



Copper Canyon Fire & Medical Authority

26B Salt Mine Road, Camp Verde, AZ 86322
Phone (928) 567-9401

MINUTES OF THE REGULAR BOARD MEETING OF THE COPPER CANYON FIRE & MEDICAL AUTHORITY September 15, 2016

Pursuant to notice, a regular meeting of the CCFMA (Copper Canyon Fire & Medical Authority) was called to order at 10:30am on Thursday, September 15, 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; Steve Sarkesian – Battalion Chief, Mike Loza - Captain.

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) **Badge Pinning:**

A) Captain Mike Loza; Mike was pinned by his wife Becky Loza

6) **Approval of Minutes**

A) Regular Meeting on August 18, 2016 Board Clerk Keeton made a motion to approve the Minutes from the Regular Meeting on August 18, 2016. Board Member Krebs seconded. Motion passed unanimously.

7A) **Fire Chief's Report:**

Chief Keller presented the board with the Chief's report:

- **ISO Visit Preparations:** Visit scheduled for September 21, 2016, supposed to be Camp Verde but in reality a combined audit.
- **CVFD/MRFD Auxiliaries:** exploring ways of cooperating.
- **Verde Valley Training Committee:** A large drill is being planned which will simulate a large multi-casualty on Interstate 17. This drill will involve Cottonwood Dispatch, DPS, YCSO, ADOT, and as many of the Fire/EMS agencies that can participate..
- **Station 82 Waterline Project Update:** Arizona Water has awarded the bid for the construction of the waterline extension project to supply domestic (metered) water and fire flow to the sprinkler system at station 82. The low bid came in slightly higher than the engineering estimate, but is still within what we budgeted for the project.
- **Scarecrows Around Town:** Our administrative staff and crews at Station 82 will again be participating.
- **Discussion with Yavapai Apache Nation:** Discussion of collaborating with Yavapai Apache Nation regarding a station has been placed on hold until after their council elections.

- **CCFMA Certificate of Necessity Application Submittal to Department of Health Services:** The CON application was hand delivered on Friday, September 9th. The timeline depends on if there is a challenge to the application, which would cause a hearing.
- **Sedona-Verde Valley Emergency Services Sub-Committee:** There is to be continued discussion on the concept of a Community Risk Division. The shared reserves program between CCFMA and VVFD was discussed, and Chief Mezulis from Sedona Fire District presented a concept of pooling resources to support a common Community Integrated Paramedicine program.
- **Captains Resignation/Promotion and Testing:** Captain Rusty Welsch resigned; Mike Loza was promoted to Captain, which exhausted the promotional list. A memo for establishing a promotional list has been circulated and interest letters have been submitted.
- **9-11 Ceremony:** Attended 9-11 dedication ceremony at Sedona Fire Station 6 on behalf of CCFMA. BC Strauss and his crew represented CCFMA at the American Legion's ceremony in Camp Verde.
- **Reserve Firefighter Testing/Program:** written test was administered on September 10th to recently solicited applicants. Oral Boards process is slated for the 16th and 17th of September.
- **CCFMA SOP Manual:** The review and rewrite of common Standard Operating Guidelines has been completed. Copies of the SOG books will be produced and available for training and new firefighter orientations.
- **Fire Flow:** There was discussion at the town council meeting regarding the 2012 fire code requirement of water supply for new subdivisions. There have been numerous meetings to resolve the issue.

a) **Operations Report**

Wildland fires: Engineer Tyler Rezzonico and Firefighter Michael Kelly-Coplin were out 16 days on a fire. They were at the same fire but opposite ends so they traveled separately but have arrived home safely.

Apparatus Decals: The application of the apparatus decals are in progress, it is taking some time to get them all applied.

Swapping Line Personnel: With the swapping of line personnel we are able to have a three man engine company rather than two at station 82 (Rimrock). The line personnel are learning the areas of both communities.

Apparatus Repairs: There have been some significant repairs but all apparatus are back in service.

Call Volume: Ran 312 calls in August 11 fire, and 198 EMS / Auto Accidents On August 8th there was a residential fire which resulted in a total loss and a resident fatality.

Taskbooks: Position task books have been issued. Some personnel have two books depending on their career goals. They include extensive education and training which need to be completed in a certain timeframe.

