



Copper Canyon Fire & Medical District

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

MINUTES OF THE 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, June 22, 2021.

1. **Call to Order:** 9:01 am
2. **Roll Call of Board Members:** Linda Welsch – Chairperson; Carol Keeton – Clerk; Steve Darby – Board Member; Justin Largent – Board Member; Not Present: Brandi Bateman – Board Member

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

Others Present: Bill Whittington – Attorney

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. **Possible vote to go into Executive Session:**
 - A. A.R.S. §38-431.03(A)(3)(4): Legal Advice and Direction to Attorney
 - B. A.R.S. §38-431.03(A)(7): Sale of Real Estate

Chairperson Welsch informed every one of their statement of confidentiality pertaining to the Executive Session and to include Chief Keller for informational purposes; Robyn Cook for informational purposes and to take the Minutes; Mr. Whittington for Legal Advice and all of the Board Members present.

Board Member Largent made a motion to go into Executive Session per A.R.S. §38-431.03(A)(3)(4): Legal Advice and Direction to Attorney and A.R.S. §38-431.03(A)(7): Sale of Real Estate. Chairperson Welsch seconded. Motion passed unanimously.

**Adjourned the Regular Meeting to Executive Session at 9:03 am.

** Board Member Darby left the meeting at 10:41 am.

** Reconvened the Regular Meeting at 10:46 am.

6. **Discussion and possible action from Executive Session:**
 - A. **A.R.S. §38-431.03(A)(3)(4): Legal Advice and Direction to Attorney:** No action taken
 - B. **A.R.S. §38-431.03(A)(7): Sale of Real Estate:** Chairperson Welsch made a motion to proceed as discussed in Executive Session. Clerk Keeton seconded. Motion passed unanimously.

7. Approval of Minutes:

- A. Regular Meeting Minutes May 18, 2021:** Clerk Keeton made a motion to approve the Minutes from the Regular Meeting on May 18, 2021. Board Member Largent seconded. Motion passed unanimously.
- B. Special Meeting Minutes June 1, 2021:** Chairperson Welsch made a motion to approve the Minutes from the Special Meeting on June 1, 2021. Clerk Keeton seconded. Motion passed unanimously.
- C. Special Meeting Minutes June 8, 2021:** Clerk Keeton made a motion to approve the Minutes from the Special Meeting on June 8, 2021. Board Member Largent seconded. Motion passed unanimously.

8. Reports:

- A. Fire Chief report was given by Chief Keller.**
- B. Operations report was given by Battalion Chief Elliott.**
- C. Fire Marshal report was given by Chief Keller**
- D. Financial / Administrative report was given by Robyn Cook.**
 - a. Reconciliations
 - b. Financials: Ms. Cook informed the Board that Property tax Revenue was \$188,745 and FDAT was at \$24,229 for April and Ambulance Revenue collected was \$176,942. Ms. Cook also stated that we should be at 92% expended and are currently running around 83% expended.

- 9. Discussion and possible action on the approval of the financials for May 2021:** Board Member Largent made a motion to approve the financials for May 2021. Clerk Keeton seconded. Motion passed unanimously.

- 10. Discussion and possible action on allowing the Chief to use the "Rule of Three" for new hires and promotions per HR Manual Policies 100.02 Recruitment & Selection and 300.10 Promotions:** Tabled.

- 11. Budget Workshop:** Chairperson Welsch opened the Budget Workshop at 11:02 am.

Chairperson Welsch asked why Rebound was not included in the Budget and stated that she had expected to see the contract on the Agenda for the Board to discuss.

Ms. Cook informed the Board that Workman's Comp insurance went up and they did not include the renewal for the Rebound contract. She also stated that we do not currently have a contract in place so Rebound has stopped allowing the employees to use it.

Chief Keller stated that we could look at adding it back in the following Budget year.

Ms. Cook informed the Board that we should get a deposit from the Safe & Smart AZ Taxes on June 29, 2021.

With no further discussion, Chairperson Welsch closed the Budget Workshop at 11:12 am.

12. Discussion and possible action on the HR Manual Policies:

- A. Remove 400.22 Earned Paid Sick Time:** Ms. Cook informed the Board that this was just a formality from the last Board Meeting.

Clerk Keeton made a motion to remove 400.22 Earned Paid Sick Time from the HR Manual Policies. Board Member Largent seconded. Motion passed unanimously.

- B. 300.13 Mandatory OT:** Chief Keller informed the Board that Mandatory Overtime has only been utilized one time in the last month.

Battalion Chief Elliott stated that more people are picking up overtime shifts as opposed to mandatory overtime.

Clerk Keeton stated that we should continue to monitor the usage.

There was no further discussion.

- 13. Discussion and possible action on the Tower Project on Stardust Lane in Rimrock:** Chief Keller informed the Board that Mr. Giovanni is setting up IT for all the nearby fires and hasn't responded back at this point.

No further discussion.

- 14. Discussion and possible action on approving the extension for the Emergency Dispatch Services:** Ms. Cook informed the Board that this was just for the IGA Renewal for Emergency Dispatch Services.

Board Member Largent made a motion to approve the extensions for the Emergency Dispatch Services. Clerk Keeton seconded. Motion passed unanimously.

- 15. Discussion and possible action on working with the Town of Camp Verde to explore the opportunity to build a joint Police and Fire Administration Facility:** Chairperson Welsch informed the Board that she, Chief Keller and Ms. Cook had attended meetings with the Marshal and stated that they had proposed a joint Police and Fire Administration Facility and the approximate cost would be \$312,000 annually for 20 years.

After further discussion, with the data provided the consensus was to not move forward on working with the Town of Camp Verde to build a joint Police and Fire Administrative Facility.

- 16. Future Agenda Items:** "Rule of Threes"; Tower Project

- 17. Adjournment:** Board Member Largent made a motion to adjourn the meeting at 11:32 am. Clerk Keeton seconded. Motion passed unanimously.

Clerk

