

**Minutes**  
**Regular Session**  
**FIRE BOARD MEETING**  
**Thursday October 30th, 2014**

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

**I. CALL TO ORDER**

Board Clerk called the Fire Board Meeting to order on Thursday, October 30, 2014, 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 Clerk Jeri Coslett-Muirhead, Board Member Diana Kenson, Board Member Jack Artrip, and Board Member William (Bill) Davis

Members Absent: Board Chair Sharon McMahon,

*Board Clerk affirms quorum is present.*

Administrative Staff Present: Chief Birch and 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**

W. Discussion & Possible Action - Regular Board Meeting - Sept. 25th, 2014

**Board Member D. Kenson motions to approve the minutes of the Sept. 25th Regular Board meeting, J. Artrip seconds the motion.** Elaine advises that on page 3 last paragraph there is a typo - the word "ever" should have been EVERY.

Vote conducted. to Approve with corrected item. **MOTIONED CARRIED.**

AYES: Coslett-Muirhead, Kenson, Artrip, Davis

NAYS: None

ABSTAIN: None

**VI. FINANCIAL SUMMARY AND REPORTS**

A. Monthly Financial Current Events Summary

E. Caldwell advises that the monthly Comparison report shows a negative in tax revenue. This was due to the posting of the Transwestern Taxes. Also there is a carryover of \$59,000 which was the payment to cover the Transwestern Taxes as well.

**VII. CONSENT AGENDA**

A. Approval of the September 2014 Monthly Financial Report:

The Board reviewed the September 2014 Monthly Financial Report.

B. Approval of the September 2014 Ambulance Bookkeeping and Insurance Billing Report

E. Caldwell identified that a number of Board members liked the details that the Ambulance Company provided.

D. Kenson questioned a note that it shows "6" insurance claims yet there appeared to have eight entries. Elaine will get more information on the "self-pay" section.

**J. Artrip motions to approve the Consent Agenda Items A and B.**

**B. Davis seconds the motion.**

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*Public Comment: None*

Vote conducted. **MOTIONED CARRIED.**

AYES: Coslett-Muirhead, Kenson and Artrip, Davis

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 October 2014**

- Chief Birch reviews the October 2014 Chiefs Report which is attached to the official Fire Board meeting packet.
- Chief had attended a Public Information Officer (PIO) Class in Cottonwood with other CERT members of the community 10/27/14
- Annual Christmas Party scheduled for Saturday, 12/6/14 at 4:00pm - **Board responsible for Desserts** -- A member of the community made a donation so meal is covered.
- Chief discussed the email regarding Lakeside/Linden/Showlow merger. He was surprised it happened so quickly. J. Coslett-Muirhead states perhaps we can have more information identified after they've have 6 months or so together.
- Chief advised of a meeting with the Fire District Association on 11/19/14 encouraging a Board member to attend.

*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.*

**New Business**

- A. Discussion & Possible Action re: Opening sealed bids for excess property as advertised on BCFD web site and Arizona Fire District Association's Web site. **Board Member D. Kenson motions to discuss sealed bids for excess property. J. Artrip seconds the motion.**

NO BIDS WERE RECEIVED. Discussion was held as to possible alternative actions to take on getting items sold.

- B. Discussion & Possible Action re: Approving Resolution 2014-10-30 setting base salary rates for volunteer administrative personnel for the purpose of workman's compensation computation. **J. Artrip motions to discuss salary rates for volunteer administrative personnel for the purpose of workman's compensation (WC) computation B. Davis seconds the motion.**

There was some confusion as to the purpose for the computation. It had to be voted on because we now have a VOLUNTEER ADMIN POSITION that we've not had in the past. B Davis and J. Coslett-Muirhead suggest that we have the Admin Position have timesheets to keep track of hours to ensure the \$500 would match to the hours.

E. Caldwell advises that we would have to pay WC whether she works 1 hour a month or 100.

E. Caldwell did the annual workman's comp audit two weeks prior and was told that \$450-\$500 would work just fine.

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Without further discussion, D. Kenson motions to approve Resolution 2014-10-30 setting base salary rates for volunteer administrative personnel for the purpose of workman's compensation computation at \$500/month/member. J. Artrip seconds

Vote conducted. **MOTIONED CARRIED.**  
AYES: Kenson, Artrip, Coslett-Muirhead,  
NAYS: None  
ABSTAIN: Davis.


**Public Comment:** B. Cothorn (address provided) Q: unsure why there is WC on a volunteer. Doesn't WC pay a salary when you are out? Answer: They pay Medical bills. - Q: Don't you have regular Accident coverage? Answer: Liability does not cover when you're working in the facility - The Admin is considered as an employee. J. Coslett-Muirhead explains how liability works different than Work Comp

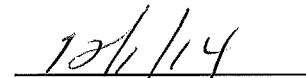
**Unfinished Business: NONE**

**ADJOURNMENT**

The meeting adjourned at 6:45 P.M. (J. Artrip /D. Kenson)

**NEXT SCHEDULED BOARD MEETING**  
**Thursday November 20th, 2014**  
Regular Board Meeting

  
\_\_\_\_\_  
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.

*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 point 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.*

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