



Copper Canyon Fire & Medical Authority

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MINUTES OF THE REGULAR BOARD MEETING OF THE COPPER CANYON FIRE & MEDICAL AUTHORITY March 16, 2017

Pursuant to notice, a regular meeting of the CCFMA (Copper Canyon Fire & Medical Authority) was called to order at 10:59 am on Thursday, March 16, 2017.

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

Staff: Terry Keller – Fire Chief; Robyn Cook – Administrative Manager; Kerrie Tarver – Administrative Support Specialist; Eric Strauss – Battalion Chief; Jake Fitzgerald – Firefighter; Tyler Rezzonico – Engineer, Steve Sarkesian – 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) **Badge Pinning:**

A. Captain Greg Hopf was not present. This item has been tabled.

6) **Discussion, possible action or staff direction on the proposal from Merit Technology Partners for the tower on Stardust.** Paul Giovanni from Merit Technology Partners gave an overview of a proposal for the tower on Stardust. The board requested clarification as to who would own each piece of equipment and sharing percentage of revenue from day one rather than after five years. A revision of the proposal will be brought back to the board.

7) **Approval of Minutes**

A) **Regular Meeting on February 16, 2017** Clerk Clerk Keeton made a motion to approve the Minutes from the Regular Meeting on February 16, 2017. Board Member Satran seconded. Chairperson Kleindienst abstained, motion passed unanimously.

8) **Discussion, possible action or staff direction on:**

B. **Possible vote to go into Executive Session pursuant to A.R.S. §38-431.03(A)(1):** Board Member Curtis made a motion to go into Executive Session Pursuant to A.R.S. §38-431.03(A)(1), and to allow CVFD Board Member Linda Welsch and MRFD Board Member Keith Arment to attend. Board Member Satran seconded. Motion passed unanimously.

a. Fire Chief Evaluation – Chairman Kleindienst
Board went into Executive Session at 11:20 and re-adjourned at 11:47

- 9) **Discussion, possible action or staff direction from the Executive Session for the Fire Chief Evaluation.** Chairperson Kleindienst stated that Chief Keller's evaluation was comprised of an average score from input by all ten board members. His score was 4.21 out of 5.0.

10A) Fire Chief's Report:

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

- **Call Volume** – heavy rains led to significant runoff and localized flooding. There was a fatality in Rimrock due to vehicle crossing high water.
- **Waterline** – Received three bids and waiting on one more.
- **Yavapai Apache Nation** - No additional information received. Requirements for funding under prop 202 have been determined and a letter will be submitted for a funding request.
- **CON** – No additional information at this time.
- **Cork Screw Hill Possible Public/Private Partnership** - Exploring a deal with IT vendor for the radio site.
- **Fossil Creek** – Met with forecast service representatives, options are going to be considered to accommodate public safety/emergency response.
- **Fire Flow** – SB 1329 has put back into place the requirements for fire flow per the code but modified to allow applicant to request a waiver via appeals process. In the process of forming an appeals board.
- **Gila River Indian Community Grant (Prop. 202 Grant)** – a grant has been submitted for a new water tender. Should hear by July if there will be an award granted.
- **2015 AFG Grant Award** – FEMA Approved grant amendment for SCBA mask/regulator parts and two additional sets of turnouts.
- **Rosenbauer Fire Engine Suspension:** Parts have been ordered.
- **Shared Training Opportunities** – acquired a structure for live burn training will invite other agencies to participate. Multi-Agency wildfire drill is planned as well.
- **CCFMA Strategic Plan** – Draft plan was disseminated to all members of the organization. Gathering feedback/input and a final will be drafted for adoption.

a) **Operations Report**

Battalion Chief Strauss presented the operations report to the board. He highlighted a high level mutual aid, multiple agency swift water incident.

10B) Financial Report: Ms. Cook informed the board about a mistake in the budget since July. The holiday pay was coded to wage pay, this has been corrected and will reflect on next month's reports. EMS supplies and Vehicle Maintenance is over budget. There shouldn't have been as much cut from the EMS supplies budget and \$20,000 was used from contingency. This is the first year the suppression training budget will get expunged, BC Duns has done a great job managing the training budget.

11) Discussion, possible action or staff direction on approving the February 2017 Financial Reports and transfers.: Clerk Keeton made a motion to approve the February 2017 Financial Reports and transfers Chairperson Kleindienst seconded. Motion passed unanimously.

12) Discussion, possible action or staff direction on Senate Bill 1329 Fire Flow Requirements; Rural Applicability. Chief Keller informed the board on the status of Senate Bill 1329

13) Discussion, possible action or staff direction on approving the updated IGA for Fire Apparatus Maintenance and Repairs with Central Arizona Fire & Medical Authority. The IGA is updated changing the name of Central Yavapai Fire District to Central Arizona Fire & Medical Authority (CAFMA).

Board Member Curtis made a motion to approve the updated IGA for Fire Apparatus Maintenance and Repairs with Central Arizona Fire & Medical Authority. Board Member Satran seconded, motion passed unanimously.

14) Preliminary Revenue Budget Presentation and Discussion. The proposed budget includes step increases. Labor requested a COLA in addition to the step increases. The rate is at 2.5% in western state CPI, this budget includes a 2% increase. The step scale is a 10-step scale. Currently some employees are stepped out or will be stepped out due to longevity. A 1% award for these individuals was requested and is included in this budget proposal.

Uniform allowance increase has been programmed in.

Currently there is a stipend for CEP & HazMat assignments. There have been no HazMat calls but there is no stipend for Swiftwater. Chief Keller stated he doesn't want to discard assignment pay but possibly re-assign it to more appropriate classification.

Reserve wages was adjusted to accommodate staffing of two reserves per day.

Chairperson Kleindienst noted that it was premature to talk about wages prior to seeing the impact on the rest of the budget. Board Member Curtis stated it is no problem as long as it can be afforded in addition to new station and staffing considerations. Ms. Cook reviewed the projections made prior to forming the JPA and stated the amounts were close and on track for building a station.

The board gave staff direction to leave the numbers in the preliminary budget proposal until the bottom line is reached.

Ms. Cook explained to the board that currently a firefighter is on light duty for six months. Chief Keller is hiring a Full Time firefighter temporarily to fill in. Hiring this person permanently full time in anticipation for the new station would help cut costs in overtime and the reserve wages would be adjusted to reflect the shift in staffing. If we hired him now, we would not go over budget.

The board came to consensus and directed staff to make the offer now.

15) Discussion, possible action or staff direction on response areas call volume for location of a new station.. Chief Keller reviewed the call volume and map of locations with the board members.

16) Discussion, possible action or staff direction on the signage for all CCFMA buildings. The board came to consensus that the signs should state Copper Canyon Fire and Medical Authority in smaller font the area (Camp Verde Station 81, Montezuma-Rimrock Station 82)

17) Update on CON process: The CON is in line to be approved around July 1st.

14) Future Agenda Items. Budget, Merit Technology Partners, Vacation Policy, Sick Policy for Part Time Employees.

16) Adjournment:

Chairperson Kleindienst made a motion to adjourn the regular meeting at 1:12 pm. Board Member Satran seconded. Motion passed unanimously.

Clerk