



BLACK CANYON FIRE DISTRICT



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Minutes

Regular Session

FIRE BOARD MEETING

Thursday, October 24, 2013

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

I. CALL TO ORDER

Board Clerk McMahon called the Fire Board Meeting to order on Thursday, October 24th, 2013, at 6:00 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 Chair Marilyn Forsythe, Board Clerk Sharon McMahon, Board Member Jeri Coslett-Muirhead, Board Member Diana Kenson, and Board Member Jack Artrip. Board Clerk affirms quorum is present.

Members Absent: None

Administrative

Staff Present: Fire Chief Tom Birch, Karen Shoemaker

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 – September 26, 2013

Board Member Diana Kenson moved that the minutes of the Regular Board meeting held on September 26th, 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



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A. Monthly Financial Current Events Summary for September 2013

Office Manager Elaine Caldwell attending a conference out of state, no Financial Current Events Summary given.

VII. CONSENT AGENDA

A. Approval of the September 2013 Monthly Financial Report

The Board reviewed the September 2013 Monthly Financial Report. The September 2013 Monthly Financial Report is attached to the official Fire Board meeting packet.

Public Comment: None

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

The Board reviewed the September 2013 Ambulance Bookkeeping and Insurance Billing Report. The September 2013 Ambulance Bookkeeping and Insurance Billing Report is attached to the official Fire Board meeting packet.

Board Member Jeri Coslett-Muirhead motioned that the Fire Board approves the **Consent Agenda, Items A and B**. Board Member Jack Artrip 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 of 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.

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: Opening sealed bids for sale of excess property (Scotsman Ice Machine).

Chief Birch advised the Board he did not get the ice machine re-advertised, but had received a couple of bids recently for it. He felt in all fairness to the public, he should re-advertise the Ice Machine locally for a two-week period.

Discussion followed. J. Coslett-Muirhead excused herself from discussion & possible action due to her personal interest.

S. McMahon suggested that they table this line item and questions the rest of the Board members if they were Okay with Chief Birch re-advertising the Ice machine locally for an additional two weeks, J. Artrip, D. Kenson, M. Forsythe agreed.

Public Comment: None

Vote conducted. **No vote necessary.**

- B. Discussion & Possible Action re: Open sealed bids for excess property (1998 Chevrolet 4 x 4 ¾-ton pick-up truck).

Chief Birch opened the sealed envelopes labeled "Truck" in the order they were received, followed by Board Clerk Sharon McMahon opening the remaining unidentified bid envelopes. Results as follows:

- Bid # 1 - \$1500.00
- Bid # 2 - \$50.00
- Bid # 3 - \$1250.00
- Bid # 4 - \$501.00
- Bid # 5 - \$1000.00
- Bid # 6 - \$1101.23
- Bid # 7 - \$1777.77
- Bid # 8 - \$401.00

Board Member Diana Kenson declares Bid # 7 in the amount of \$1777.77 as the winning bid and motioned the Board to accept such bid. Board Chair Marilyn Forsythe seconded the motion. Chief Birch notified the winner via telephone.

Public Comment: None

Vote Conducted. **MOTIONED CARRIED.**



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

C. Discussion & Possible Action re: Renewing the contract for current Health, Dental and Vision Insurance Providers.

Chief Birch reviewed correspondence from the District's Insurance Broker indicating the current health insurance provider, Assurant, is offering a 9.9% premium increase if the policy is renewed by December 1, 2013. If the policy is renewed after that date, the increase in premium would be 58%. This option would hold down premium cost for a period of one year. Additionally, having coverage prior to December 31, 2013 would provide a grace period of 12 months before the District would need to fully comply with the Healthcare Reform Act.

Discussion followed.

Public Comment. None

Board Member Jack Artrip motioned to approve renewing the contract with Assurant Insurance before December 1, 2013 with a 9.9% premium increase. Board Member Diana Kenson seconded the motion.

Vote Conducted: **MOTION CARRIED.**

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

D. Discussion & Possible Action re: Acceptance of the Governor's Office of Highway Safety Contract # 2014-EM-011 for \$2,091 grant to purchase Vehicle Extrication Series DVD set.

Chief Birch provided a description of the DVD set and advised the Board there was no match required.

Firefighter Steve Jahnke, who wrote the grant, briefly spoke about the importance of the information contained in the DVD's such as how to deal with the many aspects of vehicle extrication on the new hybrid vehicles.

Public Comment. None



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Vote Conducted: **No vote necessary.**

X. ADJOURNMENT

Board Member Diana Kenson motioned to adjourn the meeting; Board Chair Marilyn Forsythe seconded the motion.

The meeting adjourned at 6:39 P.M.

CURRENTLY SCHEDULED BOARD MEETING

November 21, 2013

Regular Board Meeting

Marilyn Forsythe
Marilyn Forsythe, Board Chairperson

11/21/13
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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