

Minutes
Regular Session
FIRE BOARD MEETING
Thursday July 30th, 2015

I. CALL TO ORDER

Board Chair J. Coslett-Muirhead called the Fire Board Meeting to order on Thursday, July 30, 2015, at 6:00 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 William (Bill) Davis,

Members Absent: Board Member 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: Led by Sedona's Fire Chief Kris Kasian

IV. CALL TO THE PUBLIC

There was no response to the Call to the Public

V. MINUTES

- A. Discussion & Possible Action – July 09, 2015 Special Board Meeting Minutes: Board Member D. Kenson motions to approve the minutes; W. Davis seconds the motion.**

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

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

NAYS: None

ABSTAIN: None

VI. CONSENT AGENDA

- A. Approval of the March 2015 Monthly Financial Report:**

The Board reviewed the June 2015 Monthly Financial Report.

- B. Approval of the March 2015 Ambulance Bookkeeping and Insurance Billing Report**

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

W. Davis motions to approve Consent Agenda A. & B; D. Brett second the motion.

Public Comment: None

Vote conducted. **MOTIONED CARRIED.**

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

NAYS: None

ABSTAIN: None

Minutes
Thursday July 30th, 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.)

A. Fire Chief Report and Current Events Summary for March 2015

Chief discussed Current Events as outlined in Chief's report within Board Packet.

- **Anniversaries: Vicki Cothorn 1 Year-** Hardy congratulations and thank you for her service.
- A remembrance of the 19 Members of the Granite Mountain Hot Shot: Andrew Ashcraft, Robert Caldwell, Travis Carter, Dustin Deford, Chris Mackenzie, Eric Marsh, Grant McKee, Sean Misner, Scott Norris, Wade Parker, John Percin Jr., Anthony Rose, Jessie Steed, Joe Thurston, Travis Turbyfill, Billy Warneke, Clayton Whitted, Kevin Woyjeck, Garret Zuppiger.
- In Memory of Former Volunteer Firefighter/IEMT Margie Butler who passed away on July 14, 2015.

Public Comment: **None**

New Business:

- A. Discussion & Possible Action: Identity Theft Prevention Program Annual Report.** E. Caldwell reviewed the report stating the crew is very conscious of the need for protecting patient information. E. Caldwell also stated that the steps that are in place for patient privacy and employee privacy are always being reviewed and steps taken to improve as needed. E. Caldwell advised that this year there were not any exposures that she is aware. Board Member W. Davis asked if passwords were change occasionally, E. Caldwell answered that passwords were set up to be changed every 60-90 days depending on the software.

No Action Taken: Discussion and informational only.

- B. Discussion & Possible Action: AZ State Forestry Division Cooperative Intergovernmental Agreement #FD-15-0148-ASF-A1S.** Chief Birch advised that the State has not updated or revamped their IGA's in a long time. Chief Birch advised that the State is updating their IGA with all Fire Departments/District's across the state. Bill Whittington has questioned and recommended a few changes which have been brought to the State's attention to which they are reviewing, but will take some time and when the changes are forthcoming, an addendum will be sent.

D. Brett motions to approve the current contract AZ State Forestry Cooperative Intergovernmental Agreement #FD-15-0148-ASF-A1S; D. Kenson seconds.

Vote conducted. **MOTIONED CARRIED.**

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

NAYS: None

ABSTAIN: None

Public Comment: **None**

Unfinished Business

- A. Discussion and possible action re: Update on search for potential agency/individual to manage the department after 06/30/2016.** Chief Birch advised that he has met with two fire districts, one management

Minutes
Thursday July 30th, 2015

company and a retired fire chief and that all have expressed an interest in providing a service for us. Chief also advised that he met with Bill Whittington to assist in creating an RFP (request for proposal) for the type of service we will be needing and will probably take a couple of weeks to complete. Chief is hoping that he can get the RFP out and possible have the interested parties attend next month's meeting to present their proposals. Chief Birch did state that he would like to give the interested parties at least 30 days to put a proposal together. Chief Birch requested direction from the Board: Does the Board want to review the RFP prior to sending out and do they want a Special Board Meeting to review and decide how long the interested parties have to put a proposal together. J. Coslett-Muirhead stated that she would be interested in having a Special Meeting to review the RFP and make any necessary decisions regarding the proposal, i.e., time frame, who to send to etc. J. Coslett-Muirhead stated that it would be the September Board Meeting, at the earliest, that the proposals could be presented. She also stated that she would like January 1, 2016 to be the latest deadline for accepting a proposal and beginning the setup for transitioning. B. Davis asked how the word was getting out. Chief replied by word of mouth, Chief stated that we are looking for a service so we are not mandated to go out for bid. Chief stated that he is looking for viable options for the Board; the Board has express interest in Management companies, retired fire personnel, and other Fire Districts. Board Chair J. Coslett-Muirhead asked Sedona Fire Chief Kris Kasian if his department was interested. Chief Kasian replied that he has not met had a meeting with his Board but did advise them via email that he was attending this meeting and that Shared Services is something that Black Canyon is looking at. J. Coslett-Muirhead asked if pursuing a Fire District or retired Fire personnel was more beneficial because they have Fire District experience, Chief Birch replied not necessarily because the management company he was looking into has Fire District knowledge and is very active in AFDA. J. Coslett-Muirhead recommended that if a Special Board Meeting is necessary, she would like to see nothing else on the agenda so the Board could focus on the RFP's and save the financials, Chief's report, etc for the Regular Board meeting, all Board Members agreed.

D. Brett motions for the Board to review the RFP prior to sending out and to hold a Special Meeting for this purpose if necessary; D. Kenson seconds the motion.

Vote conducted. **MOTIONED CARRIED.**

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

NAYS: None

ABSTAIN: None

Public Comment: None

B. Discuss & Possible Action re: Dispatch services. Chief Birch stated that he received a call from Rural Metro stating that they would be interested in dispatching for us. Chief Birch stated that he advised Rural Metro that we are knee deep in our commitment to Phoenix Fire, but he would inform the Board of the proposal. Chief Birch advised that he wanted to make sure the Board was fully aware of this offer, but his recommendation would be to continue in the direction of the City of Phoenix/Phoenix Fire providing our Dispatch services. Phoenix has invested a lot of time in making this happen. B. Davis asked if we had a written proposal from Rural Metro, Chief Birch replied yes the email, it would be 24.50 per call and that there are no set up fees. Chief Birch advised that the technology will be much better with the City of Phoenix and although we are not looking to have a management agreement with Daisy Mountain Fire and we will still be working with them on scenes and being dispatched by Phoenix will make communications easier. B. Davis stated that we already know the benefits of staying with Phoenix. The Board unanimously stated that they are very appreciative for the offer from Rural Metro, but the District is fully committed to the City of Phoenix/Phoenix at this time.

Minutes
Thursday July 30th, 2015

Kenson motions to stay with our current proposal with the City of Phoenix/Phoenix Fire for dispatching services; Bill Davis seconds the motion.

Vote conducted. **MOTIONED CARRIED.**

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

NAYS: None

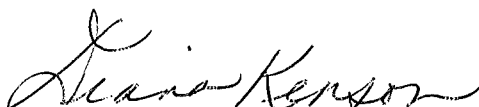
ABSTAIN: None

Public Comment: None

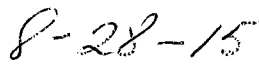
ADJOURNMENT

The meeting adjourned at 6:39 P.M. (W. Davis / D. Brett)

NEXT SCHEDULED BOARD MEETING
Thursday August 27th, 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."