



Copper Canyon Fire & Medical District

26B Salt Mine Road, Camp Verde, AZ 86322

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MINUTES OF REGULAR MEETING

Pursuant to notice, a Regular Meeting of the Copper Canyon Fire & Medical District was called to order at 9:01 am on Tuesday, July 23, 2019.

1. **Call to Order:** 9:01 am

2. **Roll Call of Board Members: 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

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** – Consideration and discussion of comments and complaints from the public. *Those wishing to address the Copper Canyon Fire & Medical District Board need not request permission in advance and will be allowed three minutes to speak. The District Board is not permitted to discuss or take action on any item raised in the call to the public. However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct that staff review the matter or that the matter be placed on a future agenda. The District Board cannot discuss or take legal action on any issue raised during the Call to the Public due to restrictions of the Open Meeting Law.*

5. **Approval of Minutes**

A. **Regular Meeting Minutes on June 18, 2019**

B. **Executive Session Minutes on June 18, 2019**

Board Member Bateman made a motion to approve the Minutes from the Regular Meeting on June 18, 2019 with the stated changes and the Minutes from the Executive Session on June 18, 2019. Clerk Keeton seconded. Motion passed unanimously.

6. **Reports:**

A. Fire Chief Report was given by Chief Keller

- a. Real Estate Update
- b. Apparatus & Fleet Repairs Update
- c. Station Design Committee Update
- d. Economic Development Update
- e. Drone Update

- f. Training Update
- g. District Happenings Update
- h. Conferences & Meetings Update
- i. Community Risk Reduction Update

B. Operations Report was given by Battalion Chief Strauss

- a. Monthly Operations Update

C. Financial/Administrative was given by Robyn Cook

- a. CVFD – FDAT Transfer \$19,000.
- b. MRFD – FDAT Transfer \$14,000.
- c. CCFMA – Residual Ambulance Revenue \$116,360
- d. CCFMD – Transfer to CCFMA Warrant \$365,037, Tax Revenue \$77,646, Ambulance Revenue \$119,687, Revenue is at 75% and Expenses are at 84%.

7. **Discussion and possible action on the approval of the financials for June for CVFD, MRFD, CCFMA and CCFMD:** Clerk Keeton made a motion to approve the financials for June for CVFD, MRFD, CCFMA and CCFMD. Board Member Bateman seconded. Motion passed unanimously.
8. **Discussion and update on the transfer of the CON for the District:** Ms. Cook informed the Board that the CON was approved as of July 1, 2019.
9. **Discussion and possible action on the purchase of the PSTRax Inventory Control Software:**
Tabled
10. **Discussion, possible action or staff direction on the Tower Project on Stardust Lane in Rimrock:**
Tabled due to Chief Keller waiting to gather more information.
11. **Discussion, possible action or staff direction on the contract with LEA for architect services:**
Chief Keller updated the Board with the pricing from LEA for architect services.

Board Member Largent made a motion to approve the contract with LEA for architect services only. Board Member Bateman seconded. Motion passed unanimously.

12. **Discussion, possible action or staff direction on the CMAR process:** Chief Keller informed the Board that he has drafted up an RFQ for CMAR that he will send out for solicitations now that we have a contract with the architect.
13. **Discussion, possible action or staff direction on terminating the 457 with National Life Group:**
Ms. Cook informed the Board that we only have five people that are in this 457 plan and the company is assessing fee's to continue the plan. She also stated that she has informed the employees that contribute and they were on board with terminating the plan.

Board Member Largent made a motion to terminate the 457 with National Life Group. Board Member Darby seconded. Motion passed unanimously.

14. **Possible vote to go into Executive Session:** Board Member Bateman made a motion to go into Executive Session to discuss A.R.S. §38-431.03(A)(7): Purchase or trade of real estate and to include all Board Members; Chief Keller and Robyn Cook to provide information and Misty

Weatherford to take the Minutes. Board Member Largent seconded. Motion passed unanimously.

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

**** Regular Meeting adjourned at 10:06 am.**

**** Regular Meeting reconvened at 10:37 am.**

15. **Discussion, possible action or staff direction from the Executive Session:** The Board directed Chief Keller to move forward as discussed in Executive Session.
16. **Future Agenda Items:** Admin Office, Stardust Tower, PSTrax, CMAR, Architect
17. **Adjournment:** Board Member Largent made a motion to adjourn the Regular Meeting at 10:40 am. Clerk Keeton seconded. Motion passed unanimously.

Clerk

