

Black Canyon Fire District  
Meeting Minutes  
Thursday November 17<sup>th</sup>, 2016

**CALL TO ORDER** Board Chair J. Coslett-Muirhead called the Fire Board Meeting to order on Thursday, November 17<sup>th</sup>, 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 Jack Artrip; Board Member William Davis

**Members Absent:** Board Member Sharon McMahon

*Board Chair affirms a quorum*

**Administrative Staff Present:** Chief Mark Nichols, Valerie Helms, Tiffany Marik

**PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA:** led by Helen Sliesman.

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

**MINUTES**

**Discussion & Possible Action – Approval of the October 27<sup>th</sup>, 2016 Regular Board Meeting Minutes**

Board Clerk D. Kenson motions to approve the minutes; Board Member J. Artrip seconds the motion;

Vote conducted to Approve. MOTION CARRIED 4-0.

AYES: Coslett-Muirhead, Davis, Kenson, Artrip

NAYS: None

ABSTAIN: None

**CONSENT AGENDA**

A. **October 2016 Monthly Financial Report:** Board Member J. Artrip motions to approve the Consent agenda item A; Board Member W. Davis seconds the motion;

B. **October 2016 Ambulance Bookkeeping and Insurance Billing Report:** Board Clerk D. Kenson motions to approve the Consent agenda item B; Board Member J. Artrip seconds the motion;

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

AYES: Coslett-Muirhead, Davis, Kenson, 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 and collections over the past month and compared to previous years.
- Presented a thank you note from the Veterans Day Parade organizers to the Black Canyon Fire District.
- Noted that Captain Josh Johnson has decided to take full time employment with another fire district but will stay on part time with Black Canyon. This leaves the fire marshal position open and will prohibit any more Wildland deployments as he was the only engine boss.
- Advised that the Arizona Fire District Association Conference in Laughlin will be held January 12-14, 2017 if anyone would like to go.
- Recommended moving the December meeting due to the holidays and suggested December 15<sup>th</sup> as a possible date.
- Recommended a special workshop with the Daisy Mountain Fire Board in January to discuss options after the management and administrative services contract ends June 30, 2017.

**VIII. Old Business**

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

Board Clerk D. Kenson motions to table item A re: the 5 year plan and goals for the Fire District; Board Member J. Artrip seconds the motion;

Vote Conducted. **MOTION CARRIED 4-0.**

AYES: Coslett-Muirhead, Davis, Kenson, Artrip

NAYS: None

ABSTAIN: None

**IX. New Business**

**A. Presentation of plaques in appreciation of service on the BCFD Fire Board for Diana Kenson and William Davis.**

Board Chair J. Coslett Muirhead presented plaques of appreciation to Diana Kenson for her 8 years of service on the BCFD Fire Board and William Davis for his 32 months of service on the BCFD Fire Board.

**B. Swearing in of new Board Members**

Notary Tiffany Marik administered the Oath of Office to Jeri Coslett-Muirhead, Matt Simon, and William Burrus, Jr. as the new BCFD Fire Board members and presented them with the Certificate of Appointment/Election from the Yavapai County Board of Supervisors. Chief Nichols thanked them for their willingness to serve on the board.



**ADJOURNMENT**

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Board Clerk D. Kenson motions to adjourn the meeting; Board Member W. Davis seconds the motion;  
(Whereupon, the regular meeting of the Black Canyon Fire District was adjourned at 6:44 p.m)

NEXT SCHEDULED BOARD MEETING

Thursday, December 15th, 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."*