



# Copper Canyon Fire & Medical District

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## MINUTES OF REGULAR MEETING

Pursuant to notice, a Regular Meeting of the Copper Canyon Fire & Medical District was called to order at 9:03 am on Tuesday, November 17, 2020.

**1. Call to Order:** 9:03 am

- 2. Roll Call of Board Members:** Linda Welsch – Chairperson; Carol Keeton – Clerk; Brandi Bateman – Board Member; Justin Largent – Board Member; **Not Present:** Steve Darby – Board Member

**Staff:** Terry Keller – Fire Chief; Robyn Cook – Administrative Manager; Misty Weatherford – Payroll/Benefits Specialist; Daniel Elliott - Battalion Chief

- 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

**4. Sworn In:**

- A. Randy Justus was sworn in by Chief Keller

**5. Badge Pinning:**

- A. Randy Justus was pinned by his wife, Myshayla.

**6. Call to the Public:**

**7. Approval of Minutes:**

- A. Regular Meeting Minutes October 20, 2020:** Board Member Largent made a motion to approve the Minutes from the Regular Meeting on October 20, 2020 with the stated changes. Clerk Keeton seconded. Motion passed unanimously.
- B. Special Meeting Minutes October 28, 2020:** Board Member Bateman made a motion to approve the Minutes from the Special Meeting on October 28, 2020. Board Member Largent seconded. Motion passed unanimously.

**8. Reports**

**A. Fire Chief report given by Chief Keller**

- a. Cherry Creek Fire Station Update
- b. Apparatus Updates
- c. Reserve Firefighter Updates
- d. Grant Updates
- e. COVID -19 Updates
- f. Halloween
- g. New Babies
- h. Town of Camp Verde Resolution

**B. Operations report given by Battalion Chief Elliott**

**C. Fire Marshal report given by Chief Keller**

**D. Financial / Administrative report given by Robyn Cook**

**a. Reconciliation**

**b. Financials:** Ms. Cook informed the Board that the County made a mistake with the FDAT. She stated that they automatically transferred MRFD FDAT into CCFMD, but did not do the same for CVFD. She also stated that the County did not take any money out for the activated warrants.

Ms. Cook informed the Board that property tax revenue was \$1,261,348 for October and Ambulance Revenue is up \$100,000 from last year, but still trending low this year. Ms. Cook also stated that we should be at approximately 34% expended and are currently running around 32% expended.

**9. Discussion and possible action on the approval of the financials for October 2020:** Board Member Bateman made a motion to approve the financials for October 2020. Clerk Keeton seconded. Motion passed unanimously.

**10. Discussion and possible action on electing a new Board Chairperson:** Clerk Keeton nominated Linda Welsch to continue with being the Board Chairperson. Board Member Welsch accepted.

Board Member Bateman made a motion to elect Linda Welsch as the Board Chairperson. Board Member Largent seconded. Motion passed unanimously.

**11. Discussion and possible action on electing a new Board Clerk:** Carol Keeton stated that she would like to remain the Board Clerk.

Board Member Bateman made a motion to elect Carol Keeton as Board Clerk. Chairperson Welsch seconded. Motion passed unanimously.

**12. Discussion, possible action or staff direction on the Fire Chief's job description:** Board Member Bateman stated that she wanted to look at the Fire Chief's job description as a group to see if it covers everything that the Board is looking for and aligns with our strategic plan. She also stated that it's a really comprehensive job description.

Board Member Largent also like how comprehensive the job description.

Chief Keller asked that the Board to determine if they would still like the Fire Chief to maintain an EMT or paramedic cert, he thought that the Board had made a determination a couple year prior that he did not need to maintain an EMS certification.

Chairperson Welsch stated that she was glad it was on the agenda as it helps with the Chief's evaluation process.

Board Member Bateman agreed.

- 13. Discussion, possible action or staff direction on the process for the Chief Keller's performance evaluation:** Board Member Bateman stated that she liked the evaluation form from Highlands Fire District as it aligns more with what the Board oversees.

Chairperson Welsch agreed and likes that there is an opportunity to comment on the parts that pertain.

Chief Keller suggested that the Board look at the current tools and compare to make sure there is not anything missing.

Board Member Bateman volunteered to meet with Ms. Cook to update the performance evaluation before the next Board Meeting.

- 14. Discussion and update with possible action or staff direction on the Cancer Screening through OneTest:** Chairperson Welsch stated that she initially requested to discuss cancer-detering items.

Ms. Cook informed the Board that when she called and spoke to OneTest to order, they dropped the price per test to \$136.

