



Copper Canyon Fire & Medical District

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REGULAR BOARD MEETING
Camp Verde Public Library – Terracotta Room
130 Black Bridge Loop Road Camp Verde, AZ 86322
Wednesday, July 19, 2023 / 3:00 PM

~ MINUTES ~

I. CALL TO ORDER/ROLL CALL

Pursuant to notice, a Regular Meeting of the Copper Canyon Fire & Medical District was called to order by Chairperson Joshua Maxwell at 3:03 pm on Wednesday, July 19, 2023. Administrative Assistant Kerrie Tarver recorded the minutes. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business.

Board Present: Joshua Maxwell – Chairperson; Danna Quinn – Clerk; Ed Gee and Jenny Sabato – Members.

Not Present: Jon Huey – Member

Staff Present: Interim Fire Chief Nate Bailey; Finance Director – Gabe Buldra (JVG); Multiple Operations Staff; Administrative Assistant Kerrie Tarver – Recorder.

A. Salute to the Flag of the United States of America and Moment of Silence to Honor all Military, Firefighters, and Police Officers.

Chairperson Maxwell led the pledge of allegiance followed by a moment of silence.

II. STAFF RECOGNITION

A. Presentation of Northern Arizona Health Care Lifesaving Award – Chief Bailey

CCFMD B Shift was not present to accept the lifesaving award for a code save which was the second one in a month.

III. REGULAR BUSINESS MEETING

A. Public Forum:

1. Public Comments

2. Executive Staff Response to Public Comments

There were no requests to speak.

B. Consent Agenda – Discussion/Possible Actions:

1. Regular Meeting Minutes June 28, 2023

Chairperson Maxwell made a motion to approve the Regular Meeting Minutes from June 28, 2023. Board Member Gee seconded the motion. There was no further discussion. Board Member Sabato abstained, and the motion passed.

C. Financial Report and Updates – Finance Director Gabe Buldra (JVG)

1. Discussion/Possible Action: Review and Approval of the June 2023 Finance Report

Finance Director Gabe Buldra stated that the district is transitioning to the use of bill.com and provided an explanation of the approval flow. The Board Members asked questions about the coding, new chart of accounts, and visibility of the budget status. Finance Director Buldra announced that the state requested payment instructions for the appropriations funds and that he will be meeting with administration to go over housekeeping and financial processes going forward.

Finance Director Buldra presented the finance report for June, ending the fiscal year. Board Member There was a discussion regarding the budget for ambulance revenue for fiscal year 2022-2023 and re-evaluating and adjusting the timeline for paying off the district's debt to the county.

Chairperson Maxwell made a motion to approve the June 2023 Finance Report. Board Member Sabato seconded the motion. There was no further discussion and the motion passed unanimously.

D. Staff Items:

1. **Fleet Report: A report from the Fleet Manager. Discussion/Possible Action: regarding current repairs; maintenance; significant projects; and other fleet activities. – Fleet Manager Rob Jennings**

Chief Bailey presented the fleet report on behalf of Fleet Manager Rob Jennings. There was no further discussion.

2. **Operations Report: A report from the Battalion Chief. Discussion/Possible Action: regarding significant incidents, incident data, training, public education; wildland assignments; EMS; and other potential operational updates – Battalion Chief Strauss**

Battalion Chief Strauss presented the operations report, the SCBA adapters arrived that day and a Medical Team was sent out on a wildland assignment to the Dark Fire in New Mexico. Chief Strauss provided kudos to crews for calls and running short staffed as it changes everything about the response model. There was a discussion about what short staffing looks like and the impacts.

3. **Fire Marshal Report: A report from the Fire Marshal. Discussion/Possible Action: regarding current events and activities including public education, fire prevention, meetings and events attended, permits issued and closed, significant projects, inspections, social media statistics, and other potential updates. -Chief Bailey**

Chief Bailey presented the Fire Marshal report. There were no further discussions.

