

Minutes
Regular Session
FIRE BOARD MEETING
Thursday September 24th, 2015

I. CALL TO ORDER

Board Chair J. Coslett-Muirhead called the Fire Board Meeting to order on Thursday, September 24, 2015, 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 Chairman, Jeri Coslett-Muirhead; Board Clerk Diana Kenson; Board Member Dan Brett attended via teleconference at 06:14; Board Member William (Bill) Davis, and Board Member Jim Speer.

Members Absent: None

Board Chair affirms quorum is present.

Administrative Staff Present: Chief Birch; Elaine Caldwell present at 06:07.

III. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA: Led by Vicki Cothorn

IV. CALL TO THE PUBLIC

There was no response to the Call to the Public

V. MINUTES

- A. Discussion & Possible Action – Approval of August 27th, 2015 Regular Board Meeting Minutes: Board Member D. Kenson motions to approve the minutes; Board Member B. Davis seconds the motion;**

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

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

NAYS: None

ABSTAIN: None

VI. CONSENT AGENDA

- A. August 2015 Monthly Financial Report:**

- B. August 2015 Ambulance Bookkeeping and Insurance Billing Report**

The Board reviewed the August 2015 Monthly Financial Report including the Ambulance Bookkeeping and Insurance billing report. Board Member W. Davis motions to approve Items A & B of the consent agenda, Board Member J. Speer seconds the motion;

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Public Comment: None

Vote conducted for items A & B on consent agenda **MOTIONED CARRIED.**

AYES: Coslett-Muirhead, Kenson, 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.)

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: **None**
- Our Type 3 and Type six trucks have been out on Wildland assignments, the crew and truck are home.
- Capt. Joshua Johnson and Firefighter Mark Enteman were recognized by the Southwest incident Command for assisting one of their crew members when they were involved in a vehicle accident on Hwy 89.
- The transfer of dispatch services occurred on August 31st without any problems.
- Vehicle Maintenance update.

Public Comment: None

New Business:

A. Discussion & Possible action: Approval of the Request for Proposal (RFP) for Management and Administrative Services, prepared by attorney Donna Aversa. The Board unanimously agreed to hold this line item in public Session. Board Member D. Brett joined the meeting telephonically. Board Member W. Davis motions to discuss and/or approve the RFP for Management and Administrative Services prepared by attorney Donna Aversa; Board Member D. Kenson seconds the motion. Board Chair stated that she thought there would not be a Chief, Chief Birch replied that a Chief needs to be appointed by the entity that is hired to manage the department; Board Clerk D. Kenson states that the verbiage is Designated Chief. Board Chair polls the all board members if they have read the agreement and if they approve, all Board Members stated yes. Chief Birch stated that he is impressed with Attorney Aversa's timeliness and professionalism.

Vote conducted. **MOTIONED CARRIED.**

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

NAYS: None

ABSTAIN: None

Public Comment: None

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Board Member D. Brett motions to set the deadline for submission of the proposal as October 26th, 2015 at 09:00 a.m.; Board Clerk D. Kenson seconds the motion;

Vote conducted. **MOTIONED CARRIED.**

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

NAYS: None

ABSTAIN: None

Public Comment: **None**

B. Discussion & Possible Action: Acceptance of \$13,500 grant for radio system infrastructure from the Homeland Security Grant Program – Agreement #: 15-AZDOHS-HSGP-150500-01.

Board Member W. Davis motions to Discuss and approve the grant for 13,500; Board Member J. Speer seconds the motion. Chief Birch stated that this grant is for the radio equipment that is needed to assist with coverage in the Sunset Point area; it is a 50/50 grant with \$13,500 being our portion and has been budgeted for.

Vote conducted. **MOTIONED CARRIED.**

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

NAYS: None

ABSTAIN: None

Public Comment: **None**

C. Discussion & Possible Action: Acceptance of \$35,000.00 grant for extrication equipment from the Governor's Office of Highway Safety – Contract Number 2016-EM-002.

