



Copper Canyon Fire & Medical District

26B Salt Mine Road, Camp Verde, AZ 86322
www.ccfmd.az.gov Phone (928) 567-9401

NOTICE OF A SPECIAL MEETING OF THE COPPER CANYON FIRE & MEDICAL DISTRICT

The Board of Directors of the Copper Canyon Fire & Medical District will meet in special session on Tuesday February 28, 2023, beginning at 8:00 A.M. The meeting will be held at the Camp Verde Public Library – Terracotta Room, 130 Black Bridge Loop Road Camp Verde, AZ 86322. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. 38-431.03 (A)(3) for legal advice with the district's attorney on matters as set forth in the agenda item. Board Members or other participants may attend by telephonic conference. The following topics and any variables thereto will be subject to Board consideration, discussion, approval, or other action.

To join the meeting via Teams: <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>
Meeting ID: 279 356 029 443
Passcode: jMJjf3

AGENDA

1. Call to Order
2. Roll Call of Board Members
3. Salute to the flag of the United States of America and Moment of Silence to Honor all military, firefighters, and police officers.
4. Call to the Public – Consideration and discussion of comments and complaints from the public.
Those wishing to address the Copper Canyon Fire & Medical District Board need not request permission in advance and will be allowed three minutes to speak. Board Members may not discuss items not specifically identified on the Agenda. Therefore, pursuant to ARS 38-431.01(H), Board action taken as a result of public comment is limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.
5. Possible vote to go into Executive Session:
 - A. Possible vote to go into Executive Session for personnel matters pursuant to ARS § 38-431.03(A) (1), for legal advice pursuant to ARS §38-431.03 (A) (3), and to give instructions to legal counsel pursuant to ARS §38-431.03 (A)(4) regarding the fire chief's position and employment contract relating to the same.
6. Reconvene into Public Session
 - A. Discussion and possible action from the Executive Session
7. Discussion and possible action regarding the Administrative Manager; Administrative Accounts Assistant; and Payroll and Benefits Assistant positions.
8. Discussion and possible action or instruction to begin preparing for the sale of the Salt Mine Road property. – Joshua Maxwell
9. Workshop with labor to address how to reduce overtime costs to one personnel per day.

10. Discussion and possible action from the workshop with labor regarding reduction in overtime.

11. Adjournment

DATE POSTED: 2/23/23 TIME: 4:30pm

POSTED BY: Kerrie Oliver

The Camp Verde Library / Terracotta Room is accessible to the handicapped. In compliance with Americans with Disabilities Act, those with special needs, such as large print or other reasonable accommodations, may request them by calling the Copper Canyon Fire and Medical District at (928) 567-9401 prior to the scheduled meeting time.



JOB DESCRIPTION

Status: Full-time
Exempt

Position Title: Administrative Manager

Division: Administration

Reports To: Fire Chief

GENERAL SUMMARY:

Responsible for supervision, administration and operations of office management, finance and human resources. Performs, either personally or through administrative staff, all internal bookkeeping and financial recordkeeping and reporting functions for the District. Works closely with the Fire Chief in preparing and providing accurate financial data for budget preparation, annual audits, and monthly accountability. Handles human resource administrative functions.

SUPERVISORY RESPONSIBILITIES:

Directly supervises administrative office staff in accordance with the District's policies and applicable laws. Interviews and trains administrative office employees, plans, assigns and directs work, appraises performance, rewards and disciplines administrative employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages all financial responsibilities of the District, including but not limited to the following:
 - Oversees all accounts payable and accounts receivable processing, verifying vendor invoices/statements, verifying coding to appropriate budget accounts, entry of all inventory, and compliance with District's purchasing policies.
 - Oversees the preparation of payroll, all related reports, and maintenance of all payroll related files.
 - Oversees, verifies and approves the reconciliations of bank and county statements on a regular monthly basis for all Districts' accounts.
 - Reconciles revenue collections on a regular monthly basis for all Districts' accounts.
 - Prepares journal entries to balance financial records in the general ledger and revenue accounts.
 - Coordinates District's financial activities with other agencies as needed.
 - Prepares and reviews financial data for accuracy and compliance to policies and procedures.
 - Maintains inventory database, creating inventory reports, and maintains depreciation schedules for capital purchase items.
 - Prepares a variety of accurate financial reports for the Board, Chief, and staff in an accurate and timely manner. Responsible for payroll related budgeting and audits. (IRS, Worker's Compensation, DES, etc.)
 - Prepares financial information for annual audit, working with District's accountant to assure compliance to necessary accounting standards. Supplies auditor with proper information, and uses audited statements for annual financial reporting.
 - Maintains amortization of, and acquires funding for capital reserve replacement programs.
 - Develops, analyzes, coordinates, and manages fiscal year budget preparation and implementation. Produces budget documentation and monitors the budget progress throughout the year.
 - Monitors District's revenues and expenditures, and makes recommendations, and takes appropriate action to assure sound fiscal control.
 - Approves all District expenditures under \$5,000 and works closely with all Program Managers.
 - Assures that all local, state, and national standard accounting procedures are followed
 - Maintains backup data of all financial information.

