

**Minutes**  
**Regular Session**  
**FIRE BOARD MEETING**  
**Thursday July 31 , 2014**

(Agenda items may have been taken out of order at the discretion of the Chairman.)

**I. CALL TO ORDER**

Clerk J. Coslett-Muirhead call the Fire Board Meeting to order on Thursday, July 31st, 2014, at 6:03 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 Clerk Jeri Coslett-Muirhead, Board Members Diana Kenson, Jack Artrip, and William Davis

Members Absent: Board Chair Sharon McMahon, *Clerk affirms quorum is present.*

Administrative Staff Present: Elaine Caldwell. Chief Birch absent

**III. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**

Led by Diana Baker

**IV. CALL TO THE PUBLIC**

There was no response to the Call to the Public

**V. MINUTES**

A. Discussion & Possible Action – Regular Board Meeting – June, 2014

**Board Member D. Kenson motions to approve the minutes of the June 2014 Regular Board meeting, J. Artrip seconds the motion.**

Vote conducted. **MOTIONED CARRIED.**

AYES: Coslett-Muirhead, Kenson, Artrip, Davis

NAYS: None

ABSTAIN: None

**VI. FINANCIAL SUMMARY AND REPORTS**

A. Monthly Financial Current Events Summary

E. Caldwell asks Board Members if they have any questions regarding the June Financial package – no questions were asked.

**VII. CONSENT AGENDA**

A. Approval of the June 2014 Monthly Financial Report:

The Board reviewed the June 2014 Monthly Financial Report; which is attached to the official Fire Board meeting packet.

B. Approval of the June 2014 Ambulance Bookkeeping and Insurance Billing Report

The Board reviewed the June 2014 Ambulance Bookkeeping and Insurance Billing Report; which is attached to the official Fire Board meeting packet.

**J. Artrip motions to approve the Consent Agenda Items A and B; W. Davis seconds the motion.**

*Public Comment:* None

Vote conducted. **MOTIONED CARRIED.**

AYES: Coslett-Muirhead, Kenson and Artrip, Davis

NAYS: None

ABSTAIN: None

## VIII. 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 May 2014

In Chief Birch absence, E. Caldwell reviewed July 2014 Chiefs Report which is attached to the official Fire Board meeting packet.

**Public Comment:** *Public comment/input is welcomed after each agenda item of New and Unfinished Business; Individual comments are limited to three minutes per individual and must pertain to the specific agenda item.*

### **New Business:**

- A. Discussion & Possible Action re: Amendment to District Policy "Employment Categories" and Life/Accidental Death & Dismemberment/Cancer Insurance" Policies. **D. Kenson motions to approve the amendments to both policies – Employment Categories and Life/Accidental Death & Dismemberment/Cancer Insurance; J Artrip seconds the motion.** E. Caldwell advises that since we have significantly increased our part-time employees, they needed to be addressed in both policies.

Vote conducted. **MOTIONED CARRIED.**

AYES: Kenson, Artrip, Coslett-Muirhead, Davis

NAYS: None

ABSTAIN: None.

- B. Discussion & Possible Action re: Ratify the sale of 12 used SCBA backpack harnesses and 12 SCBA facemasks. **J. Artrip motions to Ratify the sale of 12 used SCBA backpack harnesses and 12 SCBA facemasks, B. Davis seconds the motion.**

Vote conducted. **MOTIONED CARRIED.**

AYES: Kenson, Artrip, Coslett-Muirhead, Davis

NAYS: None

ABSTAIN: None.

- C. Discussion & Possible Action re: Approval of items to dispose of as excess property; 16 backpack harness assembly's, 31 SCBA 2216 cylinders, 19 face masks, 1 high pressure SCBA compressor, 3

SCBA cascade system cylinders. **D. Kenson motions to dispose of the listed excess property, J. Artrip seconds the motion.** E. Caldwell explains that these are the old SCBA's that have been replaced by the FEMA grant. J. Artrip asks if we could continue to use them. Captains Burkhart and Tilson responded explaining the lifespan of SCBA's and NFPA suggestions/requirements.

Vote conducted. **MOTIONED CARRIED**

AYES: Kenson, Artrip, Coslett-Muirhead, Davis

NAYS: None

ABSTAIN: None

- D. Discussion & Possible Action re: Approval of "Waiver of Conflict of Interest and Consent to Joint Representation" for attorney William Whittington regarding a revised IGA for Purchasing through Central Yavapai. E. Caldwell advised that since there are other Districts involved with this IGA that Whittington represents, the District must sign this form acknowledging that the District is aware of the possible conflict of interest. **D. Kenson motions to approve the signing of the Waiver of Conflict letter/form; B. Davis seconds the motion.**

Vote conducted. **MOTIONED CARRIED.**

AYES: Kenson, Artrip, Coslett-Muirhead, Davis

NAYS: None

ABSTAIN: None.

