

Black Canyon Fire District
Meeting Minutes
Thursday October 27th, 2016

CALL TO ORDER Board Chair J. Coslett-Muirhead called the Fire Board Meeting to order on Thursday, October 27th, 2016 at 6:00 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 Clerk Diana Kenson; Board Member Sharon McMahon; Board Member Jack Artrip; Board Member William Davis

Members Absent: None

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 Bill Burrus.

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 Clerk D. Kenson motions to approve the minutes; Board Member W. Davis seconds the motion.

Vote conducted to Approve. **MOTION CARRIED 3-0-2.**

AYES: Coslett-Muirhead, Davis, Kenson

NAYS: None

ABSTAIN: McMahon, Artrip

Discussion & Possible Action – Approval of the September 29th, 2016 Regular Board Meeting Minutes

Board Member S. McMahon motions to discuss; Board Member J. Artrip seconds the motion.

Board Chair J. Coslett-Muirhead notes the discrepancy in Old Business Item A that needs to be corrected to show that Board Member J. Artrip made the motion but did not second his own motion and that Board Member S. McMahon actually seconded the motion.

Board Member S. McMahon motions approve the minutes with correction to the Old Business Item A reflecting Sharon McMahon seconding the motion to discuss instead of J. Artrip; Board Member J. Artrip seconds the motion.

Vote conducted to Approve. **MOTION CARRIED 4-0-1.**

AYES: Coslett-Muirhead, Davis, McMahon, Artrip

NAYS: None

ABSTAIN: Kenson

CONSENT AGENDA

- A. **September 2016 Monthly Financial Report:** Board Member S. McMahon motions to discuss the Consent agenda item A; Board Member W. Davis seconds the motion. Board Chair J. Coslett-Muirhead noted that there was a projected cost savings spreadsheet and Chief Nichols responded that it is provided in response to Board Member W. Davis's request and will be discussed under the Old Business Item A the 5 year plan. Board Member S. McMahon motions to approve the Consent agenda item A; Board Member J. Artrip seconds the motion;

Vote conducted. **MOTION CARRIED 4-0-1.**

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

- B. **2016 Ambulance Bookkeeping and Insurance Billing Report:** Board Member S. McMahon motions to discuss the Consent agenda item B; Board Member W. Davis seconds the motion; Board Chair J. Coslett-Muirhead noted that the ambulance accounts receivables appears to be going down and Chief Nichols noted that we are transitioning from Action Ambulance to Daisy Mountain Fire District's billing and this could be due to timing of collections.

Board Member S. McMahon motions to approve the Consent agenda item B; Board Member W. Davis seconds the motion. Vote conducted. **MOTION CARRIED 5-0.**

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

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.
- Congratulated Jeff Pavlik on becoming a new father
- Reviewed the highway accident that occurred on the previous Sunday with other mutual aid partners: City of Phoenix, Black Canyon, Daisy Mountain, Mayer, and 5 helicopters.
- Staff is working on the financial audit to be presented to the board in the December or January board meetings.
- Discussed providing the call volume numbers as well as financial impact of the calls in the future Chief Report
- Discussed daily staffing needs due to loss of staff and ideas for options moving forward

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Old Business:

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

Chief Nichols presented a spreadsheet of potential savings by sharing services with another fire district. Chief Nichols explained most of these savings are in the administrative areas and purchasing of supplies. The board discussed the new board members coming in December and would like to wait and discuss with them. 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 5-0.

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

NAYS: None

ABSTAIN: None

New Business:

A. Discussion and Possible Board Action re: changing the date of the November board meeting due to the Thanksgiving holiday.

Board Clerk D. Kenson motions to approve changing the date of the November board meeting to November 17th at 6:00 pm; Board Member W. Davis seconds the motion; Vote conducted. **MOTION CARRIED 5-0.**

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

NAYS: None

ABSTAIN: None

ADJOURNMENT

Board Member J. Artrip motions to adjourn the meeting; Board Clerk D. Kenson seconds the motion; (Whereupon, the regular meeting of the Black Canyon Fire District was adjourned at 6:40 p.m)

NEXT SCHEDULED BOARD MEETING

Thursday, November 17th, 2016

 11/17/16

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."