- Manages the Human Resource administrative functions to include:
 - Oversees maintenance of all personnel, and medical files, ensuring confidentiality and compliance with pertinent state and federal statutes.
 - Coordinates and assists the Fire Chief with the recruitment and selection processes, including job postings, verification of application information, scheduling interviews and testing processes.
 - New employee orientation, paperwork and District ids.
 - Handles Workers' Compensation process, including related paperwork and employee communication.
 - Administers FMLA for employees and tracks hours used.
 - Administers compensation plan to include processing increases, updating wage scale, etc.
 - Processes personnel related actions to maintain appropriate personnel status.
 - Gathers data and prepares necessary HR reports including Workers' Compensation, OSHA, EEO, DES, etc.
 - Prepares employee separation paperwork and coordinates exit interviews with Fire Chief.
 - Coordinates and monitors employee evaluation system to ensure timely completion and processing.
 - Provides inputs into HR related policy/procedure revision.
 - Assists management with monitoring employee relations climate, provides suggestions for improvements.
 - Assists in development and coordination of employee recognition programs.

- Manages employee benefit administration function to include:
 - Coordinates and administers employee benefit programs, including functioning as the liaison with the insurance carriers, state retirement system, pension board, etc.
 - Assists employees with questions and/or problems related to employee benefit programs and educates employees on employee benefit questions
 - Manages the all pension programs; stays informed on all pension withholding information, records pension payments, maintains pension accounts, and prepares annual reports and annual reporting. Maintains pension files.
 - Acts as point of contact for CCFMD management, Local Board and employees for both ASRS and PSPRS pension plans. Requires updating the District Board of changes within the pension plans. Tasks includes: educating staff on the pension plan options, benefits, retirement process and documentation, and other benefit related inquires.
 - Secretary for the local PSPRS Board prepares all reports and agendas for meetings.

- Other Administrative responsibilities to include but no limited to:
 - Attends monthly Board Meetings, providing the Board with administrative updates, financial data and other essential information. Prepares all Board meeting packets and agendas.
 - Assists with grant administration and submission.
 - Plans and coordinates special events, meetings, and other departmental functions.
 - Provides administrative support as needed to the Fire Chief.
 - Helps evaluate and support programs and policies that will improve the efficiency of office operations.
 - Develops and maintains an awareness of all essential office duties and District's operations in order to manage an efficient office environment.
 - Develops and maintains written documentation outlining necessary steps for completing essential financial functions.
 - Interacts with all District personnel, Board Members, and the general public in a positive, courteous, and tactful, manner that exemplifies the District's mission and maintains a positive working environment.
 - Prepares individual requests for annexation into the District for Board approval.

- Oversees area annexation including determining parcels and affected voters, mailing letters, preparing related information for Board meetings, handling petitions, and mailing notices.
- Records documents at the County.
- Prepares and submits all yearly reports to the state and county.
- Evaluates and prepares all DHS reports for the District's CON, ambulance registration renewals, yearly cost of living increases and also prepares CON rate increase.
- Prepares yearly performance evaluations and reviews them with subordinates along with setting goals and personnel development.
- Other duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS:

- High School diploma or general education degree (GED) required.
- 18 years of age or older
- Valid Arizona Driver's License
- Meet insurability requirements of District's insurance carrier
- Read, write, and speak the English language.
- The equivalent of three (3) years of progressively responsible financial experience, including budgeting, payroll and payroll reporting, or five (5) years of similar experience in other public or private sector finance.
- The equivalent of two (2) years of supervisory experience.
- Two years of computerized accounting
- Ability to secure a financial bond

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of management principles regarding fire District administration This includes contemporary fire and EMS service issues and fire District law
- Knowledge of human resource administration policies and practices
- Knowledge of Fire District finances and budgeting practices
- Knowledge of internal control procedures
- Knowledge of accepted cash and accrual basis accounting principles and District's policies and procedures
- Knowledge of computer accounting software utilized by the District
- Knowledge of contemporary payroll/accounting concepts relating to all areas of Fire District finance
- Knowledge of word processing, spreadsheets development, design and operation, database organization, and other intermediate level computer programs
- Ability to effectively organize and facilitate the performance of the administrative duties
- Ability to analyze operational problems of an administrative nature and institute corrections
- Ability to maintain effective financial records, prepare and analyze complex financial reports financial reports and statements
- Ability to effectively communicate in both written and oral formats
- Ability to establish and maintain effective working relationships with elected officials, District personnel, outside vendors and departments, and members of the general public

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and member and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have reviewed this job description with any attachments and find it to be an accurate description of the demands of this job.