4. **Fire Chief Report: A report from the Fire Chief. Discussion/Possible Action: regarding current events and recent activities, including meetings and events attended; updates on human resources; finance and grants; County, State, and AFDA information; special projects; and other potential administrative items. – Chief Bailey**

Chief Bailey presented the Chief's report. Firefighter Loretta McKenney completed probation. Staff sold over \$600 in t-shirts at Cornfest and the District provided standby EMS to alleviate potential call volume. The Board discussed their AFDA (Arizona Fire District's Association) conference experience. Chief Bailey stated he is working to resolve staffing issues and a plan to move forward after meeting with the shifts. There was a discussion regarding the budget number to return to two people on staff per day, which would be around an additional \$300,000.

5. **Discussion/Possible Action:**

- A. **Discussion and possible action to designate the sale of the dual axle enclosed trailer as surplus and to designate funds from sale to be utilized for future purchase of a support services vehicle.**

Chief Bailey stated the enclosed trailer has not been utilized which was set up for trench rescues. The request was to sell the trailer and use the funds for a service truck for fleet maintenance. The equipment in the trailer will be donated to Cottonwood Fire as they would be used for trench rescue response in the area. There was no reason not to sell the trailer identified.

Board Member Sabato made a motion to designate the sale of the dual axle enclosed trailer as surplus and to designate funds from sale to be utilized for future purchase of a support services vehicle. Clerk Quinn seconded the motion. There was no further discussion and the motion passed unanimously.

B. Discussion and update on the Stardust Tower project.

There was no action needed, Chief Bailey provided an update on the project.

IV. BOARD MEMBER ITEMS:

A. Discussion/Possible Action: Pursuing a Joint Management Agreement with Verde Valley Fire Districts. – Chairperson Maxwell

Chairperson Maxwell provided an update on the status of the Joint Management Agreement (JMA). CCFMD's legal counsel reviewed the conflict of interest and was satisfied with the language. Verde Valley Fire District is ready for CCFMD's legal review. If necessary, the Board will meet regarding any changes. VVFD's Board and CCFMD's Board are willing to meet to discuss concerns, opportunities, and an implementation plan. Chairperson Maxwell expects the item to be on the August agenda for the Board to approve the final draft. There will be a separate item for the Board to determine if they would like to sign and implement the agreement or choose another course of action.

B. Discussion/Possible Action: Letter of Appreciation to Representative Quang Nguyen for the Approved Budget Appropriation. – Clerk Quinn

Clerk Quinn provided a draft letter in the packet, there were no edits to be made and the Board agreed to sign the letter and send it. The Board discussed coordinating a photo opportunity with Representative Nguyen.

C. Discussion and possible direction to staff regarding balance billing and to explore options and legality of billing and the hardship forgiveness practice. – Board Member Sabato

Board Member Sabato requested a discussion due to the unrest in the Rimrock community over the balance billing. She stated it was a relational topic and was not asking to undo decisions and wanted to discuss how to fix the issue. Board Member Sabato provided background information regarding how the issue came about.

There was a discussion that the majority of fire districts balance bill and in the past district resident's bills were waived but due to the decline in assessed value the practice shifted. The Department of Health Services (DHS) regulates how and what the district charges and there is a provision that allows the district to waive the co-pay and co-insurance for residents, but the district is required to bill. For the district to waive fees, DHS must be notified, and it was unclear if that has happened.

There was a discussion about developing a hardship waiver for district residents and determining a defined hardship waiver policy. The discussion included explaining that CCFMD is fire suppression and certified ambulance operation which are governed by two separate finance entities and that the waiver is all encompassing for the response area.

The Board discussed having the next meeting in Rimrock and revisiting the item. There were examples of balanced billing situations and handling hardships provided. Chief Bailey and Finance Director Buldra are to work on providing options for the Board to decide.

V. ADJOURNMENT

Chairperson Maxwell made a motion to adjourn the meeting at 4:14pm. Board Member Gee seconded the motion. Further discussion resulted in rescheduling the August meeting to the 24th at 9:00am pending room availability. The motion passed unanimously.



Danna Quinn, Clerk of the Board