



Approved by the Board on February 15, 2022

Copper Canyon Fire & Medical District

26B Salt Mine Road, Camp Verde, AZ 86322
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REGULAR BOARD MEETING
Station 81 – 494 S. Main Street, Camp Verde
Tuesday, January 18, 2022 / 9:00 am
~ MINUTES ~

1. **Call to Order:** Pursuant to notice, a Regular Meeting of the Copper Canyon Fire & Medical District was called to order by Chairperson Linda Welsch at 9:02 am on Tuesday, January 18, 2022. Payroll/Benefits Assistant Kerrie Tarver recorded the minutes. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business.
2. **Roll Call of Board Members** Linda Welsch – Chairperson; Brandi Bateman - Clerk, Carol Keeton, Steve Darby, Justin Largent – Members.

Staff Present: Fire Chief Terry Keller; Administrative Manager Robyn Cook; Fire Marshal Ken Krebbs; Battalion Chief Daniel Elliott; Captains Tyler Rezzonico and Adam Senger, Firefighters Jake Fitzgerald, Tanner Rezzonico, Shane Gage, Travis Adcock, Jacob Spleiss and Matt Hodgson. Payroll/Benefits Assistant Kerrie Tarver - Recorder.

3. **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.**
Chairman Welsch led the pledge of allegiance followed by a moment of silence.
4. **Call to the Public:** Firefighter Jake Fitzgerald requested that the meetings be moved later in the day to accommodate public attendance. The Board stated that the item will be placed on the agenda to be discussed at the next meeting. There were no other requests to speak.
5. **Approval of Minutes**
 - A. **Regular Meeting Minutes December 21, 2021**
Clerk Bateman made a motion to approve the meeting minutes of the December 21, 2021, regular meeting. Board Member Keeton seconded, there was no further discussion and the motion passed unanimously.

6. **Reports:**

- A. **Fire Chief**
- B. **Operations**
- C. **Fire Marshal**
- D. **Financial/Administrative**

Staff provided updates, and there was a discussion about online burn permits, call volume, COVID quarantine updates, and the impact and potential changes to ISO ratings. Debt repayment projections for the Line of Credit were discussed. Board Members inquired about administrative costs and specific transactions for clarification.

7. **Discussion and possible action on the approval of the financials for December 2021.**
Board Member Keeton made a motion to approve the financials for December 2021. Chairperson Welsch seconded, there was no further discussion and the motion passed unanimously.
8. **Discussion on the budget and process for FY 22-23**
Ms. Cook provided an overview of the budget process and timeline, explained timing on revenue projections, reviewed the Cost-of-Living Adjustment (COLA) rate, and pay scale. There was a discussion on the change to the mil rate, the impacts, the shift of the burden to the residents, and new growth potential for offsetting the burden.
9. **Discussion and possible action on modifying the Administrative Office hours.**
There was a discussion on the Administrative Office hours. The Board determined it to be an administrative decision and not one the Board needs to make.
10. **Discussion and possible action on the approval of the updated PSPRS Pension Funding Policy per A.R.S. §38-863.02.**
Ms. Cook stated, per statute, the district must have a funding policy in place. The following year the policy will reflect the unfunded liability is paid off.

Chairperson Welsh moved to approve the updated PSPRS Pension Funding Policy. Board Member Largent seconded, there was no further discussion and the motion passed unanimously.
11. **Presentation from Fire Marshal Krebbs on the impact of marijuana grow facilities on the District.**
Fire Marshal Krebbs requested the item be tabled and scheduled to allow ample time.
12. **Discussion, possible action, or staff direction on the Tower Project on Stardust Lane in Rimrock.**
It was noted that previously there were issues obtaining the necessary materials for a tower and it is unsure if it continues to be a problem. Chief Keller is waiting for a status report from MERIT Technologies and will place the topic on the agenda for next month.
13. **Discussion, possible action or staff direction on renewing the strategic plan for the District.**
There was a discussion regarding the strategic plan and the amount of work constructing it.

Board Member Keeton made a motion to approve the five-year strategic plan for fiscal years 2023 through 2028. Clerk Bateman seconded, there was no further discussion and the motion passed unanimously.
14. **Discussion and possible action on updating HR Manual Policy:**
 - A. **300.08 – Pay Periods & Check Distribution**
The changes to the policy reflect current practice of direct deposit and removed language for paper checks.

Chairperson Welsch made a motion to approve the revised policy 300.08 – Pay Periods & Check Distribution. Board Member Keeton seconded, there was no further discussion and the motion passed unanimously.
 - B. **400.03 Vacation**
Chief Keller requested to table the item and explained that COVID has increased over time costs. There was a discussion on over time budget categories, lack of reserves, and working with Chiefs to determine a process going forward.

15. **Possible vote to go into Executive Session:**

- A. **A.R.S. §38-431.03(A)(1): Fire Chief's Evaluation, Salary & Benefits and Contract**
Board Member Largent made a motion to go into executive session per A.R.S. §38-431.03(A)(1) Fire Chief's Evaluation, Salary & Benefits, and Contract. Clerk Bateman seconded, there was no further discussion and the motion passed unanimously.

Chairperson Welsch stated the board would meet initially and then invite Chief Keller to join.
Clerk Bateman was to take the minutes

16. **Discussion, possible action or staff direction from the Executive Session:**

- A. **A.R.S. §38-431.03(A)(1): Fire Chief's Evaluation, Salary & Benefits and Contract**
Public session reconvened at 12:06 pm.

Clerk Bateman made a motion to approve the Fire Chief's contract as discussed in executive session. Board Member Keeton seconded.

There was further discussion to amend the motion.

Clerk Bateman amended the motion to approve the Fire Chief's contract as discussed in executive session and to direct Chairperson Welsch to work with administrative staff to make the necessary changes and approve the same. Clerk Keeton seconded, there was no further discussion and the motion passed unanimously.

17. **Future Agenda Items**

Change time of Board Meetings
Budget process
Vacation policy
Fire Marshal presentation
Tower Project

18. **Adjournment**

Board Member Largent made a motion to adjourn the meeting at 12:12 pm. Clerk Bateman seconded, there was no further discussion and the motion passed unanimously.

Original signed by Brandi Bateman

Brandi Bateman, Clerk