



BLACK CANYON FIRE DISTRICT



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Regular Session

FIRE BOARD MEETING

Thursday, September 26, 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, September 26th, 2013, at 6:02 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

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 – August 29th, 2013

Board Member Sharon McMahon moved that the minutes of the Regular Board meeting held on August 29th, 2013, be approved. Board Member Jack Artrip seconded the motion.

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

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

VI. FINANCIAL SUMMARY AND REPORTS

A. Monthly Financial Current Events Summary for August 2013



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Office Manager Elaine Caldwell reviewed the Monthly Financial Current Events Summary for August 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 August 2013 Monthly Financial Report

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

Public Comment: None

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

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

Board Member Diana Kenson motioned that the Fire Board approves the **Consent Agenda, Items A and B**. Board Member Jeri Coslett-Muirhead 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 September 2013

Fire Chief Tom Birch reviewed the September 2013 Chiefs Report for the Board including review total transports and answered any questions relating to the Chiefs Report. The September 2013 Chiefs Report is attached to the official Fire Board meeting packet.



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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.

IX. New Business

- A. Discussion & Possible Action re: Reschedule dates for Regular Board Meetings in October through December 2013 as they all fall on or near a Holiday.

Board Clerk Sharon McMahon suggested the Regular Board Meetings of October, November, and December 2013 be moved up one week to fall on the following dates to accommodate upcoming Holiday's: October 24th, 2013; November 21st, 2013; December 19th, 2013

Discussion followed.

Board Member Jack Artrip moved that the Regular Fire Board Meetings for the months of October, November, and December 2013 be moved up one week to accommodate for the Holiday's as follows: October 24th, 2013; November 21st, 2013, and December 19th, 2013. 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

- B. Discussion & Possible Action re: Obtaining a used Type 3 Wildland Engine from Arizona State Land for the estimated amount of \$4300.00.

Black Canyon Fire Fighter Mark Enteman provided information re: 1988 Chevrolet Kodiak Type 3 Engine being offered by Arizona State Land for the estimated cost of \$4300.00 which would pay for necessary repairs and painting. FF Enteman listed the benefits of obtaining the Type 3 Engine which included; 1) low cost to obtain as the District would be allowed to "lease" the vehicle from State Land at the cost of repair and maintenance, 2) higher amount of money paid by AZ State Land per hour for the use of a Type 3 Engine when out on a Wildland assignment, 3) Type 3 Engines provide greater resources and flexibility during Wildland assignments and therefore are called out more often and for longer periods of time than Type 6 Engines, and 4) AZ State Land pays for



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equipment (Type 3 Engine) but also, cost of personnel and replacement personnel necessary when called out on a fire.

Discussion followed.

Public Comment: None

Board Clerk Sharon McMahon motioned to approve obtaining a Type 3 Wildland Engine from Arizona State Land for up to \$5000.00, with monies taken from the Contingency Fund. Board Member Diana Kenson seconded the motion.

Vote Conducted. **MOTIONED CARRIED.**

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

NAYS: None

ABSTAIN: None

- C. Discussion & Possible Action re: Designating excess steel I-beams from new station construction as Excess Property and authorize the acceptance of sealed bids.

Chief Birch indicated it would be more costly to utilize the excess beams as they would need to be re-cut and re-welded in order to meet design and dimension criteria of potential future projects. Bids would be accepted for two weeks.

Discussion followed.

Public Comment. None

Board Member Diana Kenson motioned to authorize Chief Birch to designate the steel I-beams and other miscellaneous metal material as Excess Property and accept sealed bids for a period of two weeks. Board Clerk Sharon McMahon seconded the motion.

Vote Conducted: **MOTION CARRIED.**

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

NAYES: None

ABSTAIN: None

- D. Discussion & Possible Action re: Opening sealed bids for the sale of the Scotsman Ice Machine.



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Chief Birch indicated there were still no bids for the ice machine and he would look into other options, such as possibly advertising it on Craigslist. Recommended placing it on the Agenda again next month.

Public Comment. None

- E. Discussion and Possible Action re: Designating 1998 Chevrolet ¾-ton 4-wheel drive pickup truck as Excess Property and authorizing the Chief to accept sealed bids.

Chief Birch asked the Board to designate the 1998 Chevrolet ¾-ton, 4-wheel drive pickup as Excess Property. He indicated that Kelly Blue Book lists \$3400.00 as the low-end value of this type of vehicle in similar condition. Chief Birch requested the bidding process be open for 30 days.

Discussion followed.

Public Comment: None

Board Clerk Sharon McMahon motioned to authorize Chief Birch to designate the 1998 Chevrolet ¾-ton, 4-wheel drive pickup as excess property and accept sealed bids for the same for a period of 30 days. Board Member Jeri Coslett-Muirhead seconded the motion.

Vote Conducted: **MOTION CARRIED.**

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

- F. Discussion and Possible Action re: Amending action taken regarding financing of the new Ford F250 pickup purchased to replace the 1988 Chevrolet pickup.

Board Clerk Sharon McMahon noted that last month, the Board approved monies used to purchase the 2013 Ford F250 pickup come from the Capitol Reserve Fund. She recommends amending the motion to state the monies used to purchase the 2013 Ford F250 be moved into the General Fund from the Capitol Reserve Fund "as needed."

Discussion followed.

Public Comment:



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Board Clerk Sharon McMahon motioned to amend the Motion made during the August Board Meeting authorizing monies used to purchase the 2013 Ford F250 pickup be moved into the General Fund from Capitol Reserves on an, “as needed” basis. Board Member Diana Kenson seconded the motion.

Vote Conducted: **MOTION CARRIED.**

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

NAYES: None

ABSTAIN: None

G. Discussion and Possible Action re: Purchasing an extended warranty for the new Ford F-250 pickup.

Chief Birch indicated he originally believed the warranty on the 2013 Ford F-250 pickup was only 3 year/36,000 miles. After discussion with personnel at Sanderson Ford and reading the Owner’s Manual, Chief Birch now recognizes the warranty is as follows:

- Bumper-to-Bumper – 3/years/36,000 miles
- Powertrain – 5 year/60,000 miles
- Safety Restraint System – 5 year/60,000 miles
- Corrosion (perforation only) – 5 year/unlimited mileage
- Powerstroke Diesel Engine – 5 year/100,000 miles

The cost for the Ford Extended Premium CARE plan would be approximately \$3,000 to \$3,500 to potentially cover the electronics within the vehicle. He does not believe it necessary to purchase an extended warranty at this time.

Discussion followed.

Public Comment: None

No action necessary.

X. **ADJOURNMENT**

Board Member Jeri Coslett-Muirhead motioned to adjourn the meeting; Board Member Jack Artrip seconded the motion.

The meeting adjourned at 7:12 P.M.

CURRENTLY SCHEDULED BOARD MEETING FOR OCTOBER 2013

October 24, 2013



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Regular Board Meeting


Marilyn Forsythe, Board Chairperson

10/24/13
Date

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.
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