



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 9:05 am on Tuesday, May 19, 2020.

1. **Call to Order:** 9:05 am
2. **Present Via Zoom:** Linda Welsch – Chairperson; Carol Keeton – Clerk; Brandi Bateman – Board Member; Steve Darby – Board Member in at 9:09 am; **Not Present:** Justin Largent – Board Member;

Staff: Terry Keller – Fire Chief; Robyn Cook – Administrative Manager; Misty Weatherford – Payroll/Benefits Specialist; Ken Krebbs – Fire Marshal; Dale Duns – Battalion Chief; Clint Gillespie – Engineer

Others Present: Anthony Haverkamp- FCI; Drew Halley – FCI; Larry Bangle – FCI; Diane Price – FCI and Lance Enyart - LEA

3. **Call to the Public:** None
4. **Discussion, possible action or staff direction on accepting the GMP (Guaranteed Maximum Price) for the construction of the Cherry Creek Fire Station:** Chief Keller gave an overview the process of designing the station and cuts that were made as well as the additions. He also stated that the GMP ensures us that the price cannot increase if building costs escalate.

Lance Enyart with LEA stated that the design phase has been an extensive process and we put together numbers with where the market is and there are still options that could yield savings.

Chairperson Welsch asked what the estimated costs for the items not included in the building costs.

Ms. Cook stated that she has slated in the budget for \$375,000.

Anthony Haverkamp with FCI stated that anything not billed will not be charged and the cost charged per square foot is standard.

Chief Keller stated that throughout the process building grew in size from six dorm rooms to eight.

Chairperson Welsch stated that she wants to make sure there is a security system installed.

After a brief discussion, Chairperson Welsch made a motion to accept the GMP (Guaranteed Maximum Price) for the construction of the Cherry Creek Fire Station in the amount of \$3,661,049. Clerk Keeton seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Bateman and Board Member Darby in favor.

5. **Discussion, possible action or staff direction on approving the contract addendum with FCI to be the contractor to build the Cherry Creek Fire Station:** Ms. Cook informed the Board that the address listed on the contract was the wrong street address, and stated that the contract addendum was to correct the address.

Clerk Keeton made a motion to approve the contract addendum with FCI to be the contractor to build the Cherry Creek Fire Station. Board Member Bateman seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Bateman and Board Member Darby in favor.

6. **Discussion, possible action or staff direction on approval of the contract amendment with LEA Architects for Construction Administration for the Cherry Creek Fire Station Project:** Chief Keller informed the Board that LEA Architect was originally selected as the architect for the Cherry Creek Fire station project. He stated that the original contract excluded the LEA from being used as the Construction Administrators.

Lance Enyart with LEA stated that designing the Fire station was a team effort with several professionals and dialogue will continue throughout the project. He stated that they will provide field operations and inspections, basically oversee the project.

Chairperson Welsch stated that if we didn't have LEA that Chief Keller would have to be the project manager and he doesn't have time for that.

Chief Keller stated that he wants to support the concept of the team and moving on to phase two of the project. He stated that he has dealt with LEA on past projects and has had good experience with them.

Clerk Keeton stated that we need to utilize LEA for Construction Administration because Chief Keller doesn't have the time to oversee the whole project and thinks that it would be crucial to have LEA and FCI work together on this project.

Board Member Darby asked if we opt to not utilize LEA for the Construction Administration will they still answer questions during the construction process.

Lance Enyart informed the Board that they are looking at a proactive approach to build. They have pre-construction meetings and they have the Districts best interests at heart.

Board Member Darby stated that the reason for hiring a general contractor is to handle all of the subcontractors.

Board Member Bateman stated that we have already discussed this topic a fair amount and we need to let the experts do this. She also stated she was ready to move forward.

Chairperson Welsch stated that we need to make sure we have a quality product.

Lance Enyart stated that the allowance is in addition to the contract and includes all trips made to the jobsite, which are already programmed.

With no further discussion, Chairperson Welsch made a motion to the contract amendment with LEA Architects for Construction Administration for the Cherry Creek Fire Station Project. Clerk Keeton seconded. Motion passed with Chairperson Welsch; Clerk Keeton and Board Member Bateman in favor. Board Member Darby voted nay.

