

# Copper Canyon Fire & Medical Authority

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## MINUTES OF A SPECIAL BOARD MEETING OF THE COPPER CANYON FIRE & MEDICAL AUTHORITY May 25, 2016

Pursuant to notice, a regular meeting of the CCFMA (Copper Canyon Fire & Medical Authority) was called to order at 8:00 am on Wednesday, May 25, 2016.

**Present:** George Kleindienst – Chairperson Carol Keeton – Clerk; Robert Satran – Board Member; David Curtis– Board Member; Ken Krebbs – Board Member

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

### Others Present:

**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 George.

**Call to the Public:** none

**5) Discussion, possible action or staff direction on approving Resolution 2016 – 001 authorizing the Copper Canyon Fire & Medical Authority to enter into a Joinder Agreement with the Arizona Public Safety Personnel Retirement System:** Chief Keller informed the Board that a new Resolution would need to be approved in order to move forward with joining Arizona Public Safety Personnel Retirement System.

Clerk Curtis made a motion to approve Resolution 2016-001 authorizing CCFMA to enter into a Joinder Agreement with the Arizona Public Safety Personnel Retirement System. Board Member Satran seconded. Motion passed unanimously.

**6) Discussion, possible action or staff direction on approving the Joinder Agreement with the Arizona Public Safety Personnel Retirement System:** Chief Keller stated that the Board would need to approve the Joinder Agreement with Arizona Public Safety Personnel Retirement Center to open the new accounts for CCFMA.

Board Member Krebbs made a motion to approve the Joinder Agreement with the Arizona Public Safety Personnel Retirement System. Clerk Keeton seconded. Motion passed unanimously.

**7) Discussion, possible action or staff direction on approving the quote with Cindy Elbert Insurance Services for liability insurance for the Authority:** Chief Keller informed the Board that the quote is that same coverage as we currently have with a 30% savings by combining the two agencies together.

Clerk Keeton made a motion to approve the quote with Cindy Elbert Insurance Services for liability insurance for the Authority. Board Member Krebbs seconded. Motion passed unanimously.

**8) Discussion, possible action or staff direction on workman's compensation insurance for the Authority:** Chief Keller informed the Board that he is currently searching for different options for workman's compensation insurance including forming a pool for workman's compensation with twelve other districts.

The quote received from Copper Point was for \$189,000.

**9) Discussion, possible action or staff direction on giving Chief Keller authority to approve non-monetary contracts for the Authority:** Chief Keller requested that the Board give him the authority to approve non-monetary contracts for the Authority as was previously established by the CVFD Board.

Board Member Curtis made a motion to give Chief Keller the authority to approve non-monetary contracts for the Authority. Board Member Krebbs seconded. Motion passed unanimously.

**10) Discussion, possible action or staff direction on approving the contract with Honor Health for medical direction for the Authority:** Chief Keller informed the Board that Camp Verde Fire is already using Honor Health as their base hospital and Montezuma Rimrock is currently using VVMC. He stated that he wanted both agencies to use the same base hospital and MRFD was planning to switch on July 1.

The Board gave direction to Chief Keller to approve the contract with Honor Health for medical direction for the Authority.

**11) Discussion, possible action or staff direction on opening three bank accounts (EMS, Payroll, Miscellaneous) with National Bank of Arizona and designating the authorized signers for the accounts:** Ms. Cook informed the Board that the National Bank requires a motion to authorize opening accounts as well as designating signers for the accounts.

Board Member Satran made a motion to open EMS, Payroll and Miscellaneous accounts with National Bank of Arizona and to have Chief Keller, Robyn Cook, Robert Satran, Ken Krebbs, George Kleindienst, Dave Curtis and Carol Keeton authorized as signers. Chairperson Kleindienst seconded. Motion passed unanimously.

**12) Discussion, possible action or staff direction on establishing a fuel credit card account for purchases for the Authority:** Ms. Cook informed the Board that MRFD currently has a fuel credit card account with Shell gas station and CVFD uses Chevron. She stated that we need the Boards approval to close those current accounts and open a new account.

Board Member Krebbs made a motion to close the current fuel credit card accounts and to open a new fuel credit card account. Clerk Keeton seconded. Motion passed unanimously.

**13) Discussion, possible action or staff direction on establishing a Master Card or Visa credit card account for purchases for the Authority and designating the card holders:** Ms. Cook informed the Board that each fire district (CVFD and MRFD) will need to keep a credit card open for trainings and expenses.

She stated that current cardholders for CVFD are Chief Keller, Robyn Cook and the Engine Bosses Jon Hilton and Greg Hopf, and for MRFD is Chief Keller. Ms. Cook also stated that Chief Keller would like the Battalion Chief's to also have a card.

Board Member Krebbs made a motion to establish new credit card account for CCFMA and to allow cards to be issued to Chief Keller, Robyn Cook, Jon Hilton, Greg Hopf, Steve Sarkesian, Eric Strauss and Dale Duns. Board Member Curtis seconded. Motion passed unanimously.

**14) Budget Workshop – Discussion on the 2016 – 2017 fiscal year budget:** Chief Keller stated that the draft budget has preliminary numbers for YAN and FDAT.

Chief Keller informed the Board that the projected budget includes an IT proposal from Merit to hire a designated local IT person as well as a new phone system and a faster internet service. Chief stated that the amount will increase approximately \$4000 for the year.

Board Member Curtis stated that he wants CCFMA to transition to new uniforms, apparatus and building signage sooner rather than later.

Chief Keller stated that he was planning on waiting to change the names on buildings.

The board directed Ms. Cook to include costs in the budget for uniforms, apparatus and building signage and the water line placement from the new hydrant at Station 71 to connect to the building for the sprinkler system.

**Next CCFMA Special Meeting – May 31, 2016 at 8:00 a.m. to be a CVFD.**

**15) Adjournment:** Clerk Keeton made a motion to adjourn the meeting at 9:40am, Board Member Satran seconded.

Carol Keeton – Clerk