



# Copper Canyon Fire & Medical District

26B Salt Mine Road, Camp Verde, AZ 86322  
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**REGULAR BOARD MEETING**  
**Station 81 – 494 S. Main Street, Camp Verde**  
**Tuesday, February 15, 2022 / 9:00 am**  
**~ MINUTES ~**

1. **Call to Order:** Pursuant to notice, a Regular Meeting of the Copper Canyon Fire & Medical District was called to order by Chairperson Linda Welsch at 9:00 am on Tuesday, February 15, 2022. Payroll/Benefits Assistant Kerrie Tarver recorded the minutes. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business.
2. **Roll Call of Board Members** Linda Welsch – Chairperson; Carol Keeton; Justin Largent; Steve Darby (9:19 am) – Members. **Not Present** – Brandi Bateman – Clerk.

**Staff Present:** Fire Chief Terry Keller; Battalion Chief Dale Duns; Administrative Manager Robyn Cook; Fire Marshal Ken Krebs; Captain Mike Loza; Engineer Jake Fitzgerald; Firefighters Hector Contreras, James Pisano, Ricardo Machado; Payroll/Benefits Assistant Kerrie Tarver - Recorder

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.**  
Chairperson Welsch led the pledge of allegiance followed by a moment of silence.
4. **Call to the Public** – There were no requests to speak.
5. **Approval of Minutes**
  - A. **Regular Meeting Minutes for January 18, 2022.**  
*Board Member Keeton made a motion to approve the meeting minutes of the January 18, 2022, regular meeting. Board Member Largent seconded, there was no further discussion and the motion passed unanimously.*
  - B. **Executive Session Minutes for January 18, 2022.**  
Tabled

6. **Reports:**

- A. **Fire Chief**
- B. **Operations**
- C. **Fire Marshal**
- D. **Financial/Administrative**

Chief Keller delivered the fire chief's report, topics included apparatus information, funding, legislature, Insurance Services Office (ISO), shared services, Cherry Creek Vineyard, and grants. There was a discussion regarding the progress of the Cherry Creek Vineyard development.

Chief Duns provided the operational report, which included call volume, response times, and a structure fire. There was a discussion regarding the district's involvement in the officer shooting incident and having three engine companies working the fire incident.

Fire Marshal Krebbs discussed investigations, a possible grant for Knox boxes for the elderly, workforce housing, and potential growth in the area.

Board Member Darby joined the meeting at 9:19 am.

Ms. Cook provided the financial report and reviewed the Arizona Sales Tax for Fire District Funding Initiative. There was a discussion on the fuel usage, invoicing from the county, and options for potentially reducing costs.

7. **Discussion and possible action on the approval of the financials for January 2022.**

***Chairperson Welsch made a motion to approve the financials for January 2022. Board Member Darby seconded, there was no further discussion and the motion passed unanimously.***

8. **Budget Workshop – Revenue and Expenses**

Ms. Cook provided information about the Net Assessed Value (NAV) report. She discussed the changes in revenue which included the increase to the cap of the mil rate from \$3.25 to \$3.375, reduced commercial rate, and Fire District Assistance Tax (FDAT). There was a discussion regarding the unpredictability of funding due to upcoming legislation, the budget is based on a \$3.25 tax levy, and the Board can choose to raise the tax levy to \$3.375 if it chooses.

Ms. Cook reviewed the revenue changes to the 2023 budget and discussed the basis for the changes. Wages and benefits are to be discussed at the March meeting which includes 3% cost of living allowance (COLA), step raises, adjustments to the Fire Marshal and Administrative Manager wages, and adding a Fire Inspector position. Budget expenditures are due by the end of March for discussion in April.

9. **Discussion, update, and possible action on the tower project on Stardust Circle.**

The project is progressing, and billing will begin in March per the agreement.

10. **Discussion and possible action on changing the time and day of Board Meetings.**

The topic was requested at the January meeting due to public comment. The Board inquired about complaints and the basis for the request. The request was based on accommodating the citizens to allow the opportunity to attend meetings. There was a discussion regarding Board Member availability for later times, accessing meetings via technology, financial impact to the district, and scheduling special meetings for hot topics.

The Board chose to place the item on next month's agenda for further discussion and to obtain Clerk Bateman's input.

11. **Discussion and possible action on approving the Election Services IGA with Yavapai County Board of Supervisors and Yavapai County Recorder.**

The Intergovernmental Agreement (IGA) is necessary for the upcoming election. If the election is cancelled, there is no cost incurred. The fee is based on the number of voter turnout.

***Board Member Keeton made a motion to approve the Election Services IGA with Yavapai County Board of Supervisors and Yavapai County Recorder as it stands. Board Member Darby second, there was no further discussion and the motion passed unanimously.***

Board Member Largent excused himself from the meeting (10:08 am).

12. **Discussion and possible action on the Fire Marshal presentation on the marijuana grow facilities in the District.**

Tabled. Item to be revisited after the budget approval cycle is complete.

13. **Discussion and possible action on updating HR Manual Policy:**

A. **300.03 Employment Categories**

The full-time hours were adjusted to align with the Affordable Care Act (ACA) requirements.

***Board Member Darby made a motion to approve HR Policy 300.03 Employment Categories policy changes. Board Member Keeton seconded, there was no further discussion and the motion passed unanimously.***

14. **Discussion and possible action on options, opportunities, and ideas on the Administrative Offices and Copper Canyon Family Dental.**

Chief Keller informed the Board that the Dentist was interested in purchasing the property on Salt Mine Rd. There was a discussion regarding possible options for the administrative office location including the public safety building with the Town, rebuilding the office at the existing location, Howards Rd, and other commercial properties for sale. Chief Keller will continue dialogue with the Town regarding the public safety building. There were concerns about committing to anything based on potential funding. The item will be placed on the March agenda for further discussion.

15. **Future Agenda Items**

Approval of Executive Session Minutes for January 18, 2022.

Discussion and possible action on changing the time and day of Board Meetings.

Discussion and possible action on options, opportunities, and ideas on the Administrative Offices

Discussion, update, and possible action on the tower project on Stardust Circle.

Budget Workshop

16. **Adjournment**

***Board Member Darby made a motion to adjourn the meeting at 10:39 am. Clerk Keeton seconded, there was no further discussion and the motion passed unanimously.***

Original signed by Brandi Bateman

Brandi Bateman, Clerk