



Copper Canyon Fire & Medical Authority

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MINUTES OF THE REGULAR BOARD MEETING OF THE COPPER CANYON FIRE & MEDICAL AUTHORITY April 19, 2018

Pursuant to notice, a regular meeting of the CCFMA (Copper Canyon Fire & Medical Authority) was called to order at 10:00 am on Thursday, April 19, 2018.

Present: George Kleindienst – Chairperson; Carol Keeton – Clerk; Linda Welsch – Board Member **Not Present:** David Curtis– Board Member; Jerry Taylor – Board Member

Staff: Terry Keller – Fire Chief; Robyn Cook – Administrative Manager; Misty Weatherford – Payroll/Benefits Specialist; Jon Hilton – 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) **Possible vote to go into Executive Session:** tabled

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

6) **Discussion, possible action or staff direction from the Executive Session:** tabled

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

7) **Approval of Minutes**

A. **Regular Meeting on March 14, 2018:** Clerk Keeton made a motion to approve the Minutes from the Regular Meeting on March 14, 2018. Board Member Welsch seconded. Motion passed unanimously.

8) **Reports:**

A. **Chiefs Report:** Chief Keller presented the Fire Chief Report.

B. **Operations Report:** Captain Hilton presented the Operations Report.

9) **Reports:**

A. **Administrative/Financial Report:** Ms. Cook presented the financial report to the Board. She stated that the ambulance revenue was over 200k for the month of March. She stated that APS and propane were over budget.

10) **Discussion, possible action or staff direction on approving the March 2018 Financial Reports.**

Board Member Welsch made a motion to approve the March 2018 financial reports. Clerk Keeton seconded. Motion passed unanimously.

11) **Discussion, possible action or staff direction on the Memorandum of Understanding with the Copper Canyon Fire & Medical Authority Chapter of IAFF Local 3690:** tabled

12) **Discussion, possible action or staff direction on approving the contract with DaRTS for a site lease for at the Stardust property in Rimrock:** tabled

13) **Discussion, possible action or staff direction on updating 200.12 – Drug and Alcohol Testing and 100.02 – Recruitment and Selection:** Ms. Cook informed the Board that the ‘alcohol testing’ wording needed to be removed from the 200.12 drug and alcohol testing policy. Ms. Cook stated that we currently only drug test.

Clerk Keeton made a motion to update 200.12 – drug and alcohol testing policy as stated. Board Member Welsch seconded. Motion passed unanimously.

100.02 – Recruitment and Selection: tabled

14) **Discussion possible action or staff direction on the FLSA payroll changes to the opt-out reimbursement for health and dental insurance; and Human Resource Policy 400.05 – Group Health/Dental/Vision Insurance policies from the Human Resource Manual:** Ms. Cook informed the Board that employees who do not elect to take the group health and dental are have been given their reimbursement on the first payroll of each month. She stated that per FLSA we should have been adding the amount to their annual salary and dividing it by their scheduled yearly hours to calculate their new hourly wage. Ms. Cook stated that the proposed policy reflects these changes.

Board Member Welsch stated that the only issue that she sees with this is that the amount an equal firefighter is making could potentially be more. She stated that the payout is still taxable while those that take the insurance are pre-taxed.

The consensus of the Board was to continue reimbursing employees who opt out of the group Health/Dental insurance.

15) **Discussion, possible action or staff direction on annual fit for duty physicals and renewal of the Phoenix Fire IGA:** Chief Keller informed the Board that the IGA with Phoenix Fire had not been renewed in several years and we needed to have it updated under CCFMA.

Chief Keller stated that we have firefighters going to Phoenix Fire Health Center as well as VVMC Occupational Med. for their annual physicals and each place uses a slightly different tier system.

Ms. Cook stated that it would cost approximately \$5000 more annually to have everyone go to Phoenix Fire for physicals.

Board Member Welsch stated that Phoenix Fire Health Center specializes in fire fighter physicals.

Chief Keller stated that he will find out from VVMC Occupational Med would still be willing to honor the drug testing if we switch everyone to Phoenix Fire.

Board Member Welsch made a motion to approve the renewal of the IGA to Phoenix Fire for the annual physicals pending legal review. Clerk Keeton seconded. Motion passed unanimously.

16) **Discussion, possible action or staff direction on approving the replacement of two coolers at Station 82:** Chief Keller informed the Board that the swamp coolers in the bay at Station 82 are not functioning properly and need to be replaced. Chief stated that he recommends the quote from Verde Sol Air.

Board Member Welsch made a motion to approve the quote from Verde Sol Air to replace two coolers at Station 82. Clerk Keeton seconded. Motion passed unanimously.

- 17) **Budget Discussion – Revenue and Expenses and set meeting date for May 24, 2018:** Ms. Cook stated that she will have the final FDAT numbers on May 22. The Board reviewed the debt service schedule and discussed which leases that could be paid off.

The consensus from the Board was to set the meeting date for May 24, 2018.

- 18) **Future Agenda Items:** Budget, March 14th Executive Session Minutes.

- 19) **Adjournment:** Chairperson Kleindienst motioned to adjourn the meeting at 11:26 am.

Clerk

Carol Keeton
5/24/18