



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, June 16, 2020.

1. **Call to Order:** 9:05 am
2. **Roll Call of Board Members:** Linda Welsch – Chairperson; Carol Keeton – Clerk; Brandi Bateman – Board Member; Steve Darby – Board Member; **Not Present:** Justin Largent – Board Member

Staff: Terry Keller – Fire Chief; Robyn Cook – Administrative Manager; Misty Weatherford – Payroll/Benefits Specialist; Eric Strauss – Battalion Chief; Ken Krebbs – Fire Marshal

3. **Call to the Public:** None
4. **Budget Hearing for FY 20 – 21:** Chairperson Welsch opened the Budget Hearing at 9:05 am.

Ms. Cook informed the Board that they accepted the liability insurance quote from Cindy Elbert insurance with an increase of approximately \$10,000.

With no further input, Chairperson Welsch closed the Budget hearing at 9:07 am.

5. **Discussion, possible action or staff direction on adopting Resolution 20 - 004 to adopt the budget for FY year 20-21 in the amount of \$8,671,975:** Board Member Darby made a motion to adopt Resolution 20-004 to adopt the budget for FY 20-21 in the amount of \$8,671,975 and to correct the Resolution to include FY 20-21. Clerk Keeton seconded. Motion passed unanimously.

6. Approval of Minutes

- A. **Regular Meeting Minutes on May 19, 2020:** Clerk Keeton made a motion to approve the Minutes from the Regular Meeting on May 19, 2020 with the stated changes. Board Member Bateman seconded. Motion passed unanimously.
- B. **Special Meeting on June 1, 2020:** Board Member Darby made a motion to approve the Minutes from Special Meeting on June 1, 2020. Chairperson Welsch seconded. Motion passed with Chairperson Welsch; Clerk Keeton and Board Member Darby in favor. Board Member Bateman abstained.
- C. **Executive Session Minutes on June 1, 2020:** Chairperson Welsch made a motion to approve the Minutes from the Executive Session on June 1, 2020. Board Member Darby seconded.

Motion passed with Chairperson Welsch; Clerk Keeton and Board Member Darby in favor.
Board Member Bateman abstained.

7. Reports:

A. Fire Chief report was given by Chief Keller

- a. Cherry Creek Fire Station Update
- b. COVID-19 Update
- c. Hike-Outs Update
- d. Wild Fires & Urban Interface Update
- e. Firefighter Assessment Center
- f. Real Estate Update
- g. Annexation Update

B. Fire Marshal report was given by Chief Keller

C. Operations report was given by Chief Keller

D. Financial/Administrative report was given by Robyn Cook

- a. Reconciliations
- b. Financials: Ms. Cook informed the Board that ambulance revenue is down due to the call volume being down thought it could be attributed it to COVID.

Ms. Cook also stated that there were over \$300,000 in-district write-offs and stated that the Board may want to look at changing the policy on in-district write-offs in the future.

Ms. Cook stated that we should be at 98% collected in revenue and we are only at 77%. She also stated that there have been several checks coming in for non-resident billing and we are waiting on payment from the wildland callout that has been billed.

Board Member Bateman stated that COVID is a factor in the shortage of revenue from property taxes. She stated that the office had been closed during the time in which payments were due and many people were unable to pay online.

Ms. Cook informed the Board that she called Lee Davis with Zion's bank to get the financing documents for the new station and was unable to get them due to a family emergency and stated that Lee did not assign our account to anyone else.

Chairperson Welsch inquired about the truck rotation and the quality of care that the vehicles are being taken.

Chief Keller stated that the trucks are ran on horrendous grades and are ran hard and also stated that we are looking at the possibility for a shared fleet facility with other fire agencies in the Verde Valley.

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

9. **Discussion and possible action on approving the replacement of an A/C unit at Station 82 for \$5,638.50:** Board Member Darby made a motion to approve the replacement of an A/C unit at Station 82 for \$5,638.50. Board Member Bateman seconded. Motion passed unanimously.

10. **Discussion and possible action on the repairs to E-811 for \$5,917.55:** Board Member Bateman made a motion to approve the repairs to E-811 for \$5,917.55. Clerk Keeton seconded. Motion passed unanimously.

11. **Discussion and possible action on approving the repairs to E-822 for \$5,843.29:** Chief Keller informed the Board that this repair has already taken place to E-822.

Clerk Keeton made a motion to approve the repairs to E-822 for \$5,843.29. Board Member Darby seconded. Motion passed unanimously.

12. **Discussion, possible action or staff direction on approving the contract with Uni-Source for the gas line extension to the Cherry Creek Fire Station for \$27,239:** Ms. Cook informed the Board that this gas line will run down from Commonwealth Dr. to our property on Cherry Creek to provide natural gas to the new station.

Board Member Darby made a motion to approve the contract with Uni-Source for the gas line extension to the Cherry Creek Fire Station for \$27,239. Board Member Bateman seconded. Motion passed unanimously.

13. **Discussion, possible action or staff direction on repairing the leach field to Station 82 not to exceed \$6,000:** Ms. Cook informed the Board that the septic tank at Station 82 has been pumped twice since March; It was decided to dig up part of the leach field to see what the issue was and found that the water was leaching under the concrete instead of in the leach field.

Chief Keller stated that repairing the leach field is a reasonable solution rather than pumping the septic so often.

Chairperson Welsch made a motion to repair the leach field at Station 82 and not to exceed \$6,000. Board Member Bateman seconded. Motion passed unanimously.

14. **Future Agenda Items:** UTV; Chief Spending limit; Tower Project

15. **Adjournment:** Board Member Bateman made a motion to adjourn the meeting at 10:14 am. Clerk Keeton seconded. Motion passed unanimously.

Clerk

