

Black Canyon Fire District
Meeting Minutes
Thursday September 29th, 2016

CALL TO ORDER Board Chair J. Coslett-Muirhead called the Fire Board Meeting to order on Thursday, September 29th, 2016 at 6:01 p.m. at the Fire District Administration Office, 35050 S. Old Black Canyon Highway, Black Canyon City, Arizona.

ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM

Members Present: Board Chairman Jeri Coslett-Muirhead; Board Member Sharon McMahon; Board Member Jack Artrip; Board Member William Davis

Members Absent: Board Clerk Diana Kenson

Board Chair affirms a quorum

Administrative Staff Present: Chief Mark Nichols, Valerie Helms

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA: led by Sherry.

CALL TO THE PUBLIC There was no response to the Call to the Public.

MINUTES

Discussion & Possible Action – Approval of the August 25th, 2016 Regular Board Meeting Minutes

Board Member W. Davis motions to approve the minutes; Board Chair J. Coslett-Muirhead seconds the motion;

Vote conducted to Approve. Motion tabled until next meeting as there was no majority vote, 2-0-2.

AYES: Coslett-Muirhead, Davis

NAYS: None

ABSTAIN: McMahon, Artrip

CONSENT AGENDA

A. August 2016 Monthly Financial Report: Board Member J. Artrip motions to approve the Consent agenda item A; Board Member S. McMahon seconds the motion;

B. August 2016 Ambulance Bookkeeping and Insurance Billing Report: Board Member S. McMahon motions to approve the Consent agenda item B; Board Member W. Davis seconds the motion;

Vote conducted for items A & B on consent agenda. MOTION CARRIED 4-0.

AYES: Coslett-Muirhead, Davis, McMahon, Artrip

NAYS: None

ABSTAIN: None

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CURRENT EVENTS SUMMARIES, REPORTS, AND/OR CORRESPONDENCE

(Current Event Summaries are regarding activities of the Fire District and the status and progress relating thereto.)

Fire Chief Report and Current Events Summary

A. Chief Nichols discussed Current Events:

- Reviewed call volume numbers over the past month and compared to previous years.
- Noted that the November election of the fire board has been cancelled. The following members ran unopposed and will be the new fire board members: Jeri Coslett-Muirhead, Matt Simon and William Burrus.
- Noted that there will be a flu shot clinic on Tuesday, October 18th from 11am – 1 pm for anyone in the community to receive a free flu shot.
- Advised that there will be a rally for Republican presidential nominee Donald Trump in Prescott Valley on Tuesday that may impact traffic.

B. Correspondence regarding Patient requests for adjustment payment for services rendered.

Board Member W. Davis motions to discuss Linda Cummings's request; Board Member S. McMahon seconds the motion.

The board reviews the additional documentation provided by Linda Cummings including her proof of residency at the time of service. As is standard procedure, citizens of the district that pay property taxes can apply for the district subsidy and have the balance waived.

Motion to waive the remaining balance of the bill for Linda Cummings by Board Member W. Davis; Board Member S. McMahon seconds the motion. Vote conducted. MOTION CARRIED 4-0.

AYES: Coslett-Muirhead, Artrip, Davis, McMahon
NAYS: None
ABSTAIN: None

Board Member W. Davis motions to discuss Lois Oliver's request; Board Member J. Artrip seconds the motion.

The board reviews the additional documentation provided by Lois Oliver including her proof of insurance and coverages at the time of service. As her insurance policy states, there is no additional coverage for scene services, so the patient would be responsible. The board cannot subsidize the balance or reduce the amount due as she was not a resident of the district. The board feels that a payment plan would be appropriate.

Motion to accept a payment plan of \$50 per month until the remaining balance of the bill is paid in full for Lois Oliver by Board Member S. McMahon; Board Member J. Artrip seconds the motion. Vote conducted. MOTION CARRIED 4-0.

AYES: Coslett-Muirhead, Artrip, Davis, McMahon
NAYS: None
ABSTAIN: None

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New Business

A. Presentation of picture to former Fire Chief Tom Birch

Board Chair J. Coslett-Muirhead presented former Fire Chief Tom Birch with a framed picture of him and thanked him for attending.

B. Discussion and Possible Board Action on the IT Support Proposal from Sunstate Technology Group

Board Member W. Davis motions to discuss; Board Member S. McMahon seconds the motion. Chief Nichols introduced Dustin Byars of Sunstate Technology Group to discuss the current needs of the district and how Sunstate Technology Group can address those needs. Mr. Byars explained that the server is working at capacity and has trouble keeping up with the needs of the district. Normal maintenance is not being performed on a regular basis and there are issues that can be fixed remotely, without having to be on site. The uniqueness of Sunstate is the 24/7/365 remote access to technicians by putting in a ticket and receiving a response within hours which is critical for a fire department that operates 24/7/365. Board member W. Davis asked about the firewalls, current anti-virus software, and capacity and age of the server and Mr. Byars explained the current setup. Board Chair J. Coslett-Muirhead asked about the monthly cost and set up fee and Mr. Byars understands the current budgetary constraints and will work with staff for next year's budget if the board is happy with the services provided.

Motion to approve the IT Support Proposal from Sunstate Technology Group by Board Member W. Davis; Board Member J. Artrip seconds the motion.

Vote conducted. MOTION CARRIED 4-0.

AYES: Coslett-Muirhead, Artrip, Davis, McMahon with concerns of future budgetary implications

NAYS: None

ABSTAIN: None

C. Discussion and Possible Board Action to amend the Section 125 Premium Only Benefits Plan Documents

Board Member W. Davis motions to discuss; Board Member S. McMahon seconds the motion. Chief Nichols explained that the Section 125 Premium Only Benefits Plan is the district's medical insurance plan and that to remove former chief Tom Birch's name and replace it with his requires an amendment to the plan document. **Motion to approve the amendment by Board Member**

W. Davis; Board Member S. McMahon seconds the motion.

Vote conducted. MOTION CARRIED 4-0.

AYES: Coslett-Muirhead, Artrip, Davis, McMahon

NAYS: None

ABSTAIN: None

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Old Business:

A. Discussion and Possible Board Action re: 5 Year Plan and Goals for the Fire District

Board Member J. Artrip motions to discuss; Board Member S. McMahon seconds the motion. The board members discuss the board workshop and concerns regarding future budget challenges. Since not all members of the board could attend, the board felt more time was needed to review the budget materials and presentation from the workshop before discussing further. **Motion to table the 5 Year Plan and Goals for the Fire District until a later date by W. Davis, Board Member J. Artrip seconds the motion; Vote conducted. MOTION CARRIED 4-0.**

AYES: Coslett-Muirhead, Artrip, McMahon Davis

NAYS: None


ABSTAIN: None

ADJOURNMENT

Board Member W. Davis motions to adjourn the meeting; Board Member J. Artrip seconds the motion; (Whereupon, the regular meeting of the Black Canyon Fire District was adjourned at 7:10 p.m)

NEXT SCHEDULED BOARD MEETING

Thursday, October 27th, 2016



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.

"Black Canyon Fire Department is an Equal opportunity employer and provider."