



# Copper Canyon Fire & Medical Authority

26B Salt Mine Road, Camp Verde, AZ 86322  
Phone (928) 567-9401

## MINUTES OF THE REGULAR BOARD MEETING OF THE COPPER CANYON FIRE & MEDICAL AUTHORITY July 21, 2016

Pursuant to notice, a regular meeting of the CCFMA (Copper Canyon Fire & Medical Authority) was called to order at 10:25am on Thursday, July 21, 2016.

**Present:** George Kleindienst – Chairperson; Carol Keeton – Clerk; Ken Krebs – Board Member; David Curtis – Board Member; Robert Satran – Board Member

**Staff:** Terry Keller – Fire Chief; Robyn Cook – Administrative Manager; Misty Weatherford – Administrative Accounts Assistant;

**Salute to the flag of the United States of America and Moment of Silence to Honor all American Men and Women in service to our Country, Firefighters, and Police Officers:** led by Chairperson Kleindienst

**Call to the Public:** none

**5) Public Hearing:** Chief Keller informed the Board that they moved money from the Reserve wage category to the overtime category. He stated that there aren't as many reserves and therefore we will need to budget for overtime.

He stated that it also includes paying off 3 leases.

Clerk Keeton made a motion to adopt the budget for fiscal year 2016-2017. Board Member Krebs seconded. Motion passed unanimously.

### **6) Approval of Minutes**

- A. Regular Meeting on June 23, 2016:** Clerk Keeton made a motion to approve the Minutes from the Regular Meeting on June 23, 2016. Board Member Satran seconded. Motion passed unanimously.
- B. Special Meeting on July 7, 2016:** This item was tabled.

**7A) Fire Chief's Report:** Chief Keller stated that he was proud of all of the staff for their efforts with the JPA.

Chief Keller informed the Board that the YAN were currently seeking grants for the future of a new fire station.

**a: Battalion Chief's Report:** Reviewed the significant calls and training for the month of June.

**7B Financial Report:** Ms. Cook reviewed the financials for the month of June.

**8) Discussion, possible action or staff direction on researching and exploring the idea of a shared Community Risk Reduction Officer with neighboring Verde Valley agencies:** Chief Keller informed

the Board that the Sedona fire Chief approached him to possibly share a Community Risk Reduction Office with interest to share valley-wide. Chief Keller stated that Sedona Fire was unsuccessful with the candidates for a Fire Marshal.

Fire Marshal Gagnon asked the Board for their honest opinions. She stated that she doesn't want to waste time if there isn't any interest from the Board to move forward.

Fire Marshal Gagnon stated that a shared Community Risk Reduction Officer would be more efficient and proactive for the communities.

Board Member Krebbs stated that he is concerned with the issues SFD had with the test and candidates.

Fire Marshal Gagnon stated that she was not interested unless there is a willingness to provide the resources to develop from the ground up. SFD would also hire Inspectors.

Board Member Krebbs stated that he was concerned that SFD wouldn't be able to fill the lower positions.

Board Member Satran asked about the funding structure.

Fire Marshal Gagnon stated that SFD was planning to put the all of this under their umbrella and then bill each agency for fire marshal services.

Board Member Curtis stated that this should go through the Shared Services Committee before it is brought to the Board, but overall is not in favor of the concept and sees CCFMA losing with the Fire Marshal being employed by SFD.

Chairperson Kleindienst stated that the concept sounded great but would like for it to be shared Verde Valley-wide and be cost neutral.

Board Member Satran stated that he thinks with SFD involved it would become too political.

Clerk Keeton thinks that CCFMA would be overshadowed by SFD.

Ms. Cook stated that this concept is a good idea, but would prefer to wait until the dust settled with CCFMA.

Chairperson Kleindienst stated that he would like to work out the details through the Shared Service Committee.

**9) Discussion, possible action or staff direction on ratifying the Intergovernmental Agreement with Yavapai Apache Nation for fire protection services for tribal lands to include the following changes on page 3:** Ms. Cook stated that the Board would need to ratify the IGA with YAN for fire protection services for tribal lands to include the following changes on page 3 "However, the parties agree that they may look to the Yavapai County tax assessments for similarly situated properties for guidance in arriving at the negotiated adjusted fee as provided herein below".

Board Member Curtis stated that item 7 still lists CVFD.

Chairperson Kleindienst made a motion to approve the change to item 7 and to ratify the IGA with YAN for fire protection services for tribal lands to include the following changes on page 3 "However, the parties agree that they may look to the Yavapai County tax assessments for similarly

situated properties for guidance in arriving at the negotiated adjusted fee as provided herein below”. Clerk Keeton seconded. Motion passed unanimously.

