



Copper Canyon Fire & Medical Authority

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MINUTES OF THE REGULAR BOARD MEETING OF THE COPPER CANYON FIRE & MEDICAL AUTHORITY August 18, 2016

Pursuant to notice, a regular meeting of the CCFMA (Copper Canyon Fire & Medical Authority) was called to order at 10:19am on Thursday, August 18, 2016.

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

Staff: Terry Keller – Fire Chief; Robyn Cook – Administrative Manager; Misty Weatherford – Administrative Accounts Assistant; Kerrie Tarver – Administrative Support Specialist; Daniel Elliott – Captain; Adam Senger – Firefighter; Charles Miller – Captain; Eric Strauss – Battalion Chief.

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) Approval of Minutes Board Clerk Keeton made a motion to approve the Minutes from the Regular Meeting on July 21, 2016. Board Member Satran seconded. Motion passed unanimously.

6A) Fire Chief's Report:

A: Battalion Chief's Report: Chief Strauss reviewed the significant calls and timeline for implementing SOGs. Chief Keller discussed the following:

Yavapai Apache Nation – continued dialogue about constructing a fire station

Station 82 Waterline Extension – contractor has been selected and getting bonded

SR260 – Waterlines are currently being re-routed in areas of roundabouts anticipate construction to begin this fall or early winter.

MRFD "Extra" Real Estate – upon transferring all real estate to CCFMA, it was discovered that MRFD owns a parcel of land he was unaware of. After research is conducted to determine value and whether it is covered under the lease for this land or if it can be liquidated, it will be brought back to the board for discussion and possible action.

Wildfire Deployments – Two Medics deployed to Pioneer Fire near Boise, ID. To date, billed \$73k of wildland billing which includes payroll and is not net pay.

Area Development – New Commercial on Finnie Flat: Circle K, O'Reilly's, Dollar General (Verde Lakes). Elk Creek Subdivision and Simmington Ranch in for final plat. MRFD is seeing new homes submitted for permits.

A Hot Time with the Firefighters – Saturday October 22. Benefits CCFMA, WFD, and SFD as well as Sedona Verde Valley Firefighter's Charity.

6B Financial Report: Ms. Cook reviewed the financials for the month of July.

7) Discussion, possible action or staff direction on approving the July 2016 Financial Reports.: Board Clerk Keeton made a motion to approve the July 2016 Financial Report Board Member Curtis seconded. Motion passed unanimously.

8) Discussion, possible action or staff direction on adopting the Fee Schedule for Non-Resident billing and the Fee Schedule for Fire Code Plan Reviews, Inspections and Permits.: Chairperson Kleindienst made a motion to adopt the Fee Schedule for Non Resident billing and the Fee Schedule for Fire Code Plan Reviews, Inspections and Permits. Member Krebs seconded. Motion passed unanimously.

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

- A) Employment at Will
- B) Recruitment and Selection
- C) Notices and Review of Employment Examination Records
- D) Employment Eligibility List
- E) Temporary – Acting Appointments
- F) Employment of Relatives
- G) Immigration Reform Control Act (IRCA) of 1986
- H) Probationary Period
- I) Personnel Records
- J) Termination of Employment
- K) Reduction in Force – Layoff
- L) Exit Interviews
- M) Physical Examinations
- N) Residency Requirements
- O) Code of Employee Relations
- P) Equal Employment Opportunity
- Q) Workplace Violence
- R) Open Door Policy: Solving Employee Concerns
- S) Grievance Rights
- T) Standards of Conduct
- U) Drug and Alcohol Testing
- V) Health Insurance Portability and Accountability Act
- W) Conflict of Interest/Outside Employment
- X) Fraternalization
- Y) Uniforms and Grooming Standards
- Z) Housekeeping and Basic Maintenance
- AA) Tobacco Use
- BB) Visitors
- CC) On-Duty Down Time Activities

Chief Keller stated that the format was the only change to the above policies.

Board Member Curtis made a motion to approve the Human Resource Manual Policies as listed A – CC. Chairperson Kleindienst seconded. Motion passed unanimously.

10.) Update on the CON process: Chief Keller updated the board on the progress for the CON. The financials are prepared, AWR has stated in an email that they will not contest the CON but has not received a letter stating so. Chief from Pine/Strawberry stated he will provide a letter that they will not contest the CON. Taking the opportunity to clean up the CON boundaries but if it holds the process up the overlapping of service area with neighboring CONs will remain in place.

11.) Future Agenda Items: Discuss or obtain information on vehicle maintenance and retro fitting Engine 811 with air seats.

14.) Adjournment:

Chairperson Kleindienst made a motion to adjourn the regular meeting at 11:10am. Board Member Satran seconded. Motion passed unanimously.

Carol Keeton – Clerk