Employee (Printed)

Signature

Date

Supervisor (Printed)

Signature

Date



JOB DESCRIPTION

Status: Full-time
Non-exempt

Position Title: Administrative Accounts
Assistant

Division: Administration

Reports To: Administrative Manager

GENERAL SUMMARY:

Responsible for various administrative and payroll/benefits office functions and provides support to the Administrative Manager and Chief Officers as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receives the public and answers questions; responds to inquiries from District personnel, citizens, and others and refers them to appropriate persons, as necessary.
- Answers the telephones, provide general information, and/or route callers to the appropriate staff member.
- Receives and distributes incoming mail.
- Handles all accounts payable and accounts receivable processing, verifying vendor invoices/statements, verifying coding to appropriate budget accounts, entry of all inventories, and compliance to District purchasing policies.
- Coordinates all District purchasing, including distributing and verifying purchase orders, coding to appropriate accounts, and processing payment.
- Acts as liaison with vendors in resolving billing issues.
- Maintains uniform allowance, assists the Uniform Program Manager with orders and processing of orders and handles all uniform distributions.
- Prepares bank deposits.
- Coordinates with District ambulance billing company to provide accurate information for proper billing. Processes monthly ambulance billing reports maintains ambulance billing files and prepares monthly reports as required.
- Processes billing for services outside of the District, including Wildland Services and Non-Resident Emergency Services.
- Copies and distributes correspondence, inter-department mail, reports, newsletters, training materials, etc.
- Receives and distributes incoming mail.
- Prepares District mailings and handles shipping and receiving duties (first class, bulk and parcels).
- Issues burn permits to members of the public, maintains burn permit database, and submits reports to Dispatch and ADEQ as required.
- Responsible for Records Management of Administrative district records, responsible for overseeing central files, responsible for archive materials and fulfilling retention requirements. Maintains records retention and records destruction schedules. Excluding payroll and personnel records.
- Provides back up for payroll processing.
- Reconciles payroll and multi-purpose bank accounts and submits them to the Administrative Manager for approval.
- Maintains office supplies inventory.
- Assists with the annual audit.
- Responsible for part of the administrative budget as assigned.

- Works with the Battalion Chiefs to schedule use of District facilities, vehicles, activities, meetings and various events.
- Performs typing/word processing assignments including correspondence and data entry; distributes internally or externally as appropriate.
- Assists with maintaining the telephone and network systems with the IT vendor.
- Participates in development, preparation, and distribution of policies and procedures.
- Performs other administrative and clerical duties, as assigned.
- Maintains positive working relationships with CCFMD personnel.
- Assists with special projects as assigned.
- Maintains overall orderliness and organization of front office and other work areas.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS:

- High School diploma or general education degree (GED) required.
- 18 years of age or older
- Valid Arizona Driver's License
- Ability to pass District's pre-employment screening
- Read, write, and speak the English language
- Ability to Type 30 wpm
- Two years of office experience

DESIRED QUALIFICATIONS:

- Associates Degree
- Two years accounting experience
- Bi-lingual

KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of:

- financial programs and systems.
- operation of modern office systems and equipment.
- operation of modern computer systems and office and accounting software.
- word processing, spreadsheets and other advanced computer programs.
- proper grammar, spelling, mathematics and editing.
- fire district services.

Ability to:

- prioritize work to meet goals, objectives and deadlines.
- handle sensitive information in an appropriate manner.
- work independently and/or follow instructions.
- demonstrate effective oral and written communications skills.
- interact effectively with district personnel, personnel from other agencies and the public.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and member and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have reviewed this job description with any attachments and find it to be an accurate description of the demands of this job.

Employee (Printed)

Signature

Date

Supervisor (Printed)

Signature

Date



JOB DESCRIPTION

Status: Full-time
Non-exempt

Position Title: Payroll & Benefits
Specialist

Division: Administration

Reports To: Administrative Manager

GENERAL SUMMARY:

Responsible for various administrative and payroll/benefits office functions and provides support to the Administrative Manager and Chief Officers as needed.