Board Member D. Kenson motions to discuss; Board Member W. Davis seconds the motions. Chief Birch advised that this grant was obtained by Captain Johnson with the original request for \$45,000 and we were awarded \$35,000. The grant is a no match and has been budgeted. The \$10,000.00 difference will mean that we will not be able to purchase the RAM which we will put in for a grant next year. The RAM we have right now is based off of hydraulics and the new set will be operating off a battery operated system. Board Clerk D. Kenson asks how often the RAM gets uses. Firefighter M. Enteman states he has been with the department since 2005 and that he has never used the RAM; the cutter and spreaders is what he has used for extrication. Board Member W. Davis asks if this is an addition or replacement. Chief Birch states this is a replacement and that the current equipment is 10 years old. Board Clerk D. Kenson motions to accept Grant Contract 2016-EM-002. Board Member D. Brett seconds the motion;

Vote conducted. **MOTIONED CARRIED.**

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

NAYS: None

ABSTAIN: None

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Public Comment: None

- D. **Discussion & Possible Action: Memorandum of Understanding (MOU) between Local 3066 Black Canyon Firefighters and the Black Canyon Fire District Board.** Board Member W. Davis motions to discuss, Board Member J. Spear seconds the motion. Board Chair J. Coslett-Muirhead stated she has reviewed the MOU and has a few questions. One is that in this MOU it states that the Firefighters sets wages; Captain Tilson replied that it is meant that they have a say in wages instead of waiting until the Board and Chief has made the final decision. Captain Tilson also stated that this form is the Resolution not the MOU. After the Resolution is approved then the Board, Fire Chief and the Union Rep sit down and develop an MOU. Captain Tilson agreed that if there is no money for pay increases then it would be useless to give an increase. The Chief already gets our input on most issues; at this point we are just trying to formalize the process before he leaves so that the firefighters still have a voice. When you sign this you are recognizing the union as a voice in the process. J. Coslett-Muirhead second question is about grievance policy under meet and confer. She refers to District policy regarding grievance and chain of command. Captain Tilson advised that the District policy refers to personnel and internal issues and that this refers to Department issues when the Chief and the Firefighters/Union do not agree. J. Coslett-Muirhead has a concern about how this document brings up the need for a mediator if the Board and the Union cannot agree; she was under the impression from talking to Captain Burkhart and the presentation from the last Board Meeting that the Fire District Board will always have the final say. Captain Tilson stated that he did not write this and that they used another Departments document, but he believes that the statement is for extreme measures. Captain Tilson stated that the goal is to continue working as we have been in the past. Captain Tilson does not believe that this document is a binding contract, he believes it is to acknowledge the Union and to give the Firefighters a say within the Department. J. Coslett-Muirhead stated that considering the fact that Chief Birch is leaving that a "Meet and Confer" document is necessary to give the Firefighters a say within the department. Board Clerk D. Kenson stated that at the bottom of this document it does state that the Board has the final say. Board Clerk did state that we can not foresee the future and if an issue is going to take several days, weeks to decipher then a mediator (who is unbiased) might be needed; but ultimately the Board has the final say. Board Member W. Davis inquired whether or not we should have our attorney review this document. Chief Birch stated that he did not have time to get it to the attorney, but he did not see why it shouldn't be reviewed by the attorney. Board Member W Davis is on board with the Document, but just wants to make sure the verbiage is good and the District is protected. Board Clerk D. Kenson stated that this form has been used by other departments and believes that it has already been reviewed by other attorneys and that she does not want to incur any additional costs if it is not necessary. Board Member W. Davis still believes that it should be reviewed by our attorney, for our protection. Captain Tilson states that this is not the MOU it is the Resolution which recognizes the Union sets up for the MOU. Chief asks when will the work be done on the MOU, then we could send both to the Attorney; Captain Tilson stated as soon as possible so that it is in place before Chief Birch leaves. Board Chair J. Coslett-Muirhead polled the Board. Board Members B. Davis stated that he approves of the MOU but wants the attorney to review first; J. Spear stated that he is ready to approve this evening; D. Kenson stated that she is willing to approve this document tonight and have the attorney review this and the MOU when it is ready, J. Coslett-Muirhead believes the Firefighters should have a say. Board Member J. Spear motions to approve the Black Canyon Fire District Labor Relations Policy with typo corrections;

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Board Clerk D. Kenson seconds the motion.

