



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 January 18, 2018

Pursuant to notice, a regular meeting of the CCFMA (Copper Canyon Fire & Medical Authority) was called to order at 10:24 am on Thursday, January 18, 2018.

Present: ; George Kleindienst – Chairperson; Carol Keeton – Clerk; Linda Welsch – Board Member; David Curtis– Board Member Jerry Taylor – Board Member

Staff: Terry Keller – Fire Chief; Robyn Cook – Administrative Manager; Kerrie Tarver – Administrative Support Specialist; Brady Elliott – Firefighter, Daniel Elliott – Captain; Paul Giovanni

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. **Sworn In:**

A. **Brady Elliott** Chief Keller gave the Oath of Office to Brady Elliott

6. **Badge Pinning:**

A. **Brady Elliott** Brady's mother Lisa pinned his badge.

7. **Discussion, possible action or staff direction on revisiting the possible site lease for tower and building use on the Stardust property in Rimrock and review of proposed contract.**

The board reviewed the proposed contract, asked questions for clarification and understanding. Paul Giovanni is to revise the contract and directed staff to have district legal counsel review the contract and bring it back to the board.

8. **Possible vote to go into Executive Session:**

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

B. **A.R.S. §38-431.03(A)(1): Chief Keller's yearly performance review**

Board member Curtis made a motion to go into Executive Session, inviting all board members from Camp Verde and Montezuma Rimrock Fire Districts and Chief Keller to attend. Clerk Keeton seconded, motion passed unanimously. Clerk Keeton is to take the minutes.

***Regular session reconvened at 11:20

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

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

- B. **A.R.S. §38-431.03(A)(1): Chief Keller's yearly performance review** Chairperson Kleindienst informed the public that Chief Keller's performance review was above average and that Chief Keller stated the comments were beneficial.

10. **Approval of Minutes**

- A. **Executive Session on November 16, 2017**
B. **Regular Meeting on December 21, 2017**

Board member Taylor made a motion to approve the Minutes of the Executive Session on November 16, 2017 and the Regular Meeting on December 21, 2017. Clerk Keeton seconded, motion passed unanimously.

11. **Reports:**

- A. **Administrative/Financial Report:** Ms. Cook informed the board that Blue Cross Blue Shield insurance paid the ambulance claim to the patients instead of sending payment to CCFMA. BCBS has corrected the error however; we have to collect the payments from those patients. There are some upcoming vehicle maintenance issues, which will cause the budgeted category to increase. There have been no more fraudulent checks presented to the warrant account.

12. **Discussion, possible action or staff direction on approving the December 2017 Financial Reports.**

Board Member Taylor made a motion to approve the December 2017 Financial Reports. Board member Curtis seconded, motion passed unanimously.

13. **Preliminary Budget Discussion:** Chief Keller informed the board that he plans to approach the process as in the past, and solicited input from the Board.

14. **Discussion, possible action or staff direction on the action plan for future suppression staffing.**

Chief Keller explained the points in the *Recommendation and Rational for request for Accelerated Approach for Additional Operational Staffing* Board Communication Report. The suggestion is based on call volume, the fact that the Reserve staff budget category is under budget and the difficulty of staffing consistently with reserves, and being over budget on ambulance revenue. The intention is to staff a fourth ambulance based out of station 81 in Camp Verde.

Board member Curtis made a motion to push up the hiring of a full time position originally set for July 2019 to now in order to assist with ambulance coverage. Board member Taylor seconded, motion passed unanimously.

15. **Discussion, possible action or staff direction on adjusting the CCFMA Board Members to line up with the election cycles of both Districts..** Chairperson Kleindienst would like to look at changing the election of officers for the CCFMA board to December in order to line up with the same cycles as Camp Verde and Montezuma Rimrock Fire Districts.

Board member Welsch asked if the election of officers is part of the by-laws and if the contract allows for the change and at which level it needs to be approved.

All board members agreed making the change would be appropriate. The board gave staff direction to review the contract to determine if the change is to be approved through the districts or the JPA.

9. **Future Agenda Items:** adjusting the CCFMA Board Members to line up with the election cycles of both districts, Preliminary Budget Discussion, Site lease for tower and building on Stardust in Rimrock.
10. **Adjournment.** Chairperson Kleindienst made a motion to adjourn the Regular Meeting at 11:53 am. Board Member Taylor seconded. Motion passed unanimously.

Clerk