



Copper Canyon Fire & Medical District

26B Salt Mine Road, Camp Verde, AZ 86322
www.ccfmd.az.gov Phone (928) 567-9401

MINUTES OF REGULAR MEETING

Pursuant to notice, a REGULAR MEETING of the Copper Canyon Fire & Medical District was called to order at 9:00 am on Tuesday, April 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

Staff: Terry Keller – Fire Chief; Robyn Cook – Administrative Manager; Misty Weatherford – Payroll/Benefits Specialist; Daniel Elliott - Battalion Chief; Cindilee Davis – Admin Accounts Assistant

Others Present: Cris McPhail – Camp Verde resident

3. **Call to the Public** – None

4. **Approval of Minutes**

- A. **Regular Meeting Minutes on March 17 2020:** Clerk Keeton made a motion to approve the Minutes from the Regular Meeting on March 17, 2020 with the stated changes. Board Member Largent seconded. Motion passed unanimously.
- B. **Executive Session Minutes on March 17 2020 - Item A:** Board Member Bateman made a motion to approve the Minutes from item A of the Executive Session on March 17, 2020. Clerk Keeton seconded. Motion passed unanimously.
- C. **Executive Session Minutes on March 17 2020 - Item B & C:** Chairperson Welsch made a motion to approve the Minutes from item B & C of the Executive Session on March 17, 2020. Board Member Largent seconded. Motion passed with Chairperson Welsh; Clerk Keeton and Board Member Largent in favor. Board Member Bateman and Board Member Darby abstained.
- D. **Workshop Meeting Minutes on March 20 2020:** Board Member Bateman made a motion to approve the Minutes from the Workshop Meeting on March 20, 2020 with the stated changes. Chairperson Welsch seconded. Motion passed with Chairperson Welsh; Board Member Largent in favor; Board Member Bateman and Board Member Darby in favor. Clerk Keeton abstained.
- E. **Special Meeting Minutes on April 7 2020:** Chairperson Welsch made a motion to approve the Minutes from the Special Meeting on April 7, 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. Apparatus Update
- c. Grant Update
- d. Reserve Firefighter Update
- e. COVID-19 Update

B. Fire Marshal report was given by Fire Marshal Krebbs

C. Operations report was given by Battalion Chief Elliott

D. Financial/Administrative report was given by Admin Manager Robyn Cook

- a. Reconciliations
- b. Financials

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

7. Budget Workshop - FY Budget 20 - 21 Revenues, Wages & Benefits and Expenses: Chairperson Welsch opened the Budget Workshop at 9:36 am.

Ms. Cook informed the Board that the Budget includes hiring three of our reserves July 1st, and 3% step increase for most of the employees.

Ms. Cook answered questions the Board Members had regarding increases to ambulance revenue and wages.

With no further input from the Board, Chairperson Welsch closed the Budget Workshop at 9:56 am.

8. Discussion, possible action or staff direction on Chief Keller's salary for FY Budget 20 – 21: Ms. Cook informed the Board that the Budget reflected a 3% increase in salary for the Fire Chief.

Board Member Bateman made a motion to give Chief Keller a 3% increase for the excellent job he does. Chairperson Welsch seconded. Motion passed unanimously.

9. Discussion, possible action or staff direction on approving Resolution 2020 - 001 to enter the Fire District Workman's Comp Pool effective July 1, 2020: Ms. Cook gave a brief overview of the Fire District Workman's Comp Pool and stated that they would like to switch to this Workman's Comp pool. She also stated that they had looked at moving to the Fire District Workman's Comp Pool three years ago, but two fire districts had pulled out which caused the critical mass not to be met.

Ms. Cook answered questions the Board had regarding the Fire District Workman's Comp Pool.

Board Member Bateman made a motion to approve Resolution 2020-001 to enter the Fire District Workman's Comp Pool effective July 1, 2020. Board Member Darby seconded. Motion passed unanimously.

10. **Discussion and update on the discussion with the Town of Camp Verde to declare CCFMD the fire service agency for the Town:** Chief Keller informed the Board that he had attended a meeting with the town and they have decided to wait until they can have public meetings. Town Manager Russ Martin requested that Chief Keller give him some bullet points on how citizens will benefit from declaring CCFMD as the fire service agency for the Town.
11. **Discussion, possible action or staff direction on IT services and the quote from Sunstate Technology for IT Services:** Chief Keller informed the Board that he is struggling with the decision to change IT services on July 1st. He stated that he is working on some issues with Merit and still has some questions he needs answered before we make the switch.

Chief Keller requested to table this agenda item until further notice and answered questions the Board had.

No action taken.

12. **Discussion, possible action or staff direction on adding the following Human Resource Policies:**
 - A. **Human Resource Policy 400.13 FMLA:** Ms. Cook informed the board that there was confusion on this policy and the changes are to basically cleanup and articulate the process better.

Clerk Keeton made a motion to approve Human Resource Policy 400.13 FMLA. Board Member Largent seconded. Motion passed unanimously.

- B. **Human Resource Manual Policy 400.19 Employee Assistance Program:** Ms. Cook informed the Board that the changes to the policy are due to the Craig Tiger Act which allows Firefighters with PTSD up to 36 visits per year provided by the Fire District.

Clerk Keeton made a motion to approve Human Resource Policy Manual 400.19 Employee Assistance Program. Chairperson Welsch seconded. Motion passed unanimously.

13. **Discussion, possible action or staff direction on relisting the property in Rimrock/Lake Montezuma for sale with Pete Roulette:** Chief Keller informed the Board that he had received a letter in mail advising us that they listing on the property in Rimrock/Lake Montezuma had expired and his preference would be to list with our designated Realtor, Pete Roulette.

Chief Keller also stated that he had been contacted by Sabrina with Beaver Creek Realty, stating she had a buyer for our property as well as the one next to ours and had asked to relist the property.

Board Member Bateman stated that she was concerned with making a motion to have a different agent list the property when the agenda item states to relist with Pete Roulette.

The consensus of the Board was to move forward and possibly have a special meeting to approve relisting the property with another agent.

** Board Member Darby left the meeting at 10:30 am.

14. **Discussion, possible action or staff direction on Resolution 2020 - 002 to designate Fire Marshal Ken Krebbs as the District's Applicant Agent to represent CCFMD for requests to receive emergency assistance from the State of AZ and/or the Federal Government:** Chief Keller informed the Board that he would like to designate Fire Marshal Ken Krebbs as the District's applicant agent to represent CCFMD to receive emergency assistance from the State of AZ and/or the Federal Government.

Board Member Bateman made a motion to approve Resolution 2020-002 to designate Fire Marshal Ken Krebbs as the District's Applicant Agent to represent CCFMD for requests to receive emergency assistance from the State of AZ and/or the Federal Government. Board Member Largent seconded. Motion passed unanimously.

15. **Discussion, possible action or staff direction on the Families First Corona Virus Response Act:** Chief Keller informed the Board that he received feedback from operations staff on excluding the District from the Families First Corona Virus Response Act. He stated that his initial thought was exclusion because there is no reimbursement mechanism for non-private entities and that any sick benefits up to 80 hours due to COVID would be at our expense.

Chief Keller apologized for not putting an emphasis on putting the employees first over the budget and would like to retract his decision at the Special Board Meeting to not exempt ourselves from the Families First Corona Virus Response Act and to make the employees the primary concern.

No action taken.

16. **Future Agenda Items:** Budget; Call to Election; Property Listing; IT Services.

17. **Adjournment:** Clerk Keeton made a motion to adjourn the meeting at 10:39 am. Board Member Bateman seconded. Motion passed unanimously.

Clerk

