



Copper Canyon Fire & Medical District

MINUTES OF REGULAR MEETING

Pursuant to notice, a Special Session of the Copper Canyon Fire & Medical District was called to order at 9:05 am on Tuesday, February 19, 2019

Present: Linda Welsch – Chairperson; Carol Keeton – Clerk; Brandi Bateman – Board Member; Steve Darby – Board Member in at 9:22 am; **Not Present:** Justin Largent – Board Member

Staff: Terry Keller – Fire Chief; Robyn Cook – Administrative Manager; Misty Weatherford – Payroll/Benefits Specialist

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

4) **Call to the Public:** none

5) **Budget Workshop – Initial Review of 2019/2020 Revenue & NAV Report:** Chief Keller presented the Board with a power point of the revenue and NAV Report. Ms. Cook informed the Board that the combined increase in revenue will be 13%.

**Steve Darby in at 9:22 am.

Ms. Cook presented revenue portion of the budget and went line by line.

6) **Approval of Minutes:**

- A. **Regular Meeting Minutes on January 15, 2019 – CCFMD**
- B. **Executive Session Minutes on January 15, 2019 – Misty**
- C. **Executive Session Minutes on January 15, 2019 – Carol** - Tabled
- D. **Final Regular Meeting Minutes on January 15, 2019 – CCFMA**
- E. **Final Regular Meeting Minutes on January 15, 2019 – CVFD**
- F. **Final Regular Meeting Minutes on January 15, 2019 – MRFD**
- G. **Special Meeting Minutes on February 11, 2019 – CCFMD**
- H. **Executive Session Minutes on February 11, 2019 - Misty**

Chairperson Welsch would like to table item C and made corrections to Item G.

Board Member Darby made a motion to approve the Minutes from items A, B D, E, F, G with the stated corrections and H. Board Member Bateman seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Darby and Board Member Bateman in favor.

7) **Reports:**

- A. **Fire Chief:** Chief Keller presented the Fire Chief report to the Board.
- B. **Operations:** Captain Loza presented the Operations Report to the Board.
- C. **Financial/Administrative: CVFD; MRFD; CCFMA; CCFMD:** Ms. Cook presented the financial/administrative reports for CVFD; MRFD and CCFMD. She stated that in the future the transfers will be automatically done by the county.

Ms. Cook informed the Board that there are still issues with the reconciliations from the County and they are aware of the problems, and they are working to get it fixed.

Ms. Cook answered questions the Board had regarding the financial reports.

- 8) **Discussion and possible action on correcting the dates for the Fire Chief contract:** Board Member Bateman made a motion to approve correcting the dates for the Fire Chief's contract to January 2, 2019 and terminating on January 1, 2021 and will automatically renew on January 2nd each year thereafter. Clerk Keeton seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Bateman and Board Member Darby in favor.
- 9) **Discussion and possible direction on the Fire Chief's evaluation process:** Chairperson Welsch stated that she wanted more information.

Board Member Bateman stated that they were looking at revising the 360 evaluation so that the staff would evaluate based on staff/chief related items. She also stated that the BC's will sit with each of their crews as well as the Admin manager. This will give the staff a chance to have input.

The Board gave a consensus to move forward with the 360 evaluation and to have each of the Board Members complete their evaluation and send to Chairperson Welsch.

- 10) **Discussion, possible action or staff direction on hiring two Firefighters to fill upcoming vacancies and other staffing considerations:** Chief Keller informed the Board that we will have 2 people scheduled to retire later this year as well as one firefighter out on a workman's comp injury and we are using a reserve as a temporary replacement. Chief Keller stated that he wants to get ahead of the game and fill the position early with a reserve that is currently in medic school and to hire the temporary replacement.

Ms. Cook stated that we could make the offer contingent upon retirement.

Board Member Darby asked questions regarding station staffing as well as who is eligible for promotions and stated his concerns of hiring a firefighter for a position if we have to hire a BC position from the outside. He also asked how much we should lower our standards.

