



BLACK CANYON FIRE DISTRICT



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Minutes Regular Session FIRE BOARD MEETING Thursday, December 19, 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, December 19, 2013, 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 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: 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

Office Manager Elaine Caldwell stated that the Ambulance Billing has been turned over to Action Ambulance Billing, LLC.; they are still working with Medicare and their software vendor to submit on our behalf. Chief has been battling with APS about the account at the repeater site – we are being over



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charged. The problem ended up being a combination lock that was used and the meter reader not having the combination. The credit due us was applied to this month and next month's bill.

VII. CONSENT AGENDA

A. Approval of the November 2013 Monthly Financial Report:

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

Public Comment: None

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

The Board reviewed the November 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 November 2013

Fire Chief Tom Birch absent; The November 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 appropriate Rate of Pay for Elaine Caldwell, Office Manager.
Pursuant to 38-431.03.A.01: A. Upon a public majority vote of the members constituting a quorum, a public body may hold an executive session but only for the following purposes: Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation



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of a public officer, appointee or employee of any public body. D. Kenson motions to go into executive session for discussion of Elaine Caldwell's pay rate – S. McMahon seconds the motion;

Vote conducted. **MOTIONED CARRIED.**

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

Public session temporarily closed at 6:13pm.

Executive Sessions opened at 6:14 pm.

Open discussion with all Board Members and Elaine Caldwell regarding E. Caldwell's job description and responsibilities and Black Canyon Fire District's financial status.

Executive Session closed at 06:28 pm.

Public Session re-entered at 6:30pm.

B. Discussion & Possible Action re: Appropriate Rate of Pay for Elaine Caldwell.

Board Member S. McMahon motions to keep the salary for Elaine Caldwell at her current rate due to financial constrictions; J. Coslett-Muirhead seconds the motion.

Public Comment: None

Vote Conducted. **MOTIONED CARRIED.**

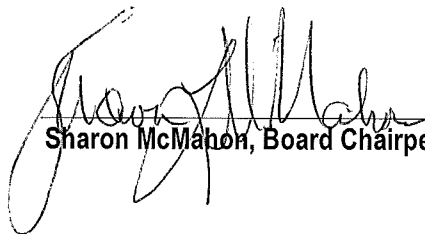
AYES: Forsythe, McMahon, Kenson, Artrip, Coslett-Muirhead
NAYS: None
ABSTAIN: None

Board Member Diana Kenson motioned to adjourn the meeting; Board Member Jack Artrip seconded the motion. Motion Carried unanimously. The meeting adjourned at 6:33 P.M.

NEXT SCHEDULED BOARD MEETING

January 30th, 2014

Regular Board Meeting


Sharon McMahon, Board Chairperson

6/4/2014
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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