



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 9:00 am on Thursday, September 26, 2019.

1. Call to Order: 9:00 am
2. **Roll Call of Board Members:** 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

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.

4. Sworn In

- A. Firefighter James Paisano - Tabled

5. Badge Pinning

- A. Battalion Chief Daniel Elliott was pinned by his wife, Lisa.
- B. Captain Daniel (Jake) Cecil was pinned by his wife, Star.
- C. Firefighter James Paisano – Tabled

6. Approval of Minutes

- A. **Workshop Minutes on August 20, 2019:** Board Member Bateman made a motion to approve the Minutes from the Workshop on August 20, 2019. Board Member Darby seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Bateman and Board Member Darby in favor. Board Member Largent abstained.
- B. **Regular Meeting Minutes on August 20, 2019:** Clerk Keeton made a motion to approve the Minutes from the Regular Meeting on August 20, 2019. Board Member Bateman seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Bateman and Board Member Darby in favor. Board Member Largent abstained.
- C. **Special Meeting Minutes August 22, 2019:** Clerk Keeton made a motion to approve the Minutes from the Regular Meeting on August 20, 2019. Board Member Bateman seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Bateman in favor. Board Member Largent and Board Member Darby abstained.

7. Reports:

- A. Fire Chief report was given by Chief Keller
 - a. Hydrant Installation Update
 - b. Station Design Committee Update
 - c. Economic Development Update
 - d. Chief Sarkesian Retirement
 - e. Firefighter Kennedy Retirement
 - f. Gila River Indian Community Grant Update
 - g. 9/11 Ceremonies
 - h. Mobile Home Fire Update
- B. Fire Marshal was given by Chief Keller.
- C. Operations report was given by Captain Miller.
- D. Financial/Administrative report was given by Ms. Cook
 - a. CCFMD: Ambulance Revenue at \$62,633.
 - b. CCFMA: Residual Ambulance Revenue \$21,343.
 - c. CVFD: FDAT is at \$1500
 - d. MRFD: FDAT is at \$700

8. **Discussion and possible action on the approval of the financials for August 2019 for CCFMD:** Clerk Keeton made a motion to approve financials for August 2019 for CCFMD. Chairperson Welsch seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Bateman and Board Member Darby in favor. Board Member Largent abstained.

9. **Discussion and possible action on the purchase of the Inventory Control Software:** Firefighter Gable gave a presentation to the Board on the Inventory Control Software. Firefighter Gable informed the Board that he recommended purchasing the Inventory Control Software as it will help streamline the day to day operations. He also stated that by utilizing this software it will keep us from having to have multiple different types of software.

Chairperson Welsch stated that this is an unbudgeted item.

Board Member Bateman made a motion to purchase the Inventory Control Software for the amount of \$10,134. Board Member Darby seconded. Motion passed unanimously.

10. **Discussion, possible action or staff direction on the Tower Project on Stardust Lane in Rimrock:** Chief Keller gave an update on the Tower Project on Stardust Lane in Rimrock.

After a discussion with the Board on various options for the Tower Project on Stardust Lane in Rimrock, Chief Keller was directed to have dialogue with Paul Giovanni regarding the options.

11. **Discussion, possible action or staff direction on purchase of office equipment:** no action taken

12. **Discussion, possible action or staff direction on the administration offices:** Chief Keller informed the Board that in his opinion, the best option for moving the administrative offices would be to

build on the Arena Del Loma property. He stated that we already own the property. The costs to lease an office space and to move the microwave tower could be costly.

He also stated that he will look at the cost for temporary buildings to place on the property and gather information to bring back to the Board.

13. **Discussion and possible action on approving the contract with Action Ambulance Billing for ambulance billing:** Chief Keller informed the Board that Action Ambulance reduced the billing rate by half a percent.

Board Member Largent made a motion to approve the contract with Action Ambulance Billing for ambulance billing. Clerk Keeton seconded. Motion passed unanimously.

14. **Discussion and possible action on approving the installation and repair of the exhaust systems by MagneGrip Group at Station 81:** Chief Keller informed the Board that Firefighter McDonald budgeted to convert and repair the old filtration system that is currently installed at station 81.

Firefighter Gable informed the Board that the current system that is installed hasn't been used in several years due to the malfunction of the system.

Board Member Bateman made a motion to approve the installation and repair of the exhaust systems by MagnaGrip Group and Station 81 not to exceed \$70,000. Board Member Largent seconded. Motion passed unanimously.

15. **Discussion and possible action on ratifying the head gasket repair to E-822:** Chief Keller informed the Board that the head gasket repair for E-822 ended up costing more than his spending limit.

Board Member Largent made a motion to ratify the head gasket repair to E-822. Chairperson Welsch seconded. Motion passed unanimously.

**** Meeting adjourned for a break at 10:49 am**

**** Meeting reconvened at 10:57 am**

16. **Possible vote to go into Executive Session:** Chairperson Welsch made a motion to go into Executive Session per A.R.S. §38-431.03(A)(7): Purchase or trade of real estate and to include Realtor Pete Roulette, Chief Keller and Robyn Cook to provide information; Misty Weatherford to take the Minutes and all Board Members.

A. A.R.S. §38-431.03(A)(7): Purchase or trade of real estate

**** Regular Meeting adjourned at 10:59 am.**

**** Regular Meeting reconvened at 11:29 am.**

17. **Discussion, possible action or staff direction from the Executive Session:** Board Member Welsch directed Chief Keller and Realtor Pete Roulette to notify the seller of the property as discussed in Executive Session and to approve the Broker Exclusive employment agreement as well as staff to explore financing options. Board Member Bateman seconded. Motion passed unanimously.

18. **Future Agenda Items:** Audit; Badge pinning Firefighter Paisano; CON; Administrative Office; Code of Conduct & Holiday policy; Tower Project

19. **Adjournment:** Board Member Largent made a motion to adjourn the Regular Meeting at 11:33 am. Board Member Darby seconded. Motion passed unanimously.

Clerk

Brandi Satema