



Copper Canyon Fire & Medical District

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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, September 21, 2021.

1. **Call to Order:** 9:00 am
2. **Roll Call of Board Members:** Linda Welsch – Chairperson; Steve Darby – Board Member; Brandi Bateman – Board Member; Carol Keeton – Clerk; **Not Present:** Justin Largent – Board Member

Staff Present: Terry Keller – Fire Chief; Robyn Cook – Administrative Manager; Misty Weatherford – Payroll/Benefits; Eric Strauss – Battalion Chief; Adam Senger – Captain; Jake Fitzgerald – Engineer; Tyler Rezzonico – Captain; Jon Carrillo – Engineer; Greg Hopf – Captain; Taylor Hammond – Firefighter; Tanner Rezzonico – Firefighter; Randy Justus – Firefighter; Brady Elliott – Firefighter; Jon Gable – Firefighter; Ian Haney – Firefighter; Patrick Moran – Firefighter; Austin Stutzman – Firefighter; Nic Dubs – Engineer; Clint Gillespie – Engineer; Ricardo Macahado - Firefighter

Others Present: Alejandra Machado; Ricardo Machado; Ruben Machado; Blanca Machado; Blanca Machado; Sophia Machado; David Renova; Miriam Renova; Maria Machado.

3. Salute to the flag of the United States of America and Moment of Silence to Honor all Military, Firefighters, and Police Officers in service to our country. Please also take a moment to remember former Camp Verde Board Chair Gwen Gunnell who recently passed.
4. **Sworn In:**
 - A. Ricardo Machado was sworn in by Chief Keller.
5. **Badge Pinning:**
 - A. Ricardo Machado was pinned by his wife, Alejandra and son, Ricardo.
6. **Call to the Public:** none
7. **Approval of Minutes:**
 - A. **Regular Meeting Minutes August 17, 2021:** Board Member Bateman made a motion to approve the Minutes from the Regular Meeting on August 17, 2021. Clerk Keeton seconded. Motion passed unanimously.
8. **Reports:**
 - A. Fire Chief's report was given by Chief Keller
 - B. Operations report was given by Chief Keller
 - C. Fire Marshal's 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 higher than expected at \$24,870 and FDAT was at \$2,310 for August and Ambulance Revenue collected was \$188,421. Revenue collection for the month was at 52%. Ms. Cook also stated that we should be at 17% expended and are currently running around 36% expended, which is due to the purchases made for the Chery Creek fire station.
9. **Discussion and possible action on the approval of the financials for August 2021:** Board Member Bateman made a motion to approve the financials for August 2021. Clerk Keeton seconded. Motion passed unanimously.
10. **Discussion and possible action on the CCFMD wage scale and adjusting the Administrative Manager and Fire Marshal wages to the Division Chief scale and to possibly adjust their wages:** Chief Keller informed the Board that the reason that he put this on the agenda was because he feels that the Fire Marshal and the Admin Manager do currently perform at a Battalion Chief level with their level of responsibilities and potential liabilities. He also stated that the logic behind it was the scope and scale of work that they do and fears that the organization will have trouble finding these positions in the future if we don't increase the wages.

Board Member Bateman stated that we want to pay our people the best that we can and to provide training to them but had concerns with not addressing this during the budget process and feels that this is not the time to give raises like this when we owe the county almost \$1.4 million.

Board Member Darby agreed that this is not the timing to be giving raises and we should look at revamping the salaries during the budget process.

Clerk Keeton stated that she isn't fully aware of all the different things that a Fire Marshal does but thinks we should look at the whole salary picture.

Chairperson Welsch stated that we should have looked at the salaries during the budget process and stated that the Board is also at fault and does not want to see key people leave. She also stated that we didn't pay the Fire Marshal as much of a salary because he did not come in with all the qualifications needed for the position.

Chief Keller stated that he would like to change the Fire Marshal to a Division Chief rank so that they had the same rank as a Battalion Chief, and they have rank to direct the line staff and because of the level of responsibility he bears.

Board Member Bateman stated that in terms of wages, we started the Fire Marshal because there were gaps with certifications. But he is currently working on self-improvement and gaining more knowledge and getting the training necessary we do need to look at moving him up to the Division Chief scale.

