

Minutes
Thursday October 29th, 2015

I. CALL TO ORDER

Board Chair J. Coslett-Muirhead called the Fire Board Meeting to order on Thursday, October 29, 2015, at 6:03 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; Board Member William (Bill) Davis,

Members Absent: Jim Speer *Board Chair affirms quorum is present*

Administrative Staff Present: Chief Birch; 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 – Approval of September 24th, 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, Davis, Brett

NAYS: None

ABSTAIN: None

VI. CONSENT AGENDA

- A. August 2015 Monthly Financial Report: **Board Member D. Kenson motions to approve the September financial report; Board Member D. Brett seconds the motion**
- B. August 2015 Ambulance Bookkeeping and Insurance Billing Report: **Board W. Davis motions to approve the September 2015 ambulance and insurance billing report; Board Member D. Brett seconds the motion**

The Board reviewed the September 2015 Monthly Financial Report including the Ambulance Bookkeeping and Insurance billing report:

Public Comment: None

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

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AYES: Coslett-Muirhead, Kenson, Davis, Brett
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: Paul Eaton and Shawn Smith twelve years,
- Captain Tilson attended a 10-day Battalion Chief Academy
- Dispatch start-up costs \$4,130 (stated projected cost was \$5K to \$15K)
- New part-time hires: A. Hasler and M. O'Reilly
- Vehicle Maintenance update.

Public Comment: None

New Business:

A. Discussion & Possible action: Request for Proposal (RFP) for Management and Administrative Services.

Chief Birch advised that the District received one RFP, which was from Rural Metro; Sedona Fire District and Montezuma Rim-Rock Fire District both declined stating that their Boards thought that they already had a full plate and didn't want to overload their Chief's. Daisy Mountain Fire District stated that they did not have enough time to put together a proposal and Williamson Valley Fire District had some misinformation. The Board discussed options available and Chief Birch recommended that the Board extend the RFP a little longer. Board Member D. Kenson motions to extend the deadline for the RFP to January 4th, 2016 at 09:00; Board Member B. Davis seconds the motions,

Vote conducted. **MOTIONED CARRIED.**

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

Public Comment: None

B. Discussion & Possible Action: Discuss and or vote on entering into executive session for the purpose of a Pay increase for Chief Birch. Pursuant to A.R.S. 38-431.03.A.1 the Board will elect to enter into executive session for the purpose of discussing the possibility of a pay increase for Chief Birch.

Board Member D. Kenson motions to enter into executive session for the purpose of discussion of a pay increase for Chief Birch; D. Brett seconds the motion,

Vote conducted. **MOTIONED CARRIED.**

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

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Executive session entered at: 6:33p.m.

Back in Public session at: 06:40p.m.

- C. Discussion & Possible Action: Discuss and/or vote on approving pay increase for Chief Birch.** Board Member D. Kenson motions to approve a pay increase for Chief Birch at the same rate of 14.3% that was given to the Firefighters at last month's regular board meeting; effective immediately, Board Member B. Davis seconds the motion.

Vote conducted. **MOTIONED CARRIED.**

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

NAYS: None

ABSTAIN: None

Public Comment: None

- D. Discussion & Possible Action: Approval of the Letter of Declaration for Black Canyon Fire District for Calendar Year 2016.** Board Clerk D. Kenson motions to appoint herself to sign for the District approving the Letter of Declaration; W. Davis seconds the motion,

Vote conducted. **MOTIONED CARRIED.**

AYES: Coslett-Muirhead, Kenson, Brett, Davis

NAYS: None

ABSTAIN: None

Public Comment: None

- D. Discussion & Possible Action: Re-Scheduling of November and December 2015 Regular Board Meeting due to the holidays.** Board Chair J. Coslett-Muirhead stated that both of the meetings are on holidays; Thanksgiving and New Years Eve. Board Member W Davis motions to set the November 2015 meeting on Thursday November 19th at 6:00 and the December meeting on Thursday December 17th at 6:00 p.m. Board Member D. Brett seconds the Motion,

Vote conducted. **MOTIONED CARRIED.**

AYES: Coslett-Muirhead, Kenson, Brett

NAYS: Davis

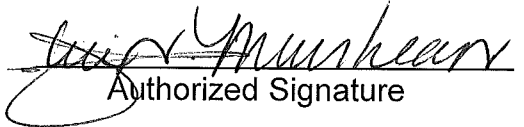
ABSTAIN: None

ADJOURNMENT

The meeting adjourned at 6:46 P.M. (D. Kenson/ D. Brett)

NEXT SCHEDULED BOARD MEETING

Thursday, November 19th, 2015


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."