



Copper Canyon Fire & Medical Authority

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MINUTES OF THE REGULAR BOARD MEETING OF THE COPPER CANYON FIRE & MEDICAL AUTHORITY March 18, 2018

Pursuant to notice, a regular meeting of the CCFMA (Copper Canyon Fire & Medical Authority) was called to order at 1:16 pm on Thursday, March 14, 2018.

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

Staff: Terry Keller – Fire Chief; Robyn Cook – Administrative Manager; Kerrie Tarver – Administrative Support Specialist; Mike Loza – 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. **Sworn In:**

A. **Firefighter Austin Stutzman**

Chief Keller swore in Firefighter Austin Stutzman

6. **Badge Pinning:**

A. **Firefighter Austin Stutzman**

Firefighter Austin Stutzman's badge was pinned by his father David, his mother Toni was present.

7. **Discussion, possible action or staff direction on approving Liberty National as a supplemental benefit plan for all employees who wish to enroll and allow payroll deductions.**

Ms. Cook explained to the board that this is a supplemental benefit option, which employees can choose to enroll via payroll deduction, some plans are pre-tax and some plans are post tax. It is not a plan that the Authority will contribute.

Board Member Welsch made a motion to approve Liberty National as a supplemental benefit plan for all employees who wish to enroll and allow payroll deductions and add it to the list of employee options. Board Member Curtis seconded, motion passed unanimously.

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

A. **A.R.S. §38-431.03(A)(7): Purchase or trade of real estate** Board Member Taylor made a motion to go into Executive Session and invite Pete Roulette - Relator, any Board Members from Camp Verde and Montezuma Rimrock, Terry Keller, Robyn Cook, and Kerrie Tarver to take minutes. Chairperson Kleindienst seconded, motion passed unanimously.

*** Regular session reconvened at 2:09 pm – Board Member Taylor left the meeting at 1:58 pm

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**

Chairperson Kleindienst made a motion to approve Relator Pete Roulette and Chief Keller to write a letter of intent to the tribe as discussed in Executive Session, Board Member Curtis seconded, motion passed 3:1 Board Member Welsch voted nay.

10. **Approval of Minutes**

A. **Regular Meeting on February 15, 2018**

Clerk Keeton made a motion to approve the Minutes of the Regular Meeting on February 15, 2018. Board Member Curtis seconded, motion passed 3:1 Board Member Welsch abstained.

11. **Reports:**

A. **Administrative/Financial Report** Ms. Cook stated presented the financial report to the board, she stated that with the rate increase with the CON and no longer balance billing for Camp Verde residents there was no impact on ambulance billing revenue as the changes balanced each other. A couple of categories are still high as stated last month; everything else is tracking on budget.

Ms. Cook informed the board that Administrative Support Specialist Kerrie Tarver is leaving Copper Canyon and her position will not be back-filled at this time since duties are being disbursed. However, if it is determined that the position needs to be filled she may come back to the board and ask for it back.

12. **Discussion, possible action or staff direction on approving the February 2018 Financial Reports.**

Board Member Welsch made a motion to approve the February 2018 Financial Reports. Chairperson Kleindienst seconded, motion passed unanimously.

13. **Discussion and possible action on the ratification of the purchase of a new Hurst power unit to replace the twelve year old Hurst power unit.:** The generator is used for extrication tools and has a cracked case. The cost to repair it would be about the same or more than replacing it.

Board Member Curtis made a motion to approve the ratification of the purchase of a new Hurst power unit to replace the twelve-year-old Hurst power unit. Clerk Keeton seconded, motion passed unanimously.

14. **Discussion, possible action or staff direction on approving Resolution 2018 – 001 to approve the submission of FY 2019 Governor’s Office of Highway Safety Plan:** Chairperson Kleindienst made a motion to approve Resolution 2018 – 001 to approve the submission of FY 2019 Governor’s Office of Highway Safety Plan. Board Member Welsch seconded, motion passed unanimously.

15. **Discussion, possible action or staff direction on the Memorandum of Understanding with the Copper Canyon Fire & Medical Authority Chapter of IAFF Local 3690.** Chief Keller informed the board that there was a typo on page 3 in the purpose section last sentence. The word or was changed to but, labor agreed to the change. The document has not been reviewed by CCFMA’s legal counsel but it is a mirror copy that has gone through legal review in another fire district.

Board Member Curtis made a motion to approve legal review of the Memorandum of Understanding with the Copper Canyon Fire & Medical Authority Chapter of IAFF Local 3690. Board Member Kleindienst seconded, motion passed unanimously.

16. **Discussion, possible action or staff on designating equipment as surplus:**

A. **Body Solid Work-out Cage**

B. Recliners

C. Hurst Power Unit

Chairperson Kleindienst made a motion to approve designating equipment items A, B & C as surplus. Board Member Curtis seconded, motion passed unanimously.

17. **Discussion possible action on updating 100.02 Recruitment and Selection policy from the Human Resource Manual.** The Board gave direction to clean up the language in the policy, get opinion and bring it back for further review. The board would like to address difference in point value between Veterans and college degree, the type of degree and the order of the list.
18. **Discussion, possible action or staff direction on reviewing the salary and benefit package for Chief Keller.** Board Member Welsch had asked to have this discussion as a carry-over item from Chief's evaluation. Ms. Cook reminded the board that the chief's salary was removed from the step scale at the board's request since he is a contracted employee. He has been getting increases that are in line with approved wage increases like the rest of the staff and has been approved via budget approvals. Ms. Welsch wanted to ensure his salary was appropriate and not getting overlooked. The board members felt the information provided was helpful yet difficult to compare due to the unique circumstances for each fire district in the state.
19. **Budget Discussion – Wages and Benefits.** Ms. Cook reviewed the budget for wages and benefits with the board. A step increase is included in the budget and there was discussion on the minimum wage increase. The district will need to update the step scale in order to align the full time wages as appropriate, it is not something that can be done this year but it should be addressed and would be easier to do so over a period of time rather than all at once.
20. **Reports:**
- A. Chiefs Report**
- B. Operations Report**
- Chief Keller and Captain Loza previously presented their reports in Camp Verde and Montezuma Rimrock board meetings. All Board members were present and no further discussion was necessary.
21. **Future Agenda Items:** Continue Budget Discussion, Policies: Recruitment and Retention & Alcohol Testing, Executive Session – Purchase of real estate, Stardust Contract.
22. **Adjournment.** Chairperson Kleindienst made a motion to adjourn the Regular Meeting at 3:34 pm. Board Member Curtis seconded. Motion passed unanimously.

Clerk