7B) Financial Report: Ms. Cook updated the board on the financials. There have been many repairs and are over budget but should get back in line. There were three payrolls in July plus additional wildland payroll costs but it should come back in line next month. Tax revenue should start coming in.

Both audits went well, there was some confusion due to transfers. Both auditors have met their three-year limit however; we may consider using one of the two auditors for next year since they are familiar with the JPA (Copper Canyon Fire and Medical Authority) between Camp Verde and Montezuma-Rimrock Fire Districts. This would be handled by getting a bid from both parties to do all three audits.

8) Discussion, possible action or staff direction on approving the August 2016 Financial Reports..:

Board Member Satran made a motion to approve the August 2016 Financial Report Clerk Keeton seconded. Motion passed unanimously.

9) Update on the Greater Verde Valley Shared Services meeting from September 7, 2016.

There is to be continued discussion on the concept of a Community Risk Division. Board Member Curtis suggested that CCFMA be the authority over the division rather than Sedona which will be discussed at the next Shared Services meeting. The shared reserves program between CCFMA and VVFD was discussed and Chief Mezulis from Sedona Fire District presented a concept of pooling resources to support a common Community Integrated Paramedicine program.

10) Discussion, possible action or staff direction on pursuing the purchase of an All-Terrain Vehicle to facilitate rescues and responses to remote portions of the Fire Authority.

Board Member Satran stated concerns over the longevity of an ATV versus something more durable such as a Kubota.

It was agreed that there is a need, however since it is not a budgeted item possibly look at raising funds, as the cost savings doesn't justify utilizing contingency funds this early in the year.

11) Discussion, possible action or staff direction on approving the Intergovernmental Agreement with Verde Valley Fire District for Shared Reserves.

There is not an attachment A or B as these items are addressed in the task books and not an agreement requirement, therefore the reference to these will be removed. Board Member Curtis made a motion to approve the Intergovernmental Agreement with Verde Valley Fire District for Shared Reserves with the stipend legal has reviewed the agreement. Board Member Krebbs seconded. The motion passed unanimously.

12) Update on current status of Station 82 administrative staffing and requests for administrative services at this location over the past month.

MRFD Board Member Harrington had concerns about station 82 only having administrative services on Mondays and Tuesdays. Ms. Cook provided the board with tracked staff activities since the August board meeting. Administration services will continue to be provided Monday through Thursday and there will be an ongoing evaluation.

13) Update on E-811 and retrofitting the cab with air ride.

Currently waiting on cost information from Rosenbauer so there is no cost information to share yet and will continue to keep the item on the agenda. The suspension is a stiffer suspension than normal, if air ride seats are not feasible or resolve the issue then adjusting the suspension may be an alternative option.

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

- A. Physical Fitness
- B. Solicitation and Distribution
- C. Use of Telephones – Cellular Phones
- D. Use of Electronic Communication Technology
- E. Use of Social Media and Social Networking
- F. Use of Vehicles for District Business
- G. Use of District Issued Credit Cards
- H. Personal Finances Garnishments
- I. Personal Property
- J. Security Property Search
- K. Media Relations
- L. General Benefits
- M. Group Health Dental Vision Insurance
- N. Continuation of Group Health Benefits (COBRA)
- O. Life Accidental Death & Dismemberment/Cancer Insurance
- P. Public Safety Personnel Retirement System (PSPRS)

- Q. Arizona State Retirement System (ASRS)
- R. Statutory Benefits
- S. Worker's Compensation
- T. Modified Duty Assignment
- U. Family and Medical Leave (FMLA)
- V. Medical Leave Assistance Program
- W. Bereavement Program
- X. Jury Duty Court Appearance
- Y. Military Leave of Absence
- Z. Personal Leave of Absence
- AA. Employee Assistance Program
- BB. Educational Assistance
- CC. Travel and Per Diem Reimbursement

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. Board Member Krebs seconded. Motion passed unanimously.

15.) Update on the CON process:

The CON application was hand delivered on Friday, September 9th. The timeline depends on if there is a challenge to the application, which would cause a hearing.

11.) Future Agenda Items:

Update on E-811 and retrofitting the cab with air ride.
Update on the CON process

14.) Adjournment:

Clerk Keeton made a motion to adjourn the regular meeting at 11:08am. Board Member Satran seconded. Motion passed unanimously.

Carol Keeton – Clerk