



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 9:02 am on Tuesday, February 18, 2020.

1. **Call to Order:** 9:02 am
2. **Roll Call of Board Members: Present:** Linda Welsch – Chairperson; Carol Keeton –Clerk; Brandi Bateman – Board Member; Justin Largent – Board Member in at 9:16 am; **Not Present:** Steve Darby – Board Member

Staff: Terry Keller – Fire Chief; Robyn Cook – Administrative Manager; Misty Weatherford – Payroll/Benefits Specialist; Daniel Elliott – Battalion Chief
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. **Call to the Public** – None
5. **Approval of Minutes**
 - A. **Regular Meeting Minutes on January 21, 2020:** Board Member Bateman made a motion to approve the Minutes from the Regular Meeting on January 21, 2020. Clerk Keeton seconded. Motion passed unanimously.
 - B. **Special Meeting Minutes on January 14, 2020:** Clerk Keeton made a motion to approve the Minutes from the Special Meeting on January 14, 2020. Board Member Bateman seconded. Motion passed unanimously.
 - C. **Special Meeting Minutes on January 29, 2020:** Clerk Keeton made a motion to approve the Minutes from the Special Meeting on January 29, 2020. Board Member Bateman seconded. Motion passed unanimously.
6. **Reports:**
 - A. **Fire Chief report was given by Chief Keller**
 - a. Cherry Creek Station Design Committee Update
 - b. Engine 821 Update
 - c. Engine 826 Update
 - d. Citizen's Bond Advisory Committee
 - e. AFDA Conference
 - f. CCFMD Awards Banquet
 - 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 Administrative Manager Robyn Cook

- a. Reconciliations
- b. Financials

7. Discussion and possible action on the approval of the financials for January 2020 for CCFMD:

Clerk Keeton made a motion to approve the financials for January 2020 for CCFMD. Board Member Largent seconded. Motion passed unanimously.

8. Budget Workshop - Revenue for FY Budget 20 – 21: Chairperson Welsch opened the Budget Workshop at 9:39 am.

Ms. Cook presented the Revenue for the upcoming 20-21 FY Budget. She stated that Ambulance Revenue is set for a 3% increase and the NAV report came in with only 4% increase instead of the projected 6%. Ms. Cook stated that we have lost over \$800,000 on assessed values on personal property tax.

After a brief discussion, Chairperson Welsch closed the Budget Workshop at 9:55 am.

9. Discussion, possible action or staff direction on the process for the Chief Keller's performance evaluation: Ms. Cook asked the Board if they wanted to continue using the same process as they have in the past for Chief Keller's performance evaluation.

The consensus of the Board was to continue with the same process and to have the evaluations to Chairperson Welsch by March 6th.

10. Discussion, possible action or staff direction on the Tower Project on Stardust Lane in Rimrock:

Chief Keller gave a brief overview of the Tower Project and informed the Board that he has spoken to Sunstate about building a tower as well as requested a quote to provide IT support for the District.

The consensus of the Board was to pursue other ideas and options for the Tower Project.

11. Update on the Bond Advisory Committee: Board Member Bateman informed the Board that the inaugural Bond Advisory Committee meeting was positive and would like to see more community members participate.

Chief Keller stated that he has reached out to try and get more support.

Chairperson Welsch stated that she didn't hear any scoffing and thinks the meeting went well.

Rimrock resident Ron Melcher stated that when he talks to the public, their concern is that they want to know where the surplus money from MRFD went when the merge happened and thinks that we need to better explain our finances to the public.

Chairperson Welsch stated that we need to educate the communities about the rumors that are circulating.

Clerk Keeton stated that the communities need to understand how the station on Cherry Creek will benefit the Rimrock/Lake Montezuma community.

Chief Keller informed the Board that the next Bond Advisory Committee meeting will be February 24, 2020.

12. **Discussion, possible action or staff direction on approving the contract with HighGround, Inc. for consulting services:** Chief Keller presented the contract with HighGround Inc. for consulting services.

Board Member Bateman stated that she has an issue approving a contract and paying for a month of services we may not be using and wanted to find out with we are able to do a month to month contract.

The direction of the Board was to inform HighGround Inc. of the actual call to election date and get clarification on the contract stipulations.

13. **Discussion and possible action on approving the repairs to E-831 for \$5861.65:** Board Member Bateman made a motion to approve the repairs to E-831 for \$5861.65. Board Member Largent seconded. Motion passed unanimously.

14. **Discussion, possible action or staff direction on the purchase of a Type 3 Engine and/or UTV Medical/REMS System for Wildland and District needs:** Tabled.

15. **Discussion, possible action or staff direction on the process for annexing property into the District:** Chairperson Welsch stated that we need to be looking for new sources of revenue and by annexing the properties that are outside of the fire district boundaries, but within the town boundaries will help.

Ms. Cook showed the Board the map of the fire district boundaries and the areas that we need to focus on annexing into the Fire District, which includes Forest Service property where the Verde Connect will pass through.

Chief Keller stated that there are three ways we can annex properties. We can send letters out and annex individually; we can do a blanket annexation for a whole area which will require 51% approval from the property owners or we can request the town to pass a resolution that will automatically annex all of the properties into the Fire District that is within the town boundaries.

Board Member Bateman stated that she feels that writing a letter to the Forest Service requesting to annex those parcels of land into Fire District would be a faster process.

Chief Keller will meet with the Town Manager to discuss the possibility of the town of Camp Verde passing a resolution to extend the Fire District boundaries.

16. **Discussion, possible action or staff direction on changing the following Human Resource Policies:**

- A. **Human Resource Policy 400.04 - Sick Leave:** Ms. Cook informed the Board that the policy change is minor and will reflect the process we currently use.

Leave. Board Member Bateman seconded. Motion passed unanimously.

17. **Future Agenda Items:** Annexations; Fire Chief Evaluation; Budget; Tower Project; Bond Advisory Committee update; HighGround Inc. Contract.

18. **Adjournment:** Board Member Largent made a motion to adjourn the meeting at 11:02 am. Chairperson Welsch seconded. Motion passed unanimously.

Clerk

