



Copper Canyon Fire & Medical Authority

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MINUTES OF THE REGULAR BOARD MEETING OF THE COPPER CANYON FIRE & MEDICAL AUTHORITY May 25, 2017

Pursuant to notice, a regular meeting of the CCFMA (Copper Canyon Fire & Medical Authority) was called to order at 10:45 am on Thursday, May 25, 2017.

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

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

A. **Cody Dahlin**

Chief Keller swore Cody Dahlin in

6. **Badge Pinning:**

A. **Cody Dahlin**

Cody Dahlin was pinned by his mother, Kitty.

7. **Approval of Minutes**

A. **Regular Meeting on April 20, 2017** Chairperson Kleindienst made a motion to approve the Minutes from the Regular Meeting on April 20, 2017. Board Member Krebs seconded. Motion passed 3:1 Clerk Keeton abstained.

8. **Reports:**

A. **Fire Chief's Report**

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

a. **Operations Report**

Battalion Chief Duns presented the board with the ops report, outlining significant calls and trainings completed throughout the month of April.

B. **Administrative/Financial Report**

Ms. Cook informed the board that there are 27 pays due to the starting of CCFMA on July 1st instead of payroll being paid out on June 30th by MRFD and CVFD. This extra pay will cause payroll to be over budget.

9. **Discussion, possible action or staff direction on approving the April 2017 Financial Reports.**
Clerk Keeton made a motion to approve the April 2017 Financial Reports. Board Member Krebbs seconded. Motion passed unanimously.
10. **Discussion, possible action or staff direction on retaining Fendley Benefits, Inc. for consulting services.** Board Member Krebbs made a motion to retain Fendley Benefits, Inc. for consulting services. Clerk Keeton seconded. Motion passed unanimously.
11. **Discussion, possible action or staff direction on appointing the fifth member of the Board to serve starting June 1, 2017.** This item has been tabled.
12. **Discussion, possible action or staff direction on electing the Chairperson and Clerk for the newly appointed Board of Directors.** This item has been tabled.
13. **Discussion, possible action or staff direction on approving Resolution 2017 – 001 adopting the Copper Canyon Fire & Medical Authority HRA Plan.** Chairperson Kleindients made a motion to approve Resolution 2017-001 adopting Copper Canyon Fire & Medical Authority HRA Plan. Clerk Keeton seconded. Motion passed unanimously.
14. **Discussion, possible action or staff direction on approval of CCFMA strategic plan.** Clerk Keeton made a motion to approve the CCFMA Strategic plan. Board Member Curtis seconded. Motion passed unanimously.
15. **Discussion, possible action or staff direction on the proposal from Merit Technology Partners for the tower on Stardust.** This item has been tabled.
16. **Discussion, possible action or staff direction on selecting an auditor for the annual audit for fiscal year ending June 30, 2017.** Board Member Curtis made a motion to select Hinton and Burdick for the annual audit for fiscal year ending June 30, 2017. Chairperson Kleindienst seconded. Motion passed unanimously.
17. **Discussion, possible action or staff direction on approving the IGA with the City of Cottonwood for dispatch services.** Board member Curtis made a motion to approve the IGA with the City of Cottonwood for dispatch services. Board Member Krebbs seconded. Motion passed unanimously.
18. **Discussion, possible action or staff direction on purchasing a new vehicle for Chief Keller.** Board Member Curtis made a motion to approve spending up to \$50,000 to purchase a new Fire Chief's vehicle. Board Member Krebbs seconded. Motion passed unanimously.
19. **Discussion, possible action or staff direction on changes to the following policies:**
 - A. **Vacation**
 - B. **Earned Paid Sick Time**
 - C. **Sick Leave**
 - D. **Family and Medical Leave (FMLA)**
 - E. **Worker's Compensation**
 - F. **Jury Duty/Court Appearances**
 - G. **Attendance and Punctuality**

Board Member Krebbs made a motion to approve the changes on policies A-G with an amendment to remove the accrual cap in the Sick Leave policy #400.04. Chairperson Kleindienst seconded. Motion passed unanimously.

20. **Discussion, possible action or staff direction on approving Resolution 2017 – 002 to direct the Public Safety Personnel Retirement System to increase the amortization period for determining annual contribution rates for CCFMA to thirty years, as opposed to the twenty-year period currently being used by PSPRS.** The board directed staff to gather more information and schedule a special meeting for this item.
21. **Preliminary Budget Presentation and Discussion with possible action to set Public Hearing for adoption of the budget.** Chairperson Kleindienst made a motion to publish the 2017-2018 Budget and set a Public Hearing for adoption of the budget on June 22, 2017. Board Member Krebbs seconded. Motion passed unanimously.
22. **Update on the CON process.** The CON application has been published and notifications have been mailed out. Agencies have until June 12th to contest.

ADOT will not issue an account to CCFMA to transfer the Ambulance Titles to CCFMA without a .gov email. Staff is working with the attorney and the county to get this resolved.

23. **Future Agenda Items.**

- Discussion, possible action or staff direction on appointing the fifth member of the Board to serve starting June 1, 2017.
- Discussion, possible action or staff direction on electing the Chairperson and Clerk for the newly appointed Board of Directors.
- Discussion, possible action or staff direction on the proposal from Merit Technology Partners for the tower on Stardust
- Discussion, possible action or staff direction on approving Resolution 2017 – 002 to direct the Public Safety Personnel Retirement System to increase the amortization period for determining annual contribution rates for CCFMA to thirty years, as opposed to the twenty-year period currently being used by PSPRS.
- Add new CCFMA Board Members as signers to Bank Account

24. **Adjournment.** Chairperson Kleindienst made a motion to adjourn the Regular Meeting at 12:12pm. Board Member Krebbs seconded. Motion passed unanimously.

Clerk