



Copper Canyon Fire & Medical District

26B Salt Mine Road, Camp Verde, AZ 86322

www.ccfmd.az.gov Phone (928) 567-9401

MINUTES OF REGULAR MEETING

Pursuant to notice, a REGULAR MEETING of the Copper Canyon Fire & Medical District was called to order at 9:00 am on Tuesday, March 19, 2019.

Present: Linda Welsch – Chairperson; Carol Keeton –Clerk; Brandi Bateman – Board Member; Steve Darby – Board Member; Justin Largent – Board Member

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

Others Present: Mr. Whittington

1. **Call to Order:** 9:00 am
2. **Roll Call of Board Members:** Linda Welsch – Chairperson; Carol Keeton –Clerk; Brandi Bateman – Board Member; Steve Darby – Board Member; Justin Largent – Board Member
3. **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** – Janet Aniol thanked the Board and staff for providing board member emails on the website and also inquired about the purchase of properties.
5. **Sworn In:**
 - A. Jeffrey Santoro was sworn on by Chief Keller
 - B. Matthew Hodgson was sworn on by Chief Keller
 - C. Salvador Unale was sworn on by Chief Keller
6. **Badge Pinning:**
 - A. Jeffrey Santoro was pinned by his wife, Annie.
 - B. Matthew Hodgson was pinned by his fiancé, Julie.
 - C. Salvador Unale was pinned by his fiancé, Stephanie.
7. **Public Hearing for the adoption of the 2012 International Fire Code:**
Chairperson Welsch opened the Public Hearing at 9:10 am.

With no input from the public, Chairperson Welsch closed the Public Hearing at 9:12am.

8. **Discussion and possible action on adopting Resolution 2019 - 004 to adopt the 2012**

International Fire Code: The original motion made at the January meeting was not posted for Public Hearing, we have to redo the motion to include the public hearing.

Clerk Keeton made a motion to adopt Resolution 2019-004 to adopt the 2012 International Fire Code. Board Member Largent second. Motion passed with Chairperson Welsch, Clerk Keeton, Board Member Darby, Board Member Largent and Board Member Bateman in favor.

9. Budget Workshop – Revenue and Wages & Benefits: Ms. Cook discussed the projected revenue scheduled for the District.

Ms. Cook updated the Board on the changes that have been made to the step scale with a 3% increase between the steps. She also updated the Board on the changes to the technical rescue, hazmat and swift water tech pay.

Ms. Cook discussed the changes to the employer portion for PSPRS and the decrease to ASRS. Health insurance will increase 5% and there was also a request for \$25 for cell phone stipend for every employee as well as post retirement physicals.

There was a request for sick leave payout, which we would have to reinstate a cap on the accrual and then 25% would be paid out the employees PEHP.

Chairperson Welsch stated that she is in favor of the sick leave payout to PEHP as well as the post retirement physicals.

The consensus of the Board is that they would like to see the costs associated to post retirement physicals as well as the sick leave payout.

10. Approval of Minutes:

- A. Executive Session Minutes on January 15, 2019:
- B. Regular Meeting Minutes on February 19, 2019:

Clerk Keeton made a motion to approve the Executive Session Minutes on January 15, 2019 and the Regular Meeting Minutes on February 19, 2019. Board Member Bateman seconded. Motion passed with Chairperson Welsch, Clerk Keeton, Board Member Darby, Board Member Largent and Board Member Bateman in favor.

11. Reports:

- A. Fire Chief report given by Chief Keller
- B. Operations report given by Captain Ipson
- C. Financial/Administrative given by Ms. Cook
 - a. CVFD
 - b. MRFD
 - c. CCFMA: Ms. Cook informed the Board that we are still waiting for the County to correct the CCFMA financials for December; she has also sent them to the auditor to see if they could help correct the issues.
 - d. CCFMD

12. Discussion and possible action on the approval of the financials for January and February for

CVFD, MRFD, CCFMA and CCFMD: Clerk Keeton made a motion to approve the financials Justin, Motion passed with Chairperson Welsch, Clerk Keeton, Board Member Darby, Board Member Largent and Board Member Bateman in favor.

13. **Discussion and possible action on adopting Resolution 2019 - 002 to purchase parcel #403-23-006X, property located at 3691 W. Cherry Creek Road:** Ms. Cook informed the Board that Yavapai Title is requesting a Resolution for the purchase of parcel #403-23-006X.

Board Member Darby made a motion to adopt Resolution 2019 – 002 to purchase parcel #403-23-006X, property located at 3691 W. Cherry Creek Road. Board Member Bateman second. Motion passed with Chairperson Welsch, Clerk Keeton, Board Member Darby, Board Member Largent and Board Member Bateman in favor.