SUPERVISION RECEIVED:

Works under the direct supervision of the Administrative Manager

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receives the public and answers questions; responds to inquiries from District personnel, citizens, and others and refers them to appropriate persons, as necessary.
- Answers the telephones, provide general information, and/or route callers to the appropriate staff member.
- Responsible for all activities for the processing of the payroll functions, including verifying payroll reports and deposits processed, payroll analytics, etc.
- Responsible to keep current on federal and state payroll laws, regulations and reporting requirements; reviews possible tax implications of benefits received by employees.
- Manages and coordinates the payroll workflow with other departments to ensure all payroll transactions are processed accurately and timely.
- Processes garnishment and court ordered disbursements and documentation.
- Executes scheduling software for time and attendance processing and interface with payroll.
- Compiles and maintains a wide variety of payroll information (direct deposits, pre-notes, W-4s, leave balances, salary, levies, garnishments, investments, voluntary and involuntary contributions, etc.) for the purpose of ensuring availability of documentation and compliance with established policies and regulatory guidelines.
- Maintains and reviews payroll-related general ledger accounts and correct accounting transactions to ensure accurate recording of payroll and benefit expenditures.
- Reviews payroll and a variety of insurance-related information (payroll reports, FMLA, requirements, etc.) for the purpose of ensuring accuracy of payroll and insurance records.
- May provide some payroll analytics and reports
- Provides management with various payroll related information, spreadsheets, and projects.
- Keeps Administrative Manager informed of potential payroll problems.
- Maintains all payroll, benefit and personnel records and files including retention.
- Responds to inquiries from staff, providing information and assistance as necessary.
- Acts as point of contact for employees for all medical, dental, vision and other benefits as well as the investments benefits of the Deferred Compensation Plans and Post Employment Health Savings Account for CCFMD. This requires contacting both employees and other benefits coordinators from our insurance and investment accounts.

- Receives and processes HRA claims including verification and final approval by the Administrative Manager.
- May provide some benefit analytics and reports.
- Works closely with the Administrative Manger during open enrollment.
- Maintains multiple spreadsheets for reporting on benefits paid by CCFMD and those paid by employees. Processes new enrollment and changes for benefits, such as medical, dental, PSPRS/457, ASRS, Post-Employment Health Savings Plan, etc.
- Responsible for all District employee fingerprint submissions and maintaining associated records.
- Maintains yearly DMV records and requests.
- Prepares all new employee benefit packets.
- Assists the Administrative Manager with the recruitment and selection process as needed.
- Provides back up for accounts payable and accounts receivable.
- Reconciles all fund accounts and EMS bank account and submits them to the Administrative Manager for approval.
- Assists with annual audit.
- Provides administrative support to the Administrative Manager by distributing all Board Agendas; attending all Board meetings, preparing minutes of proceedings; and assisting the Board with other various requests in the absence of the Administrative Manager.
- Assists with the preparation and distribution of Board Meeting packets including Agendas, Reports, Resolutions, and all business items for distribution one week prior to all Regular Board meetings.
- Maintains Copper Canyon Fire & Medical's Master Roster of Members.
- Maintains line personnel yearly shift calendars.
- Independently composes correspondence related to assigned responsibilities
- Coordinates travel arrangements for staff and Board members including making air/lodging reservations, submitting for per diem and/or reimbursement payments and ensuring appropriate back-up documentation.
- Assists with website and social media updates.
- Participates in development, preparation, and distribution of policies and procedures.
- Maintains District SOG's, SOP's, and policy manuals to ensure that all revisions are documented and distributed to all personnel.
- Responsible for part of the administrative budget as assigned.
- Maintains overall orderliness and organization of front office and other work areas.
- Performs other administrative and clerical duties, as assigned.

QUALIFICATIONS:

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MINIMUM QUALIFICATIONS:

- High School diploma or general education degree (GED) required.
- 18 years of age or older
- Valid Arizona Driver's License
- Ability to pass District's pre-employment screening
- Read, write, and speak the English language
- Ability to Type 30 wpm
- Two years of office experience

DESIRED QUALIFICATIONS:

- Associates Degree
- Two years accounting experience
- Bi-lingual

KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of:

- Financial programs and systems.
- Operation of modern office systems and equipment.
- Operation of modern computer systems and office and accounting software.
- Word processing, spreadsheets and other advanced computer programs.
- Proper grammar, spelling, mathematics and editing.
- Fire District services.

Ability to:

- Prioritize work to meet goals, objectives and deadlines.
- Handle sensitive information in an appropriate manner.
- Work independently and/or follow instructions.
- Demonstrate effective oral and written communications skills.
- Interact effectively with personnel, personnel from other agencies and the public.

PHYSICAL DEMANDS:

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Employee (Printed)

Signature

Date

Supervisor (Printed)

Signature

Date