



Copper Canyon Fire & Medical District

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REGULAR BOARD MEETING
Station 81 – 494 S. Main Street, Camp Verde
Tuesday, December 21, 2021 / 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 9:00 am on Tuesday, December 21, 2021. 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: Present:** Linda Welsch – Chairperson; Carol Keeton – Clerk; Brandi Bateman, Steve Darby – Members. **Not Present:** Justin Largent - Member

Staff Present: Fire Chief Terry Keller; Administrative Manager Robyn Cook; Fire Marshal Ken Krebbs; Battalion Chief Eric Strauss; 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:** There were no requests to speak.

5. **Approval of Minutes**

A. **Regular Meeting Minutes October 19, 2021**

Clerk Keeton made a motion to approve the Minutes from the Regular Meeting of October 19, 2021. Chairperson Welsch seconded. There was no further discussion. The motion passed unanimously with Board Member Darby abstaining.

B. **Special Meeting Minutes October 20, 2021**

Clerk Keeton made a motion to approve the Minutes from the Special Meeting of October 20, 2021. Chairperson Welsch seconded. There was no further discussion. The motion passed unanimously with Board Member Darby abstaining.

C. **Regular Meeting Minutes November 16, 2021**

Chairperson Welsch made a motion to approve the Minutes from the Regular Meeting of November 16, 2021. Board Member Bateman seconded. There was no further discussion. The motion passed unanimously with Clerk Keeton abstaining.

6. **Reports:**

A. **Fire Chief**

Chief Keller presented the report. There was a discussion regarding the number of miles, warranty, and expectations on the performance of the Ferrara Engine. The conversation concerning grants included applications, obtaining outside support, and the intent to auction replaced equipment.

B. **Operations**

Chief Strauss provided the operations report. He discussed the activities for the past month, reported on the COVID status, and provided information on exposure processes.

C. **Fire Marshal**

Fire Marshal Krebbs stated CCFMD was unaffected by a scheduling software hack. He provided a brief on plan reviews and inspections completed for the month. There was a discussion about new commercial and residential buildings and the growth in the Camp Verde and Rimrock areas.

D. **Financial/Administrative**

a. **Reconciliations**

b. **Financials**

Administrative Manager Robyn Cook provided the financial update. The discussion included increased revenue due to increased call volume. The status of the line of credit was reviewed and noted it should be paid off at the end of this fiscal year if CARES, ARPA, and marijuana funds are received. The Board Members asked questions about specific transactions to determine the origin and purpose. Ms. Cook explained the changes in administrative duties and the effects of the transition.

7. **Discussion and possible action on the approval of the financials for November 2021.**

Board Member Bateman made a motion to approve the financials for November 2021. Clerk Keeton seconded, there was no further discussion and the motion passed unanimously.

8. **Discussion and possible action on the nomination and election of a Board Chairperson for the next year.**

Chairperson Welsch offered to stay on as Chairperson unless another member expressed an interest in taking over.

Board Member Bateman made a motion to nominate Board Member Linda Welsch as Board Chairperson for the next year. Board Member Darby seconded, there was no further discussion and the motion passed unanimously.

9. **Discussion and possible action on the nomination and election of a Board Clerk for the next year.**

Clerk Keeton offered to carry on as Clerk unless another member was interested. According to Board Member Bateman, Clerk Keeton did an excellent job, but she was interested in taking over the position. There was a discussion regarding the three positions up for election in November.

Chairperson Welsch made a motion to nominate Board Member Bateman as Board Clerk for the next year. Board Member Darby seconded, there was no further discussion and the motion passed unanimously.

10. **Discussion, possible action or staff direction on the process for the Chief Keller's performance evaluation.**

For consistency and ease of use, the Board Members agreed to use the same form as the prior year. By the 10th of January, each Board Member must complete the form and return it to Chairperson Welsch for compilation and preparation for the January Board Meeting.

11. Update, discussion and possible action on the airlock doorway at Station 83 for possible air filtration issues.

Progress has slowed due to Magnagrip issues at Stations 82 and 83. Chief Keller is looking for an electrician to investigate the problem. There was a discussion regarding the crew's use of the mezzanine area at Station 83. It was pointed out that the use was defeating the concerns about exposure and the costs of cancer screening. Chief Keller was directed to have staff clear the mezzanine for storage purposes as intended and to continue working with HVAC and an electrician to find a solution for the airlock doorway.

12. Future Agenda Items

Fire Chief's Evaluation

Presentation on the Impact of growth facilities

Tower update

Human Resources policies and updates

13. Adjournment

Chairperson Welsch made a motion to adjourn the meeting at 10:12 am. Clerk Bateman seconded, there was no further discussion and the motion passed unanimously.

Original signed by Brandi Bateman

Clerk