



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 9:00am on Tuesday, July 21, 2020.

1. **Call to Order:** 9:00 am

2. **Roll Call of Board Members Present via Zoom:** Linda Welsch – Chairperson; Carol Keeton –Clerk; Brandi Bateman – Board Member; Steve Darby – Board Member; Justin Largent – Board Member in at 9:16 am

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

Others Present: Janet Aniol – Rimrock Resident

3. **Call to the Public – None**

4. **Approval of Minutes**

A. **Regular Meeting Minutes on June 16, 2020:** Tabled

B. **Special Meeting on June 30, 2020:** Clerk Keeton made a motion to approve the Minutes from the Special Meeting on June 30, 2020. Board Member Bateman seconded. Motion passed unanimously.

5. **Reports:**

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

- a. Cherry Creek Fire Station Update
- b. Real Estate Update
- c. Wild Fire Update
- d. COVID-19 Update
- e. New Fire Engines Update

B. **Fire Marshal report was given by Chief Keller.**

C. **Operations report was given by Battalion Chief Elliott.**

D. **Financial/Administrative was given by Admin Manager Cook.**

- a. Reconciliations

b. **Financials and Administrative:** Ms. Cook informed the Board that tax revenue and ambulance billing were down and stated that COVID affected us more than we anticipated.

Ms. Cook answered questions the board had regarding the financial report.

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

7. **Discussion, possible action or staff direction on Resolution 2020 - 006 to approve the Lease Purchase Agreement with Zion's Bank for the construction of the Cherry Creek Fire Station; Resolution 2020 - 007 to approve the Advance of Funds and Reimbursement of Funds; the Escrow Agreement; approval of consent; certificate of authority; and addendum relating thereto:** Ms. Cook informed the Board that the interest rate on the loan would be 3.1% and also stated that Mr. Whittington has reviewed the contract.

Board Member Largent made a motion to adopt Resolution 2020 - 006 to approve the Lease Purchase Agreement with Zion's Bank for the construction of the Cherry Creek Fire Station; Resolution 2020 - 007 to approve the Advance of Funds and Reimbursement of Funds; the Escrow Agreement; approval of consent; certificate of authority; and addendum relating thereto. Chairperson Welsch seconded. Motion passed unanimously.

8. **Discussion and possible action on the transmission and hydraulic pump repairs to E-822 for \$9,080.04:** Chief Keller informed the Board that the work has already been completed on the E-822.

Clerk Keeton made a motion to approve the transmission and hydraulic repairs to E-822 for \$9,080.04. Board Member Largent seconded. Motion passed unanimously.

9. **Discussion and possible action on approving Hinton and Burdick CPA & Advisors for a 1-year or 3-year engagement letter for annual audit services:** Ms. Cook performed the Board that Hinton and Burdick CPA & Advisors attached an engagement letter for 1 or 3 year term for our annual audit services. Ms. Cook also stated that she would like to use them for the 19/20 budget year because they are familiar with the merge and having to audit three different set of books.

Chief Keller recommended that we accept a one year term so that they can perform this audit for and to help tie up loose ends with the merge.

The consensus of the Board was to allow Hinton and Burdick to perform the audit for one more year and then to go out for and RFQ the following year to get a fresh set of eyes on the books. .

Chairperson Welsch made a motion to approve Hinton and Burdick CPA & Advisors for a 1-year engagement letter for annual audit services. Board Member Darby seconded. Motion passed unanimously.

10. **Discussion, possible action or staff direction on the Tower Project on the Stardust Property:** Board Member Darby updated the Board with different options from his local contacts regarding the Tower Project on the Stardust Property to try and move forward with the project.

The consensus of the Board was to have Board Member Darby bring back more information

before moving forward.

11. **Discussion, possible action or staff direction on increasing the Chief's spending limit up to \$10,000:** Ms. Cook stated that if the Board increased Chief Keller's spending limit up to \$10,000 she could provide a report to the Board that shows the expenditures in detail and include with the monthly financial report.

The Board agreed that the current spending limit is too low.

After a brief discussion, Clerk Keeton made a motion to increase Chief Keller's spending limit up to \$10,000. Board Member Bateman seconded. Motion passed unanimously.

12. **Discussion, possible action or staff direction on the possible purchase of a UTV and trailer for incident and wildland responses:** Chief Keller informed the Board that we are in need of another UTV unit for wildland responses. He stated that we received a grant award to purchase the trailer, but the UTV would need to be paid for by the District.

Ms. Cook stated that we should wait to purchase the UTV until we have received tax revenue.

Board Member Darby stated that if we have already received the grant award to purchase the trailer, then we should at least do that now.

Board Member Largent made a motion to purchase the trailer and put the UTV and skid unit on hold. Clerk Keeton seconded. Motion passed unanimously.

13. **Discussion, possible action or staff direction on the Town of Camp Verde's Resolution on designating CCFMD as the fire service agency for the town:** Chief Keller informed the Board that he had a meeting with the town regarding the Town of Camp Verde designating CCFMD as the designated fire service agency for the town.

He stated that the desire of the town was to hold a public meeting on August 12, 2020 in the Town Gym, to allow the property owners a chance to get their questions answered. Chief Keller stated that the gym would be set up to allow for social distancing.

Chief Keller informed the Board that the Town understands that the residents that live outside of the fire district boundaries are being subsidized by the taxpayers within the fire district boundaries.

The consensus of the Board was to move forward with mailing the letters to notify the residents that live or have property outside of the fire district boundaries of the public meeting on August 12, 2020.

14. **Future Agenda Items:** Tower project; June 16, 2020 Minutes; Town Meeting update.
15. **Adjournment:** Chairperson Welsch made a motion to adjourn the meeting at 10:31 am. Board Member Largent seconded. Motion passed unanimously.

Clerk

