



BLACK CANYON FIRE DISTRICT



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Minutes Regular Session

FIRE BOARD MEETING **Thursday, November 21, 2013**

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

I. CALL TO ORDER

Board Chair called the Fire Board Meeting to order on Thursday, November 21st, 2013, 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 Chair Marilyn Forsythe, Board Clerk Sharon McMahon, Board Member Jeri Coslett-Muirhead, Board Member Diana Kenson, and Board Member Jack Artrip.

Members Absent: None

Board Clerk affirms quorum is present.

Administrative Staff Present: Fire Chief Tom 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 – Regular Board Meeting – October 24th, 2013

Board Member Sharon McMahon moved that the minutes of the Regular Board meeting held on October 24th, 2013, be approved. Board Member Diana Kenson seconded the motion.

There were no corrections or additions.

Vote conducted. **MOTIONED CARRIED.**

AYES: Forsythe, Coslett-Muirhead, Kenson, McMahon and Artrip

NAYS: None

ABSTAIN: None

VI. FINANCIAL SUMMARY AND REPORTS

A. Monthly Financial Current Events Summary for September 2013

Office Manager Elaine Caldwell stated that we were behind in ambulance billing and that it would be discussed in greater detail in New Business Line Item "C"; also advise of the closing of our Local Bank Branch; this also will be discussed at length in New Business Line Item "B".



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VII. CONSENT AGENDA

A. Approval of the October 2013 Monthly Financial Report:

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

Public Comment: None

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

The Board reviewed the September 2013 Ambulance Bookkeeping and Insurance Billing Report; which 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

Vote conducted. **MOTIONED 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 October 2013

Fire Chief Tom Birch reviewed the October 2013 Chiefs Report for the Board including review of total transports and answered any questions relating to the Chiefs Report. The October 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.*

IX. New Business

A. Discussion & Possible Action re: The closing of the of the local branch of Bank Of The West.

Elaine Caldwell advised the Board of the closing of the local branch of the Bank Of The West. She advised that we will be transferring all automatic deposits for Medicare, VA, etc. to Arizona Central Credit Union (ACCU). The main hurdles will be depositing cash and cashing Petty Cash Checks.



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With cash deposits we can purchase Money Orders and then electronically deposit in ACCU; with the cashing petty cash checks, they could become part of any errands that need to be done in Phoenix. S. McMahon questioned if we were going to keep the credit cards. E. Caldwell stated that we should keep them, we pay them off on a monthly basis and it shouldn't be an issue.

S. McMahon motioned to close our account with the *Bank Of the West* and move the automatic deposits to *Arizona Central Credit Union*. D. Kenson seconded the motion.

Public Comment: None

Vote conducted. **MOTIONED CARRIED.**

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

NAYS: None

ABSTAIN: None

B. Discussion & Possible Action re: Outsourcing Ambulance Billing.

Board Member Diana Kenson motions to discuss Outsourcing Ambulance Billing; Jack Artrip seconds the motion.

Discussion: Chief Birch stated that with the resignation of our secretary/clerk, he is recommending that we outsource our Ambulance Billing and not fill the vacant position at this time. Chief would like to hold off on filling this position for at least one year, until we are able to see where the District is financially and see what our assessed valuation comes in at in February of 2015. He also stated that Elaine will assume the majority of the responsibilities with the Firefighter's and himself taking on additional tasks, to help ease the work load. Chief Birch spoke with the (3) companies that were interested last year; one was no longer interested; both Sedona Fire and Action Ambulance Billing are still interested. Elaine stated that the Chief and I are leaning toward Action Ambulance Billing, LLC.; although last year we were leaning toward Sedona Fire. Sedona Fire is using the same Electronic Patient Care software that we were then, but we have since changed to Arizona State Electronic Patient Care software. Action Ambulance Billing is very familiar with AZ ePCR software; they appear to be aggressive, but not rude, they are used to working with various size and types of ambulance transport business - both private and public sector. Pine/Strawberry FD, Tonto Basin FD, Camp Verde FD, Tri-City FD, Blue Ridge FD, to name some of the agencies that they bill for. J. Artrip questions the cost and whether this will cost more or less than the position. Chief Birch advised that the District will gain approximately \$5000.00 in savings. S. McMahon stated that she remembers from this discussion last year that customer service was one of the highest priorities, finding someone who is compassionate with the locals when they need to contact them about their bill. E. Caldwell stated that she believes that Action Ambulance Billing will be a good fit and she believes that they understand Customer Service. Elaine stated that she could be misreading them, but hopefully not. J. Coslett-Muirhead stated that she remembers that when we decided to keep the billing in house that we adjusted the pay rate for Elaine and Karen to accommodate the additional workload. Open discussion occurred regarding whether or not to keep Elaine at the current wage or to adjust to her wage to her rate prior to her assuming the ambulance billing responsibilities.



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Chief Birch reminded the Board that part of the reason for her previous pay increase was to help bring her in alignment with her subordinates that are paid at a higher level than she is. S. McMahon recommends that we vote on outsourcing the ambulance billing and that we place Elaine's salary on the agenda for our next board meeting.

Motion to outsource the ambulance billing to Action Ambulance Billing, LLC was reaffirmed by M. Forsythe.

Public Comment: None

Vote Conducted. **MOTIONED CARRIED.**

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

Board Member Diana Kenson motioned to adjourn the meeting; Board Member Jack Artrip seconded the motion. Motion Carried unanimously. The meeting adjourned at 6:45 P.M.

NEXT SCHEDULED BOARD MEETING

December 19th, 2013

Regular Board Meeting

12/19/13

Marilyn Forsythe, Board Chairperson

Date

The complete packets 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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