



# BLACK CANYON FIRE DISTRICT



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## Regular Session

### FIRE BOARD MEETING

Thursday, August 29, 2013

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

#### I. CALL TO ORDER

Board Chairperson Forsythe called the Fire Board Meeting to order on Thursday, August 29<sup>th</sup>, 2013, at 6:01 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 Chairperson Marilyn Forsythe, Board Clerk Sharon McMahon, Board Member Jeri Coslett-Muirhead, and Board Member Jack Artrip. Board Member Diane Kenson was present telephonically. Board Chair affirms quorum is present.

Members Absent: None

Administrative

Staff Present: Fire Chief Tom Birch, Office Manager Elaine Caldwell, and five members of the BCFD firefighting staff.

#### 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 – July 25, 2013

**Board Member Jeri Coslett-Muirhead moved that the minutes of the Regular Board meeting held on July 25, 2013, be approved. Board Member Diana Kenson seconded the motion.**

There were no corrections or additions. **MOTION CARRIED.**

AYES: Forsythe, Coslett-Muirhead, Kenson

NAYS: None

ABSTAIN: McMahon and Artrip.

#### VI. FINANCIAL SUMMARY AND REPORTS

A. Monthly Financial Current Events Summary for July 2013



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Office Manager Elaine Caldwell reviewed the Monthly Financial Current Events Summary for July 2013 and answered any questions from the Board related to the summary. The monthly Financial Current Events Summary is attached to the official Fire Board meeting packet.

## VII. CONSENT AGENDA

### A. Approval of the July 2013 Monthly Financial Report

Office Manager Elaine Caldwell reviewed the July 2013 Monthly Financial Report for the Board and answered any questions related to the report. The July 2013 Monthly Financial Report is attached to the official Fire Board meeting packet.

*Public Comment:* None

### B. Approval of the July 2013 Ambulance Bookkeeping and Insurance Billing Report

Office Manager Elaine Caldwell reviewed the July 2013 Ambulance Bookkeeping and Insurance Billing Report for the Board and answered any questions related to the report. The July 2013 Ambulance Bookkeeping and Insurance Billing Report is attached to the official Fire Board meeting packet.

Board Member Jack Artrip motioned that the Fire Board approve the **Consent Agenda, Items A and B**. Board Clerk Sharon McMahon seconded the motion.

*Public Comment:* None

Discussion followed. **MOTION CARRIED.**

AYES: Forsythe, McMahon, Coslett-Muirhead, Kenson and Artrip

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 August 2013

Fire Chief Tom Birch reviewed the August 2013 Chiefs Report for the Board including review total transports and answered any questions relating to the Chiefs Report. The August 2013 Chiefs Report 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.*



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## IX. New Business

- A. Discussion & Possible Action re: Designating certain extrication equipment as excess property and donating it to Dudleyville, AZ Vol. Fire Dept.

**Chief Birch discussed designating certain extrication equipment (from 1990's) as excess property and donating it to Dudleyville, AZ Vol. Fire Dept. This equipment has been replaced and is no longer in use.**

Discussion followed.

**Board Clerk McMahon moved that the Fire Board designate certain extrication equipment (from 1990's) as excess property and donate it to Dudleyville, AZ Vol. Fire Dept. Board Member Kenson seconded the motion.**

*Public Comment:* None

Vote conducted. **MOTION CARRIED.**

AYES: Forsythe, McMahon, Coslett-Muirhead, Kenson, Artrip  
 NAYS: None  
 ABSTAIN: None

- B. Discussion & Possible Action re: 2012 BCBS Health Insurance Premium Rebate.

**Board Clerk McMahon moved that the 2012 BCBS Health Insurance Premium Rebate be deposited in the General Fund. Board Member Coslett-Muirhead seconded the motion.**

Discussion followed.

*Public Comment:* None

Vote Conducted. **MOTIONED CARRIED.**

- C. Discussion & Possible Action re: Opening sealed bids for sale of excess property (Scotsman Ice Machine).

**Chief Birch advised the Board there were no bids on the Ice Machine. Board Chair Marilyn Forsythe placed this discussion on the next agenda.**

*Public Comment.* None



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D. Discussion & Possible Action re: Possible replacement of 1998 Chevrolet 4x4 ¾ ton pickup.

Chief Birch provided information regarding recent mechanical concerns, previous repairs, and the possible cost of repair of the current mechanical problems of the 1998 Chevrolet 4x4 ¾ ton pickup. Chief Birch provided the Board a list of three possible replacement vehicles presently available including cost utilizing State Contract pricing.

Discussion followed.

Board Member Coslett-Muirhead questioned where the money for a new vehicle would come from. Chief Birch indicated that after discussing this issue with the District's accountant, the Capital Reserve funds could be used on an Emergency basis to purchase a replacement vehicle.

Board Member Artrip motions to purchase a 2013 Ford F250 XLT Crew Cab 4x4 short bed from Sanderson Ford for the amount of \$45,037.49 using Capital Reserve funds on an Emergency basis. Board Member Sharon McMahon seconded the motion.

*Public Comment.* None

Vote Conducted. **MOTION CARRIED.**

AYES: Forsythe, McMahon, Coslett-Muirhead, Kenson, Artrip

NAYS: None

ABSTAIN: None

**X. ADJOURNMENT**

The meeting adjourned at unknown time (not recorded)

CURRENTLY SCHEDULED BOARD MEETING FOR SEPTEMBER 2013

**September 26, 2013**

Regular Board Meeting

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Marilyn Forsythe, Board Chairperson

Date



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The complete packet of information from the Board meetings or portions thereof are 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 print 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.*

*"Equal opportunity employer/provider."*

DRAFT