Clerk Keeton asked if we that we could do a mid-year budget and start a salary review of all positions.

Chief Keller stated that it is hard to compare us to larger agencies and need to do more of a broad-spectrum study of the step scale. He also stated that he fears of losing people and is trying to protect the district today and in the future.

Board Member Darby asked if we should do our own salary survey.

Robyn Cook informed the Board that she spoke to Brenda Tranchina about a salary survey and stated that they would need to give her all the parameters for our district to determine where she compiles the salaries from.

Chairperson Welsch stated that we can't compare to larger districts.

Board Member Darby stated that the Fire Marshal is grossly underpaid.

Clerk Keeton stated that she only agrees to increase these positions if we look at the whole picture for all positions.

Robyn Cook stated that we adjusted the step scale three years ago and we don't have enough in the budget to increase all the positions. She also stated that she would prefer that Brenda Tranchina do the salary survey for \$5,000 because she has a lot of contacts and could put in all the parameters that are needed to compare with other agencies.

Board Member Darby stated that before we can assume that these positions are underpaid, we need to get a salary survey that fits our current situations.

Ms. Cook stated that she thinks that her current pay is fine but agrees with Chief Keller that she should have the same rank as a BC because sometimes suppression does not want to listen to what she says because she is not in the chain of command and does not have any rank.

Board Member Bateman wanted to have Brenda Tranchina attend a meeting either in person or zoom and discuss the data that we need to provide to her.

Engineer Fitzgerald informed the Board that when he saw the agenda, it created questions from the staff, he stated that the Fire Marshal and Admin Manager got a step increase in July but comparing their positions to larger agencies to justify that they should get a huge increase while you compare the suppression wages to an agency like Hellsgate Fire is frustrating and to think that we can just scrounge up \$6 - \$7 thousand dollars in increases when we couldn't afford the Rebound program which could be benefiting us with the number of staff that are on light duty right now. He stated that he just wanted to make sure this was considered and discussed before moving forward. He also stated that he would agree that the Fire Marshal is really involved in the community, and we do not want to say these positions don't deserve to be compensated for the jobs they do and if Chief feels that they work hard and deserve more money, then we need to take that into consideration as well.

Captain Rezzonico stated that Admin is always preaching to the crews about our budget and being fiscally responsible. He stated that this was a hard pill to swallow because the Fire Marshal does do a lot and is out in the community, but he doesn't currently meet all the qualifications needed for his position. He also stated that we currently don't allow staff to test for positions within the agency because they don't meet all the qualifications and now, we are going to reward others when they don't have the qualifications. He also stated that he isn't saying that the Fire Marshal does not deserve to be paid more, but then so does everyone else that is overqualified for their positions.

Chairperson Welsch stated that the Board is more aware, and we need to study the wages, but we need to look at every position and we should start at the six-month mark.

Board Member Bateman stated that she would like to have it on next month's Agenda.

Board Member Darby asked if would need to form a committee to do a wage study?

Robyn Cook stated that someone would need to answer questions for Brenda so that she can determine what kind of comprehensive wage study and then she could give us a few different presentations.

Board Member Darby volunteered to serve as a board representative on the committee.

The consensus of the Board was to direct Chief Keller to add this to the agenda and form a committee to research; make a determination on conducting a salary survey which includes getting a quote from Brenda Tranchina for said survey and for the committee to make a recommendation to the Board.

11. **Update, discussion and possible action on renovating or updating the administrative office:** The Board did not discuss and stated there is no need to add to next agenda, no further discussion.
12. **Tour, discussion and possible action on the construction at the Cherry Creek Fire Station:** Chief Keller requested that the Board tour the facility and discuss any questions they may have.

Chairperson Welsch stated that she would like there to be an air lock system between the bay and the living quarters because she is concerned with the toxins from the bay entering the living quarters. Firefighter Dubs stated that an air curtain could be installed outside of the bay door before entering the building.

Captain Gable stated that he was under the impression that the station design committee had planned for there to be a fan installed.

Chief Keller stated that he would look into a fan system.

13. **Future Agenda Items:** Brenda Tranchina – Salary survey
14. **Adjournment:** Clerk Keeton made a motion to adjourn the meeting at 10:20 am. Board Member Darby seconded. Motion passed unanimously.

Clerk