- E. Discussion & Possible Action re: Authorizing attorney William Whittington to review and modify the Purchasing Intergovernmental Agreement (IGA) with Central Yavapai Fire Department. E. Caldwell advises this gives attorney William Whittington the authority to move forward on our behalf regarding the IGA. **D. Kenson motions to have attorney William Whittington proceed with the IGA on our behalf, J. Artrip seconds the motion.**

Vote conducted. **MOTIONED CARRIED.**

AYES: Kenson, Artrip, Coslett-Muirhead, Davis

NAYS: None

ABSTAIN: None.

- F. Discussion & Possible Action re: Identity Theft Prevention Program Annual Report. E. Caldwell reviews the "Red Flag" report stating that the District has not had any breaches and policies and procedures are being followed. **B. Davis motions to approve the "Red Flag" annual report, J. Artrip seconds the motion.**

Vote conducted. **MOTIONED CARRIED.**

AYES: Kenson, Artrip, Coslett-Muirhead, Davis

NAYS: None

ABSTAIN: None.

- G. Discussion & Possible Action re: Approving the 2014/2015 Bond repayment tax rate at 0.4113. E. Caldwell stated that this was placed on the agenda due to several events that have occurred over the last few weeks; mandatory participation in Arizona State Retirement System (ARSRS) for part time employees exceeding 20 hrs a week for 20 weeks in a Fiscal Year; this weeks notice regarding our assessed valuation decreasing due to the Transwestern Pipeline lawsuit; and the recent changes to the calculation of FDAT. E. Caldwell advises that the Board may want to discuss the

Budget first then come back to discuss this line item. J. Coslett-Muirhead tables until later in the meeting and moves to next line item.

*\*After Adopting the budget for Fiscal Year 2014/2015 the Board reopened this line item for discussion. D. Kenson asks how we can approve this line item after the budget has been approved. E. Caldwell stated that because of the decrease in our assessed valuation from the Transwestern lawsuit and that our Revenue will not exceed what the Board has budgeted. She also stated that per Bill Whittington there is an Arizona Revised Statute (48-805.02.e) that will allow the district to amend its budget after they have adopted the annual budget. D. Kenson requests a polling of the Board. B. Davis stated he did not want to have the taxpayers pay for the Bond directly, but with the additional hits to this budget he understands the need, we have bills and they need to be paid; J. Artrip stated that he is not comfortable with having the taxpayers directly paying for the Bond, he was under the impression that the Budget could not be changed once it is adopted and that there are people in this town who can not afford it. J. Artrip also stated that the consensus of the Board was to wait and see what kind of revenue the Type 3 Brush truck brings in this year and then re address the Bond issue next fiscal year. J. Artrip stated he still doesn't understand how the budget can be changed when last month we were under a mandatory timeline to approve and then adopt this month; which he believed changes could not be made after the budget was approved; but now he is being told it can be changed. D. Kenson stated the same, which is why she voted nay on adopting the budget. E. Caldwell stated that we can't change the tax rate but we can amend/re-distribute the funds to different line items where it is needed. This option was only discovered this week when administration was trying to figure out all of the additional expenses and revenue decrease that was incurred over these past few weeks D. Kenson believes that we can't play the wait and see game regarding the Wildland truck. She believes the figures that administration has been given to them are alarming for the District. She also stated that if the truck does go out then next year we can take the payment back into the General Budget. J. Coslett-Muirhead stated that she understands budgeting and the need to readjust the budget does occur in the corporate world, personal finances and it also is needed with the fire district. She also stated that sending the Bond directly to the taxpayers is not her first choice; with the approval of the budget last month she was hoping the type 3 brush truck could help us, but it has not gone out yet and the District has taken significant hits to the budget within the last few weeks; she believes that the Bond needs to be turned directly over to the taxpayers and amend the budget.*

Public Comment: None

**J. Artrip motions to approve the 2014/2015 Bond repayment tax rate at 0.4113, B. Davis seconds the motion.**

Vote conducted. **MOTIONED CARRIED.**

AYES: Kenson, Artrip, Coslett-Muirhead, Davis

NAYS: None

ABSTAIN: None.

**Unfinished Business:**

