

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

**Special Board Meeting and PUBLIC BUDGET HEARING Minutes**

**I. CALL TO ORDER**

Board Chair J. Coslett-Muirhead called the Fire Board Meeting to order on Thursday, July 9, 2015, at 6:05 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, Board Member Dan Brett, Board Member Jim Speer, Board Member William (Bill) Davis via telephonically;  
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:**

led by Tom Kenson

**IV. CALL TO THE PUBLIC**

There was no response to the Call to the Public

**V. MINUTES**

A. Discussion & Possible Action – Special Board Meeting – June 09<sup>th</sup>, 2015 Minutes:

**Board Clerk D. Kenson motions to approve the minutes of the June 09<sup>th</sup> Special Board Meeting; Board Member W. Davis seconds the motion.**

*Discussion:* Board Member J. Speer asks if the \$20,000 has been transferred from the Pension Account, E. Caldwell advises no; J. Speer also asks if the Pension Board was advised, E. Caldwell stated that due to the time constraints of ASRS to return the approved form, the Pension Board was not approached; E. Caldwell also stated that the District's Accountant was contacted to verify that the Fire District Board has the authority to transfer funds from the Pension Account that is with the Yavapai County Treasurers office.

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

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

NAYS: None

ABSTAIN: Speer because not at meeting

**VI. CONSENT AGENDA**

A. Approval of the May 2015 Monthly Financial Report:

The Board reviewed the May 2015 Monthly Financial Report.

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

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

**Board Member Dan Brett motions to approve Consent Agenda A. & B; / Board Clerk D. Kenson seconds the motion.**

*Public Comment: None*

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Vote conducted. **MOTIONED CARRIED.**

AYES: Coslett-Muirhead, Kenson, Brett, Davis, Speer  
NAYS: None  
ABSTAIN: None

**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 May 2015**

One anniversary – Al Beren 30 years; Ex Board Member Esther Brittan passed last year in May.

*Public Comment: None*

**New Business:**

- A. **Discussion regarding cancellation of May 2015 Regular Fire Board Meeting.** Board Clerk Diana Kenson motions to Discuss; Board Member W. Davis seconds the motion. *Discussion:* Chief Birch advised that at this past AFDA conference he has learned that the laws have change for Fire District's monthly meetings and that the District must have a meeting at least once a month. Chief stated that since we cancelled the May meeting he contacted the OMBUDSMAN office at the Attorney General Office to find out how to rectify this. He was advised that this is not an open meeting law violation but they recommended that this is placed on the agenda. Any item that would have been discussed was discussed at the June 9<sup>th</sup> meeting and the Agenda is attached to this packet. Also, the reason for the cancellation was because of a death in Chief's family and several vacations scheduled Elaine's, Diana's, and Jeri's. Chief again stated that this line item is for clarification only. Fire Board Chair Jeri Coslett-Muirhead re affirmed with Chief Birch that the District Board did not violate any Open Meeting Laws.

*Public Comment: None*

**No Action Taken; Discussion Only**

**Unfinished Business**

**A. FISCAL YEAR 2015/2016 BCFD PUBLIC BUDGET HEARING**

- i. **Public Comments** – Re: Fiscal Year 2015/2016 Black Canyon Fire District Budget.

No Public Comment

- ii. **Discussion and possible actions re:** Adoption of Fiscal Year 2015/2016 approved budget. Fiscal Certification for Fiscal Year 2015/2016 Budget; Fiscal Year 2015/2016 Bond Repayment Tax Rate. Board Clerk Diana Kenson motions to adopt the Fiscal Year 2015/2016 Budget as posted (\$1,327,690.00 @ a 3.25 tax rate); the Fiscal Certification for FY 15/16 as presented and the approved repayment Bond tax rate for FY 15/16 (\$552,640.00 @ a 0.4178 tax rate); Dan seconds the motion. *Discussion:* Board Member Jim Speer questions if the unobligated amount listed on the County budget form is the revenue that was not used in Fiscal Year 2014/2015. E. Caldwell advises that it is carryover revenue from previous years; including this past Fiscal Year. E. Caldwell also states that the check

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boxes selected on the form are estimation. Board Member Jim Speer questions why it is not shown in the five year forecast and that he does not see it in the budget. Chief Birch advises that the five year forecast is an estimate and that it is done several months prior to the end of the Fiscal Year. E. Caldwell advises that it is part of the Carry over dollars. J. Speer is stating that he understands that the funds are leftover but does not see it on the approved budget for Fiscal Year 15/16; or the five year forecast budget. E. Caldwell stated that those funds help carry us through until we receive our tax disbursements or we need to transfer from Capital Reserve. Board Member J. Speer stated that this \$250,000.00+ can and will extend the life of this District. Chief Birch states yes. Jim Speer asks if the Board will receive an updated five year forecast next Board Meeting; Chief Birch and E. Caldwell answered yes.

Vote conducted. **MOTIONED CARRIED.**

AYES: Coslett-Muirhead, Kenson, Brett, Davis,  
NAYS: J. Speer  
ABSTAIN: NONE

**ADJOURNMENT**

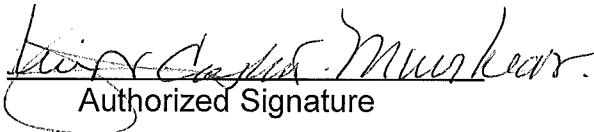
The meeting adjourned at 6:37 P.M. (B. Davis motions to adjourn / D. Brett seconds the motion)

Vote conducted. **MOTIONED CARRIED.**

AYES: Coslett-Muirhead, Kenson, Brett, Davis,  
NAYS: None  
ABSTAIN: None

**NEXT SCHEDULED BOARD MEETING**

**Thursday July 30, 2015**  
Regular Board Meeting

  
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."*