**10) Discussion, possible action or staff direction on ratifying the Intergovernmental Agreement with Yavapai Apache Nation for fire protection services for Cliff Castle Casino to include the following changes on pages 2 and 3:** Ms. Cook stated that the Board would need to ratify the IGA with YAN for fire protection services for Cliff Castle Casino to include the following changes on pages 2 and 3 “9. Fees and Adjustments. In return for the fire protection and emergency medical services provided for herein, the Nation agrees to pay the Fire Authority, on an annual basis, a negotiated fee, which for the period July 1, 2016 through June 30, 2017 is hereby set at Two Hundred Eighty-Six Thousand Five Hundred Ninety-Seven and 71/100 dollars (\$286,597.71) and which sum is payable as follows: (i) the sum of \$118,264.88 shall be due upon the mutual approval of this Agreement by the parties, and (ii) the sum of \$168,332.83 shall be due on January 2, 2017. Thereafter all fee payments shall be subject to the following conditions:(a) The negotiated fee, as determined in accordance with the procedure set out herein below, shall be paid in two equal semi-annual payments equivalent to one/half of the negotiated annual fee, with one/half of the negotiated annual fee being due on the 1<sup>st</sup> day of July of each year of the continuing term of this Agreement and the second payment being due on the 2<sup>nd</sup> day of January of each such year (“Due Date”). All such payments remaining unpaid after the Due Date will be considered past due on the last day of the month in which the payment becomes due. The two payments will be in equal amounts and shall include any increase or deduction in the cost of the service as provided for herein”.

Board Member Curtis stated that item 7 still lists CVFD.

Board Member Curtis made a motion to approve the change to item 7 and to ratify the IGA with YAN for fire protection services for Cliff Castle Casino to include the following changes on page 2 and 3 “9. Fees and Adjustments. In return for the fire protection and emergency medical services provided for herein, the Nation agrees to pay the Fire Authority, on an annual basis, a negotiated fee, which for the period July 1, 2016 through June 30, 2017 is hereby set at Two Hundred Eighty-Six Thousand Five Hundred Ninety-Seven and 71/100 dollars (\$286,597.71) and which sum is payable as follows: (i) the sum of \$118,264.88 shall be due upon the mutual approval of this Agreement by the parties, and (ii) the sum of \$168,332.83 shall be due on January 2, 2017. Thereafter all fee payments shall be subject to the following conditions:(a) The negotiated fee, as determined in accordance with the procedure set out herein below, shall be paid in two equal semi-annual payments equivalent to one/half of the negotiated annual fee, with one/half of the negotiated annual fee being due on the 1<sup>st</sup> day of July of each year of the continuing term of this Agreement and the second payment being due on the 2<sup>nd</sup> day of January of each such year (“Due Date”). All such payments remaining unpaid after the Due Date will be considered past due on the last day of the month in which the payment becomes due. The two payments will be in equal amounts and shall include any increase or deduction in the cost of the service as provided for herein”. Clerk Keeton seconded. Motion passed unanimously.

**11) Discussion, possible action or staff direction on approving the contract with the Arizona Water Company for the water main extension to Station 82:** Chief Keller stated that CCFMA’s portion of the water main extension to Station 82 would only be \$40,000.

Board Member Curtis stated that he has issues with the contract being open ended on CCFMA end.

Chief Keller stated that he hasn’t run the contract through legal counsel, but stated that his experience with the AZ Water Co. has been positive.

Board Member Curtis made a motion to approve the contract with the Arizona Water Company for the water main extension to Station 82. Chairperson Kleindienst seconded. Motion passed unanimously.

**12) Discussion, possible action or staff direction on approving PO 16-005 for the purchase of 13 sets of turnouts at an approximate cost of \$41,600:** Chief Keller informed the Board that he recommends purchasing the 13 sets of turnouts from Vikings in the amount of \$37282 plus tax.

Chief Keller stated that the lowest bid did not include the 2<sup>nd</sup> liner at a discount.

Board Member Curtis made a motion to approve PO 16-005 for the purchase of 13 sets of turnouts from Viking in the amount of \$37282 plus tax. Board Member Krebbs seconded. Motion passed unanimously.

**13) Discussion, possible action or staff direction on approving the following Human Resource Manual Policies:**

- A) Classification Job Description Plan
- B) Compensation Administration
- C) Confidentiality of Information
- D) Conflict of Interest Outside Employment
- E) Demotions
- F) Disciplinary Appeals
- G) Employment Categories
- H) Harassment – Sexual Harassment
- I) Pay Periods Paycheck Distribution
- J) Performance Reviews
- K) Promotions
- L) Shift Trades
- M) Timekeeping Records
- N) Work Schedules – Administration/Non-Shift Personnel
- O) Work Schedules – Suppression Personnel

Chief Keller stated that the format was the only change to the above policies.

Chairperson Kleindienst made a motion to approve the Human Resource Manual Policies as listed A – O. Board Member Krebbs seconded. Motion passed unanimously.

**14) Adjournment:** Chairperson Kleindienst stated that he wanted a CON update added to the next Agenda.

Next Meeting scheduled August 18<sup>th</sup> at 494 S. Main.

Chairperson Kleindienst made a motion to adjourn the regular meeting at 11:46am.

Carol Keeton – Clerk