Chief Keller informed the Board that we are only lowering the standards as far as time in the grade and not the degree.

Ms. Cook gave an overview of the Captains that qualify that would possibly apply to promote to the BC position.

Captain Loza stated that he would like to see the upcoming BC position put as an interim position and would help each Captain see if they would like to sit in that seat as well as give the opportunity for the Captains that lack time in grade to make up their time.

Board Member Bateman made a motion to hire two firefighters to fill the upcoming vacancies due to retirement. Board Member Darby seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Darby and Board Member Bateman in favor.

- 11) **Discussion, possible action or staff direction on switching to electronic formatted Board books:** Ms. Cook informed the Board that she has looked into three different types of software for electronic formatted Board books.

18) **Possible vote to go into Executive Session:** Tabled

A. **A.R.S. §38-431.03(A)(7): Purchase or trade of real estate**

19) **Discussion, possible action or staff direction from the Executive Session:** Tabled

20) **Future Agenda Items:** Santoro Swearing in; Fire Code Public Hearing; Zion's Bank Lease purchase; Budget – Wages/Benefits; RFP for Architect; Fire Chief's Evaluation; CCFMA Financials; February

21) **Adjournment:** Board Member Darby made a motion to adjourn the meeting at 11:48 am. Board Member Bateman seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Darby and Board Member Bateman in favor.

Clerk

A handwritten signature in cursive script, appearing to read "Carol Keeton". The signature is written in black ink and is positioned to the right of the word "Clerk".

Ms. Cook stated that we could do a demo for a couple of months so that the Board likes the books electronically. She also stated that it is not a budgeted item.

Chairperson Welsch made a motion to switch to electronic formatted Board books and to accept the quote from Boardbook on a month to month basis. Board Member Bateman seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Darby and Board Member Bateman in favor.

- 12) **Discussion and possible action on adopting the Board Policy for the PSPRS Pension Funding Policy enacted by House Bill 2097 (ARS §38-863.01):** Ms. Cook informed the Board that this is requirement.

Clerk Keeton made a motion to adopt the Board Policy for the PSPRS Pension Funding Policy enacted by House Bill 2097 (ARS §38-863.01). Chairperson Welsch seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Darby and Board Member Bateman in favor.

- 13) **Discussion, possible action or staff direction on the debt service schedule and purchase of apparatus:** Chief Keller presented the Board with the debt service schedule and stated that we have been paying debt off and we are in a good place.

No action taken

- 14) **Discussion, possible action or staff direction on Dr. Ronald Wright's lease agreement with CCFMD for the property located at 26A West Salt Mine Road:** Ms. Cook informed the Board that the Clinic Association previously made an agreement with the lease for Dr. Ronald Wright with a stipulation that they could practice their business there rent free.

Chief Keller informed the Board that Dr. Ronald Wright has approached him and told him that he has plans to execute item six of the contract.

Chairperson Welsch stated that we are subsidizing a private company to make a profit and the lease needs to be looked at by an attorney to see if we can make change to the contract.

The consensus of the Board was to move forward with having an attorney look at the contract.

- 15) **Discussion and possible action on approving the Motor Vehicle Fuel Services IGA with Yavapai County:** Ms. Cook informed the Board that this is a formality of the merger.

Board Member Bateman made motion to approve the Motor Vehicle Fuel Services IGA with Yavapai County. Chairperson Welsch seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Darby and Board Member Bateman in favor.

- 16) **Discussion and possible action on approving the Election Services IGA with Yavapai County:** Ms. Cook informed the Board that this is a formality of the merger.

Clerk Keeton made a motion to approve the Election Services IGA with Yavapai County. Board Member Darby seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Darby and Board Member Bateman in favor.

- 17) **Discussion and information on beginning the RFP process for hiring an architect:** Chief Keller stated that with the purchase of the property we will need to look into hiring an architect for building the new station.

The consensus of the Board was to move forward with beginning the RFP process for hiring an architect and for Chief to bring the information back to the Board.