



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 9:02 am on Tuesday, March 17, 2020.

1. **Call to Order:** 9:02 am

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

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

Public: Ron Melcher - Rimrock

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 February 18, 2020:** Clerk Keeton made a motion to approve the Minutes of the February 18, 2020 with the corrections. Board Member Largent seconded. Motion passed unanimously.

B. **Special Meeting Minutes on February 24, 2020:** Clerk Keeton made a motion to approve the Minutes from the Minutes of the February 24, 2020. Board Member Largent seconded. Motion passed unanimously.

*** Chairperson Welsch stated that she was moving items around on the Agenda***

7. **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. Grant Season 2020
- f. CCFMD/VVFD Reserve Academy

6. **Presentation and Discussion from Paul Bentz of HighGround Inc on the Survey Instrument for the Citizens Bond Advisory Committee:** Mr. Bentz of HighGround Inc gave an overview of the Survey Instrument for the Citizens Bond Advisory Committee and explained the process for the Survey.

The Board discussed the survey questions and made a few changes.

10. Possible vote to go into Executive Session:

- A. A.R.S. §38-431.03(A)(1): Fire Chief Evaluation: Board Member Bateman made a motion to go into Executive Session regarding A.R.S. §38-431.03(A)(1): Fire Chief Evaluation and asked everyone to leave the room and they would call Chief Keller in when they were ready for him. Board Member Largent seconded. Motion passed unanimously.

****Note: Board Member Darby participated in the Executive Session only and by phone****

Regular Meeting adjourned at 9:47 am.

Regular Meeting reconvened at 10:38 am.

11. **Discussion, possible action or staff direction from the Executive Session:** Chairperson Welsch stated that overall Chief Keller is doing a great job and they are looking forward to the future.

- A. A.R.S. §38-431.03(A)(1): Fire Chief Evaluation

10. Possible vote to go into Executive Session:

- A. A.R.S. §38-431.03(A)(3): Discussion or consultation for legal advice with Bill Whittington

- B. A.R.S. §38-431.03(A)(4): Discussion and instruction to Bill Whittington.

Clerk Keeton made a motion to go into Executive Session regarding A.R.S. §38-431.03(A)(3): Discussion or consultation for legal advice with Bill Whittington and A.R.S. §38-431.03(A)(4): Discussion and instruction to Bill Whittington and to include Chief Keller and Robyn Cook for informational purposes; Misty Weatherford to take the Minutes; The Board Members and Mr. Whittington for legal advice. Chairperson Welsch seconded. Motion passed unanimously.

Chairperson Welsch advised every one of the confidentiality admonishment before entering into Executive Session.

Regular Meeting adjourned at 10:41 am.

****Board Member Bateman left the meeting at 10:47 am.**

Regular Meeting reconvened at 11:03 am

11. **Discussion, possible action or staff direction from the Executive Session:** Chairperson Welsch made a motion to direct the Chief Keller to work with Bill Whittington as discussed in Executive Session. Board Member Largent seconded. Motion passed unanimously.

- B. A.R.S. §38-431.03(A)(3): Discussion or consultation for legal advice with Bill Whittington
- C. A.R.S. §38-431.03(A)(4): Discussion and instruction to Bill Whittington

16. Discussion, possible action or staff direction on IT services and the quote from Sunstate Technology for IT Services: Ms. Cook introduced Brian and John from Sunstate Technology and presented the Board with quotes for IT services.

Brian and John discussed the quotes that were presented to the Board as well as the equipment that they maintain and provide to the District.

Ms. Cook stated that although we have two years left on the contract we will be able to void the contract. Merit is in violation of their contract by not having an IT person stationed in Camp Verde full time. She stated that the IT person is on in Camp Verde one day a week.

Chief Keller stated that we will need to send a letter informing Merit no later than May 1, 2020 and stated that the only concern he has is that there could possibly be an interruption in service.

Brian stated that there is possibility that there will be a temporary interruption of service.

After a brief discussion the Board gave direction to staff to start the process of switching IT services to Sunstate Technology.

7. Reports:

- B. Fire Marshal report was given by Fire Marshal Krebbs**
- C. Operations report was given by Chief Keller**
- D. Financial/Administrative**
 - a. Reconciliations
 - b. Financials

8. Discussion and possible action on the approval of the financials for February 2020 for CCFMD: Chairperson Welsch made a motion to approve the financials for February 2020 for CCFMD. Board Member Largent seconded. Motion passed unanimously.

9. Budget Workshop - Revenue and Wages & Benefits for FY Budget 20 – 21: Budget Workshop opened at 11:52 am.

Ms. Cook made changes to the step scale to include a 3% increase for the BC, Captain and Engineer. She also stated that the wages include the promotions and new hires for the new station.

Ms. Cook informed the Board that the Workman's Comp increase could potentially cost up to 300k annually. Ms. Cook and Chief Keller met with several districts to form a Fire District Workman's Comp pool that will help offset the costs.

Chief Keller stated that there is still an ongoing discussion with the administrators.

Ms. Cook stated that the PSPRS employer rate is going up ½% and Health Insurance premium is increasing 10%.

Chairperson Welsch closed the Budget Workshop at 12:11 pm.

12. **Update on the Bond Advisory Committee:** Chairperson Welsch informed the Board that things are moving along and agrees that we need to cancel the upcoming meeting.

Consensus of the Board is to cancel the March 23, 2020 Bond Advisory Committee meeting and reconvene April 20, 2020 due to the Covid-19 outbreak.

Chairperson Welsch would like Chief Keller to put out information to help educate the public on how Capital funds are spent.

13. **Discussion and possible action or staff direction on media releases for the Citizens Bond Advisory Committee and the General Obligation Bond process:** Chief Keller stated that he wanted to get permission from the Board for Chief Keller to type up media releases.

Clerk Keeton made a motion to elect Chairperson Welsch as the primary and Board Member Bateman as the secondary authority to give informational articles or press releases regarding the Bond. Board Member Largent seconded. Motion passed unanimously.

14. **Discussion and possible action or staff direction on Uni-Source extending the gas main to the Cherry Creek Property:** Ms. Cook stated that the bid to extend the gas main to the Cherry Creek Property was approximately \$25,000.

The recommendation from Chief Keller and Ms. Cook is to extend the gas main to Cherry Creek Property.

The consensus of the Board is to have Uni-Source extend the gas main to the Cherry Creek Property.

15. **Discussion, possible action or staff direction on the process for annexing property into the District:** Ms. Cook stated that the meeting with the town is scheduled for Friday March 20, 2020 at 9:00am at the Camp Verde Library 130 Black Bridge Road Camp Verde, AZ 86322.

Ms. Cook stated that the Fire District is the lead on the workshop since we are requesting to be the “designated fire district” for the Town of Camp Verde.

17. **Discussion, possible action or staff direction on approving the consent and waiver for Bill Whittington to represent Sedona Fire District for the submission of the Regional AFG with Copper Canyon Fire & Medical District and to ratify the consent and waiver Chief Keller signed for the submission:** Chief Keller informed the Board that this is just a formality for Mr. Whittington to represent both agencies.

Chairperson Welsch made a motion to approve the consent and waiver for Bill Whittington to represent Sedona Fire District for the submission of the Regional AFG and to ratify the consent and waiver Chief Keller signed for the submission.

18. **Future Agenda Items:** Budget; Tower; Executive Session for Fire Chief’s Wages.

19. **Adjournment:** Board Member Largent made a motion to adjourn the Regular Meeting at 12:32 pm. Chairperson Welsch seconded. Motion passed unanimously.

Clerk

Carol Keeton