FCI and LEA consultants thanked the Board and stated that they are excited to move forward.

7. Approval of Minutes

A. **Regular Meeting Minutes on April 21, 2020:** Clerk Keeton made a motion to approve the Minutes from the Regular Meeting on April 21, 2020. Board Member Bateman seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Bateman and Board Member Darby in favor.

8. Reports:

A. Fire Chief report was given by Chief Keller

- a. Cherry Creek Fire Station Update
- b. Apparatus Update
- c. Grant Update
- d. Reserve Firefighter Update
- e. Fire Marshal Ken Krebbs
- f. COVID-19 Update

B. Fire Marshal was given by Fire Marshal Krebbs

C. Operations report was given by Battalion Chief Duns

D. Financial/Administrative report was given by Robyn Cook

- a. **Reconciliations**
- b. **Financials:** Total revenue is at 72%; Ambulance revenue collected is at \$137,135 and Expenditures are at 71%.

9. **Discussion and possible action on the approval of the financials for April 2020 for CCFMD:** Clerk Keeton made a motion to approve the financials for April 2020 for CCFMD. Board Member Bateman seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Bateman and Board Member Darby in favor.

10. **Budget Workshop - FY Budget 20 - 21 Revenues, Wages & Benefits and Expenses:** Chairperson Welsch opened the Budget Workshop at 10:39 am.

Ms. Cook went over the Budget and explained the areas she made decreases and increases to, due to where we are in the current budget.

Board Member Bateman expressed concern of increasing the revenue when we aren't seeing an increase this year.

Chief Keller and Ms. Cook explained that the standard increase is 5%.

Ms. Cook stated that we have opted to switch the vision insurance to VSP and we will possible be looking to get quotes next year on the liability insurance.

After no further discussion, Chairperson Welsch closed the Budget Workshop at 10:56 am.

****Board Member Darby left the meeting at 10:57 am.**

11. **Discussion, possible action or staff direction to publish the FY Budget 20 - 21 for a public hearing and approval on June 16, 2020:** Board Member Bateman made a motion to approve publishing the projected budget for FY 20-21 and to set the Public Hearing for June 16, 2020. Clerk Keeton seconded. Motion passed with Chairperson Welsch; Clerk Keeton and Board Member Bateman in favor.

12. **Discussion, possible action or staff direction on ratifying the relisting of the property in Rimrock/Lake Montezuma for sale with Beaver Creek Realty:** Ms. Cook informed the Board that we needed to ratify the motion made at the April Board Meeting.

Board Member Bateman made a motion to ratify the relisting of parcel #405-06-614 for sale with Beaver Creek Realty for the remaining two weeks. Chairperson Welsch seconded. Motion passed with Chairperson Welsch; Clerk Keeton and Board Member Bateman in favor.

13. **Discussion, possible action or staff direction on approving Resolution 2020 - 003 Call of Election for two Board Seats at the November 2020 Election:** Ms. Cook informed the Board that she has the reelection packets available in the Administration office.

Board Member Bateman made a motion to approve Resolution 2020-003 Call of Election for the November 3, 2020 General Election for two open Board seats. Clerk Keeton seconded. Motion passed with Chairperson Welsch; Clerk Keeton and Board Member Bateman in favor.

14. **Discussion, possible action or staff direction on approving the changes to the following HR Manual Policies:**

A. **HR Policy 400.14 - Medical Leave Assistance Program:** Ms. Cook informed the Board that the changes to the policy allow for employees to donate sick or vacation leave to any employee out on leave prior to them using all of their vacation leave.

Chairperson Welsch made a motion to approve the changes to the HR Policy 400.14 – Medical Leave Assistance Program. Clerk Keeton seconded. Motion passed with Chairperson Welsch; Clerk Keeton and Board Member Bateman in favor.

15. **Future Agenda Items:** Budget Hearing; Tower project; Station Financing.

16. **Adjournment:** Clerk Keeton made a motion to adjourn the Regular Meeting at 11:07 am. Board Member Bateman seconded. Motion passed with Chairperson Welsch; Clerk Keeton and Board Member Bateman in favor.

Clerk