Ms. Cook also stated that to do the tests in-house would be too complicated with all of the requirements; Dr. Wesley stated that he would do the blood draws and will send the blood analysis for a fee and if anyone needed a consultation, he would only charge \$60. She stated that the cost will go over the initial cost of \$10,000.

Board Member Largent made a motion to increase the funding for cancer screening not to exceed \$15,000. Chairperson Welsch seconded. Motion passed unanimously.

- 15. Discussion, possible action or staff direction on the Tower Project on Stardust Lane in Rimrock:** Chief Keller gave a brief overview of the Tower Project thus far and stated that he invited Paul Giovanni to attend the meeting to discuss his desires for the Tower Project with the Board.

Mr. Giovanni stated he had previously done a survey with the community in Rimrock and they were very interested in having better internet and cell service. He stated that he would like to pull the trigger and get this done.

Clerk Keeton stated that some of the Board Members might have thought that the tower project was going to be a bigger gold mine than what it is going to turn out to be. She also stated that she doesn't want to use the funds from the budget on the tower.

Board Member Bateman stated that putting the funds out is a big risk and doesn't want to be a landlord. She also stated that option 2 (CCFMD and MerIT partner on the tower 50/50 and are co-owners. Costs are split equally as is site power, etc. Any revenue from Cellular Carriers is split equally. CCFMD Cost (Est.): \$125K to \$150K (depends on tower steel and foundation – current costs both are up over last bid). MTP Cost (Est.): \$125K to \$150K (depends on tower steel and foundation – current costs both are up over last bid) is completely off the table for her.

Mr. Giovanni stated that he is waiting on the re-plat of the property and that he got a waiver to encroach on the easement.

He also stated that cell companies are building small cell sites in urban areas; for 5G cell coverage

which currently is their priority.

Board Member Bateman stated that she has concerns with the lack of response from Merit and stated that customer service is very important and wants a partnership that values the same.

Mr. Giovanni stated that he wasn't aware of any issues and is 100% in and wants to be a good partner.

Chairperson Welsch asked what the time frame would be if we moved forward.

Mr. Giovanni stated that the project was budgeted to be funded in 2020 and all that we would be waiting on was permitting. He stated that it is approximately a 45 day build cycle and that he is motivated to get this project done.

Board Member Bateman made a motion to allow Chief Keller to negotiate with Merit for a contract for option 1 (On a land lease we will be the tower owner / operator and we would start that lease out at \$500 monthly with 2% annual rate hikes. We would cover all development and construction costs for the site, tower, etc. Any additional revenue from Cellular Carriers would add \$250.00 to \$500.00 per month per carrier to the site lease depending on the Carrier lease. CCFMD - Cost: \$0.00 and MTP Cost (Est.): \$250K+ (depends on tower steel and foundation – current costs both are up over last bid). Board Member Largent seconded. Motion passed unanimously.

- 16. Discussion, possible action, or staff direction on the Strategic Plan for the District:** Chief Keller would like to form a Chief's committee to start working on updating the Strategic Plan and stated that he would like to see two board members participate in the process. He also stated that we've almost completed three years of the five year plan and we need to start the process of planning for the next phase of needs for the District. He would like keep the strategic plan a 3 - 5 year plan, a one year plan is too hard to work with.

Board Member Bateman stated that she would like to participate and be on the committee.

No action taken.

- 17. Discussion and update with possible action or staff direction on possibly relocating the Administrative Offices to the location on Main Street:** Chief Keller informed the Board that the office space that we are looking at will be vacated in January and also stated that he spoke to the owner of the building and they are not willing to pay for the build out because of the short term lease the District is considering. He stated that it's possible that they would if we signed a 10 year lease.

Chief Keller stated that he had reached out to a builder to get quotes and was unsuccessful.

Board Member Bateman stated that she is supportive of moving the admin staff to the new office, but isn't comfortable making the decision unless we have more concrete numbers on the build out.

The Board directed Chief Keller to bring the build out costs to the Board in December.

- 18. Discussion and update on the housing ceremony for the new engines:** Chief Keller stated that with the current COVID statistics that is in the best interest of the district to cancel planning a housing ceremony until the new station opens.

**19. Future Agenda Items:**

**A. Robyn Cook:** Cell Tower; Chief's Evaluation form; Administration offices; UTV; Jon Gable presentation; **Board Chairperson Welsch:** Cancer discussion on preventative measures

**20. Adjournment:** Board Member Bateman made a motion to adjourn the meeting at 10:55 am. Board Member Largent seconded. Motion passed unanimously.

Clerk