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

Public Comment: None

- D. Discussion & Possible Action: Pay increase for Fire Fighters.** Board Clerk D. Kenson motions to discuss, Board Member J. Speer seconds the motion. Board Chair Coslett-Muirhead requested that Chief Birch research some numbers for a pay increase for the Firefighters; Board Chair Coslett-Muirhead stated that the Firefighters have not had a pay increase for eight years and they have had a decrease in benefits in the last few years. Since the funds needed to transfer dispatch is considerably less than was budgeted she believes that we can readjust this line item to cover pay increases for the Firefighters. Also our brush truck has been out several times this year so that should take care of this year. She also stated that they looked at future years to make sure that the District could afford to sustain an increase. J. Coslett-Muirhead stated that initially she was looking at a straight across the board for all but then realized it didn't seem fair since we have firefighters that have been with us since 2008 and those who have only been with us for a year. Chief Birch came up with a formula based on Social Security COLA since 2008, (last time the Firefighters received a pay increase). The formula would total the COLA and match the years of service from time of last pay increase or when they became a paid FT or PT Firefighter. Employees who have been with us since 2008 would receive the full percentage (14.3%) and anyone who started with us after 2008 would receive the percentage total from the year to current from the year they were hired as a paid employee. Board Chair Coslett-Muirhead stated that this was not done over night and that Chief Birch and J. Coslett-Muirhead have met several times trying to figure this out. Board Member W. Davis stated that he is a strong believer of Dave Ramsey's philosophy and that is if you make more money you do not want to spend it all, save some of it and spend some of it. If we take all of the money that we have saved from dispatch and give it to the firefighters we will not solve our financial problems. Board Chair Coslett-Muirhead stated that the District would not be spending the entire savings and that she considers this as investing in labor. W. Davis states that the economy is not out of the woods yet and that it can take a dump again and then where would we be. W. Davis suggests starting out at a lower percentage. J. Coslett-Muirhead stated not only have the Firefighters not seen a pay increase they have also seen benefit decrease such as less contributions to their Health Savings Account, increase in health insurance deductibles. She also stated that the 5 year forecast suggests that we will be balancing out within 5 years. W. Davis is not questioning whether or not they should get an increase he states that he is questioning the amount, is a 15% raise justifiable. J. Coslett-Muirhead states that this is only 34,000.00 divided between 8 employees. D. Kenson is questioning how much the management RFP is going to cost us and can we afford both. Chief Birch replied that in the five year forecast we have inserted 60,000.00 per year. B. Davis stated that he would like to phase it in and not be a lump sum; do 6% now and more next fiscal year after we find out what the budget will be. Both D. Kenson and J. Coslett-Muirhead would like to give the raise according to tenure not a straight across increase, both believe that the long

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term firefighters' should be compensated for hanging in during this financial crisis. W. Davis states that the raises would not be the same, since the pay increase will be a percentage and the longer tenure means a higher pay, which means a larger pay increase. J. Speer stated that the one time savings of \$140,000.00 from not going with Phoenix Fire Dispatch will cover this pay increase for 3 years. Chief Birch stated that the average entry level pay for firefighters around the valley is \$45,000.00; it is hard to compete for and retain competent firefighters. Chief states that the firefighters do deserve some type of a pay increase. Chair J. Coslett-Muirhead polls the board; Board member D. Brett states he would like the Firefighters to receive the raise; Board member W. Davis would also like to see the firefighters receive a raise, but not the 15%; Board member J. Speer would like to give the firefighters the increase as proposed; Board Clerk D. Kenson agrees to give the firefighters the full increase. J. Speer motions to approve the pay increase as submitted without including Administration, Board Member D. Brett seconds the motion;

Vote conducted. **MOTIONED CARRIED.**

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

ADJOURNMENT

The meeting adjourned at 7:27 P.M. (W. Davis / D. Kenson)

NEXT SCHEDULED BOARD MEETING
Thursday October 29th, 2015

Minutes Approved as written at the October 29th Regular Board Meeting

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."