14. **Discussion and possible action on adopting Resolution 2019 - 003 to approve the submission to the 2020 Governor's Office of Highway Safety Grant:** Ms. Cook informed the Board that they submitted the grant to purchase a battery operated extrication equipment.

Board Member Bateman made a motion to adopt Resolution 2019 – 003 to approve the submission to the 2020 Governor’s Office of Highway Safety Grant. Board Member Bateman seconded. Motion passed with Chairperson Welsch, Clerk Keeton, Board Member Darby, Board Member Largent and Board Member Bateman in favor.

15. **Discussion and possible action on approving the Human Resource Manual Policy 400.23 Pregnancy and Pregnancy-Related Medical Conditions:** Ms. Cook informed the Board that after she attended the FLSA class in phoenix and was informed that this is a policy that we should have in place.

Board Member Bateman made a motion to approve the Human Resource Manual Policy 400.23 Pregnancy and Pregnancy-Related Medical conditions. Clerk Keeton seconded. Motion passed with Chairperson Welsch, Clerk Keeton, Board Member Darby, Board Member Largent and Board Member Bateman in favor.

16. **Discussion and possible action on approving the Emergency Dispatch Services Agreement with the City of Cottonwood for dispatch services:** Tabled

17. **Discussion, possible action or staff direction on approving the remodel of the bathrooms at Station 81:** Chief Keller informed the Board that this is a budgeted item and the crews have volunteered to do a majority of the demolition and work.

Chairperson Welsch made a motion to allow the Fire Chief to use his discretion for the selection of contractors and to approve the remodel not to exceed \$15,000. Board Member Largent seconded. Motion passed with Chairperson Welsch, Clerk Keeton, Board Member Darby, Board Member Largent and Board Member Bateman in favor.

18. **Discussion, possible action or staff direction on the communications tower on the Stardust property:** Chief Keller gave an update on the process of the communications tower on the Stardust property. He stated that the permitting process was put on hold due to a plat issue. The public that was notified had requested from Merit to have cell phone satellites on the tower as well.

Chief Keller stated that he informed the Beaver Creek community that the CCFMD Board has not been informed of these ideas and have not seen any of the plans.

Rimrock resident Janet Aniol informed the Board that the tower would not be in the flight span.

Rimrock resident, Karen Griffin expressed her concerns about living in close proximity of the tower and the possibility of there being a health hazard as well as possible drop in house values.

Rimrock resident, Ron Melcher stated that he thinks this tower will be great for the residents if there ends up being a cell provider and internet.

Chief Keller stated that the concept for a cell tower has not been brought forth and that the initial thought was to use this to improve radio communications for our own need and wasn't looking to cause a fight with the community.

The consensus of the Board was to keep exploring ideas and facts.

19. Possible vote to go into Executive Session:

A. A.R.S. §38-431.03(A)(3)(4)(7): Purchase or trade of real estate: Board Member Largent made a motion to adjourn the Regular Meeting and to go into Executive Session at 11:03 am. Board Member Bateman seconded.

Chairperson Welsch stated that she wanted to include the Board Members; Mr. Whittington for legal advice, and to include Chief Keller and Robyn Cook for factual foundation and Misty Weatherford to take the Minutes of the meeting.

Motion passed with Chairperson Welsch, Clerk Keeton, Board Member Darby, Board Member Largent and Board Member Bateman in favor.

B. A.R.S. §38-431.03(A)(1): Fire Chief Evaluation: Chairperson Welsch requested that only the Board be present for the this portion until they call the Fire Chief in.

Board Member Darby left at 12:20 pm.

Board Member Largent left at 12:41 pm.

****Executive Session adjourned at 1:05 pm**

**** Regular session resumed at 1:05 pm**

20. Discussion, possible action or staff direction from the Executive Session:

- A. The Board gave direction to the Fire Chief to proceed as discussed in the Executive Session regarding the property located in Middle Verde, Salt Mine Rd. Contract as well as the Cherry Creek properties.
- B. Board Member Bateman made a motion per the Fire Chief evaluation that he receives the same pay increase as the staff.

21. Future Agenda Items: CON; Budget; Communications Contract;

22. Adjournment: Clerk Keeton motioned to adjourn the Regular Meeting at 1:09 pm. Board Member Bateman seconded. Motion passed with Chairperson Welsch, Clerk Keeton and Board Member Bateman in favor.

Clerk

Carol Kettner