



Copper Canyon Fire & Medical Authority

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MINUTES OF THE REGULAR BOARD MEETING OF THE COPPER CANYON FIRE & MEDICAL AUTHORITY April 20, 2017

Pursuant to notice, a regular meeting of the CCFMA (Copper Canyon Fire & Medical Authority) was called to order at 11:10 am on Thursday, April 20, 2017.

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

Staff: Terry Keller – Fire Chief; Robyn Cook – Administrative Manager; Misty Weatherford – Payroll / Benefits; Steve Sarkesian – Battalion Chief; Daniel Elliott – 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 Greg Hopf was pinned by his brother, Matt.

Chairperson Kleindienst appointed Board Member Satran to act as the Clerk.

6) **Approval of Minutes**

- A) **Regular Meeting on March 16, 2017:** Board Member Satran made a motion to approve the Minutes from the Regular Meeting on March 16, 2017. Board Member Curtis seconded. Motion passed 3:1 with Board Member Krebbs abstaining.
- B) **Executive Session on March 16, 2017:** Board Member Satran made a motion to approve the Minutes from the Executive Session on March 16, 2017. Board Member Curtis seconded. Motion passed 3:1 with Board Member Krebbs abstaining

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

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

a) **Operations Report**

Battalion Chief Sarkesian presented the operations report to the board. He highlighted a high level of training events that have taken place throughout the month.

7B) Financial Report: Ms. Cook informed the board that the budget was in line with where it should be for the year.

8) Discussion, possible action or staff direction on approving the March 2017 Financial Reports and transfers: Board Member Curtis made a motion to approve the March 2017 Financial Reports and transfers. Board Member Krebbs seconded. Motion passed unanimously.

9) Discussion, possible action or staff direction on approving the IGA with Verde Valley Fire District for Reserve Firefighter Education Reimbursement: Chief Keller informed the Board that Verde Valley Fire approached us about sharing half the costs to put reserves through medic school. He stated that VVFD and CCFMA would share half the costs and the reserve would be responsible for the remaining half.

Chief Keller also stated that that the reserves would need to sign a contract with each agency that if they leave the organization they would be responsible for reimbursing the agencies.

Board Member Curtis made a motion to approve the IGA with Verde Valley Fire District for reserve firefighter education reimbursement. Board Member Satran seconded. Motion passed unanimously.

10) Preliminary Budget Presentation and Discussion: Ms. Cook informed the Board she is projecting a \$175,000 increase with the higher rate from DHS. She stated that the Budget include a 2% COLA and a step increase.

There was no increase to the health insurance premiums, but a 5% increase for dental.

11) Discussion, possible action or staff direction on paying off leases: Chief Keller proposed to the Board to pay off the land lease in Rimrock as well as the Station 81 lease.

Ms. Cook stated that the land lease in Rimrock is the most important lease to pay off because there are liens and we cannot transfer the title into CCFMA until the lien is paid off.

No action taken.

12) Discussion, possible action or staff direction on selecting an auditor for the annual audit for fiscal year ending June 30, 2017: tabled

13) Discussion, possible action or staff direction on retaining Fendley Benefits, Inc. for consulting services: Ms. Cook informed the Board that the new insurance company that we are switching to will not pay a brokers fee. She stated that is we want to retain Fendley Benefits, Inc for consulting services it would cost the Authority an extra \$9900. Ms. Cook also stated that this amount is not programmed into the budget at this time.

Ms. Cook informed the Board that we are planning to bring the Health Reimbursements in house rather than use Health Equity. She stated that there are too many issues with getting reimbursed.

Chief Keller thinks we need to poll the employees on how often they use Fendley Benefits services.

The Board directed staff to discuss with Fendley Benefits the option of paying an hourly rate for their services.

No action taken.

14) Discussion, possible action or staff direction on response areas call volume for location of a new station: Chief Keller gave the Board information on call volume by locations to help determine the best location for a new station.

15) Discussion, possible action or staff direction on approval of draft CCFMA strategic plan: tabled

16) Discussion, possible action or staff direction on ongoing shared service discussions with Verde Valley Fire District (VVFD): Chief Keller asked for input from the Board as to whether or not they are interested in moving forward with sharing services with VVFD.

Chairperson Kleindienst stated that he is interested in pursuing shared services if they are helping to cut costs and allowing us to be more efficient.

The Board directed staff to continue with the shared service discussions with VVFD.

17) Discussion, possible action or staff direction on approving the water hook-up and asphalt at Station 82: Chief Keller provided the Board with quotes from various contractors and stated that he recommended DeWitt Excavation. He stated that the bid doesn't include the parts, but thinks we will be able to get the parts for a reasonable amount.

Board Member Curtis made a motion to approve the bid with DeWitt Excavation for the water hook-up and asphalt at Station 82 and for CCFMA to purchase the parts. Board Member Satran seconded. Motion passed unanimously.

18) Discussion, possible action or staff direction on the proposal from Merit Technology Partners for the tower on Stardust: Chief Keller presented the proposal from Merit Technology Partners for the tower on Stardust. He stated that the initial cost to CCFMA would be approximately \$12,000.

Board Member Curtis asked if the agreement has any verbiage for the liability if something were to happen to the tower. He also stated that CCFMA shouldn't be named as Merit will be using this site to provide internet to residents.

Board Member Curtis made a motion to send the proposal from Merit Technology Partners for legal review. Chairperson Kleindienst seconded. Motion passed unanimously.

19) Update on CON process: Ms. Cook informed the Board that DHS is advertising the CON for six weeks. The CON is in line to be approved around July 1st.

20) Discussion, possible action or staff direction on changing the date for the May meeting from May 18, 2017 to May 25, 2017: The Board gave direction to change the May meeting from May 18, 2017 to May 25, 2017.

21) Future Agenda Items.

Budget

New vehicle for the Chief

22) Adjournment: Board Member Curtis made a motion to adjourn the regular meeting at 12:51 pm. Board Member Satran seconded. Motion passed unanimously.

Clerk