

# Copper Canyon Fire & Medical Authority

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## MINUTES OF THE REGULAR BOARD MEETING OF THE COPPER CANYON FIRE & MEDICAL AUTHORITY July 7, 2016

Pursuant to notice, a regular meeting of the CCFMA (Copper Canyon Fire & Medical Authority) was called to order at 8:35 am on Thursday, July 7, 2016.

**Present:** George Kleindienst – Chairperson; Carol Keeton – Clerk; Ken Krebbs – Board Member; David Curtis – Board Member **Not Present:** Robert Satran – Board Member

**Staff:** Terry Keller – Fire Chief; Robyn Cook – Administrative Manager; Misty Weatherford – Administrative Accounts Assistant;

**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:** led by Chairperson Kleindienst

**Call to the Public:** none

**5) Discussion, possible action or staff direction on approving the contract with Collection Agency of the High Country, Inc. for collection services:** Chief Keller stated that CVFD currently uses Collection Agency of the High Country, Inc. for collection services and are pleased with them.

Clerk Keeton made a motion to approve the contract with Collection Agency of the High Country, Inc. for collection services. Board Member Curtis seconded. Motion passed unanimously.

**6) Discussion, possible action or staff direction on approving the Intergovernmental Agreement with Yavapai Apache Nation for fire protection services for the Cliff Castle Casino and surrounding properties, Resolution 2016 – 005:** This item was tabled.

**7) Discussion, possible action or staff direction on approving the following Human Resource Manual Policies:**

- A) Holiday
- B) PTO
- C) Catastrophic Time-Off (CAT)
- D) Overtime and Compensatory Time
- E) Americans with Disabilities Act (ADA) Reasonable Accommodation
- F) Arrest for DUI
- G) Attendance and Punctuality
- H) Bulletin Boards
- I) Compulsory Leave of Absence
- J) Corrective Action Disciplinary Process

With no changes for the stated policies, Board Member Curtis made a motion to approve the **Holiday; Americans with Disabilities Act (ADA) Reasonable Accommodation; Arrest for DUI;**

**Attendance and Punctuality; Bulletin Boards; Compulsory Leave of Absence and Corrective Action Disciplinary Process** as presented. Clerk Keeton seconded. Motion passed unanimously.

**PTO Policy:** Chief Keller informed the Board that the MRFD employees currently use PTO and CVFD employees use sick / vacation. He made adjustments to the policy to streamline between both agencies. He stated that PTO helps people manage they're time as well as cuts down on sick leave abuse.

Chairperson Kleindienst stated that there needs to be a compromise between the two stations.

Fire Marshal Gagnon stated that by switching to PTO is only allows for 1 extra day a year to use. She stated that she is mom and uses her sick time when her kids are ill.

Kerrie Tarver stated that her husband works 48 hour shifts and has to be available when her kids are sick and doesn't necessarily choose to take them to the Dr. for fevers.

Daniel Elliott stated that he has issues with the low cap for the Catastrophic Sick leave.

Chairperson Kleindienst stated that it would be better to move the MRFD employees to the vacation and sick policy that CVFD currently has in place.

Board Member Curtis stated that the Board should adopt CVFD's sick and vacation policies and rework and bring back to the Board.

Chairperson Kleindienst made a motion to adopt the CVFD sick and vacation policies with a one-time option to migrate time from PTO to their sick leave bank at a 3 :1 ratio (not included in policy) and to move item 'P' from the sick leave policy to the vacation policy.

**Catastrophic Time-Off (CAT):** Chairperson Kleindienst made a motion to adopt CVFD's sick leave policy and to take item 'P' out. Clerk Keeton seconded. Motion passed unanimously.

**Overtime and Compensatory Time:** Chief Keller informed the Board that this policy has not changed. Chairperson Kleindienst made a motion to adopt the overtime and compensatory time policy. Board Member Curtis seconded. Motion passed unanimously.

**8) Adjournment:** Chairperson Kleindienst made a motion to adjourn the meeting at 10:04am. Clerk Keeton seconded.

Carol Keeton – Clerk