated that in 2004 when the District joined the Public Safety Retirement System for the Firefighters it was mandated by Law that the District purchase all the qualified participants past years which totaled to 20 plus years. In 2007 when the District joined the Arizona State Retirement for administration, it was not required to purchase past years, and the District did not purchase past years for Administration. . Board Chair J. Coslett-Muirhead stated that this is an extremely difficult decision between the financial hardships of the District and wanting to take care of a twenty year employee. J. Coslett-Muirhead also stated that it is hard to explain to the Firefighters that we do not have the money for them for raises. E. Caldwell stated that she is only asking for what the other full-time employees already have and also that over the years she has declined raises so that the Firefighters' could receive a raise, she also stated that she has taken a pay cut for them to get a raise. Board Member W. Davis is concerned on how much will it cost to replace Elaine and the Chiefs position and how will this affect the District in the long run. Board Member W. Davis asked if this decision could be postponed. E. Caldwell stated yes, but these figures are based upon 2012 due to a law suit that Arizona State Retirement System was involved with and if the District waits the cost will be based upon current figures. Fire Chief Birch stated that with the savings, if you look at the five year forecast you will see that the District cannot continue to support him and administration; that if things stay the same the District will be out of money in two years. Chief stated that he is retiring June 30, 2016 and if Elaine also retires at the same time, the financial bleeding will slow down enough(if not stop) to give the District a significant amount of time to look at other alternatives or for the economy to get a better. Chief Birch stated the District can hire someone or a Company at a lesser amount to provide management and administrative duties. Board Member W. Davis stated that it might be worth the cost to wait until finding out how much the District will need to spend to have Elaine's' and the Chief's responsibilities taken care of. Board Member Dan Brett also stated that this is a very, very hard decision for all of the reasons stated. Board Clerk D. Kenson stated that it is a very hard decision, but she believes that sometimes you need to take care of the employee. Chief Birch states that by Elaine retiring, this will free up 60,000 plus annually, and that sometimes you have to spend money to make money. Board Chair asks for a motion; Board Member Dan Brett motions to purchase Elaine Caldwell's past years of service, for retirement purposes, with the Black Canyon Fire District for a maximum total of 63,268.80 for 8.47 years, to be paid to the Arizona State Retirement System; Board Clerk D. Kenson seconds the Motion.

Vote conducted. **MOTIONED CARRIED.**

AYES: Coslett-Muirhead, Kenson, Brett,

NAYS:

ABSTAIN: W. Davis

Minutes
Tuesday June 9th, 2015

Public Comment: None

- E. Discussion and possible actions re:** Cancelling/Rescheduling the June 24th Regular Meeting. E. Caldwell stated that she placed this on the agenda because of having this meeting and needing to have another "Special Board Meeting July 9th to Officially Adopt the budget. Clerk D. Kenson motions to cancel the June 24th 2015 Regular Board Meeting and reschedule for July 9th 2015; Board Member D. Brett seconds the Motion;

Vote conducted. **MOTIONED CARRIED.**

AYES: Coslett-Muirhead, Kenson, Brett, Davis,

NAYS: None

ABSTAIN: None

Unfinished Business

- a. **Discussion re: Update on talks with other Fire Departments regarding possible JPA/JMA or Merger.** Chief Birch advises that since he has been out of the office for a month there haven't been any discussions, in fact he has had to cancel a meeting and will be rescheduling those meetings. Board Chair asked if any feelers have been put out regarding management companies; Chief Birch stated not as of yet. Chief state that his goal is to have a Chief/Fire Department or Management company in place by the end of the year so that the transition will be smooth. Both Chair Coslett-Muirhead and Board member would like the Chief to investigate management companies. Board Member W. Davis asked if Chief is aware of any other Fire District that is using a management company. Chief Birch stated no, but he will be investigating.

Discussion only; NO ACTION

- b. **Discussion and possible actions re:** Approval of Fiscal Year 2015/2016 proposed budget. Board Chair questions why line item 108 – Employee has decreased by \$21,000. Chief Birch advises that we anticipated a 25-50% increase because of Obama Care but only received a 16% increase. Board Chair stated that we have already discussed cost of Dispatch Services and the reasoning for the \$ 26,000.00 increase. Board Member W. Davis and D. Brett requested more clarification of the Bond Payment and how much it was going to cost the taxpayer. Board Chair J. Coslett-Muirhead stated that the Bond was approved by over 80% of the taxpayers and that up until last year the District has been making the payments. With the down turn of the economy, new laws, and law suits the Fire District's revenue is down significantly. The cost per \$100,000.00 assessed value will be 41.78 annually or \$3.48 per month and will be based on Limited Cash Value. Board Member W. Davis motions to approve the budget as presented with the total of Revenue/Expenses at \$1,327,690.00; at a tax rate of 3.25; and for the Bond payment of \$55,264.00 at a tax rate of 0.4178. Board Member D. Brett seconds the motion.

Vote conducted. **MOTIONED CARRIED.**

AYES: Coslett-Muirhead, Kenson, Brett, Davis,

NAYS: None

ABSTAIN: None

Public Comment: None

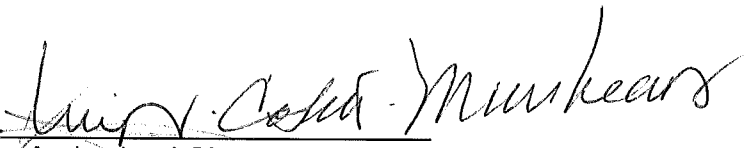
Minutes
Tuesday June 9th, 2015

ADJOURNMENT

The meeting adjourned at 8:39 P.M. (D. Kenson motions to adjourn / D. Brett seconds the motion)

Vote conducted. **MOTIONED CARRIED.**
AYES: Coslett-Muirhead, Kenson, Brett, Davis,
NAYS: None
ABSTAIN: None

NEXT SCHEDULED BOARD MEETING
Thursday July 09, 2015
Special Board Meeting

 7/9/15
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.

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 point 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."