



Copper Canyon Fire & Medical District

MINUTES OF REGULAR MEETING

Pursuant to notice, a Special Session of the Copper Canyon Fire & Medical District was called to order at 10:15 am on Tuesday, January 15, 2019

Present: Linda Welsch – Chairperson; Carol Keeton – Clerk; Brandi Bateman – Board Member; Justin Largent – Board Member; Steve Darby – Board Member

Staff: Terry Keller – Fire Chief; Robyn Cook – Administrative Manager; Misty Weatherford – Payroll/Benefits Specialist

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:** No Comments

5) **Approval of Minutes**

- A. **Special Meeting Minutes on December 3, 2018**
- B. **Special Meeting Minutes on December 7, 2018**
- C. **Special Meeting Minutes on December 17, 2018**
- D. **Special Meeting Minutes on January 3, 2019**

Clerk Keeton made a motion to approve the Minutes from the Special Meetings on December 3, 2018; December 7, 2018; December 17, 2018 and January 3, 2019. Board Member Largent seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Bateman; Board Member Darby and Board Member Largent in favor.

6) **Reports:**

- A. **Chief's Report:** Chief Keller presented the Fire Chief's report.
- B. **Operations:** Chief Keller presented the Operation report.
- C. **Financial/Administrative:** Ms. Cook presented the Financial Report.

7) **Budget Hearing for the adoption of the amended budget for fiscal year 2018 – 2019:**

Chairperson Welsch opened the Budget Hearing at 10:25 am.

Ms. Cook informed the Board that the Budget was published and posted for 20 days.

There were no comments or input from the public.

Chairperson Welsch closed the Budget Hearing at 10:30 am.

8) **Discussion and possible action on the adoption of resolution 2019 – 008 to adopt the amended budget for fiscal year 2018 – 2019:** Board Member Darby made a motion to adopt Resolution 2019-008 to adopt the amended budget for fiscal year 2018-2019. Board Member Bateman seconded. Motion passed with

Chairperson Welsch; Clerk Keeton; Board Member Bateman; Board Member Darby and Board Member Largent in favor.

- 9) **Discussion and possible action to open a credit card account with National Bank:** Ms. Cook informed the Board that we needed to open new credit card account with National Bank for CCFMD.

Board Member Bateman made a motion to open a credit card account with National Bank. Board Member Largent seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Bateman; Board Member Darby and Board Member Largent in favor.

- 10) **Discussion and possible action on adopting Board By-Laws:** Board Member Largent made a motion to adopt the Board By-Laws. Clerk Keeton seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Bateman; Board Member Darby and Board Member Largent in favor.

- 11) **Discussion and possible direction on the Fire Chief's evaluation process:** Ms. Cook stated that she had emailed the Fire Chief Evaluation that was previously used to each of the board members.

Board Member Bateman stated that the evaluation that was previously used is asking them to evaluate on things that they don't see or know about and they don't have information on day to day operations.

Firefighter Fitzgerald stated that it might be time to do a 360 evaluation to help make it more productive.

Chief Keller stated that he doesn't know how well it will go as he does not always receive feedback on things he sends out to the crews.

Board Member Bateman stated that everybody should be included in the evaluation process.

Fire Marshal Gagnon informed the Board that there are programs that are already established through the EFO program with the 360 format.

The consensus of the Board was to move forward with the 360 evaluation and to have Ms. Cook, Board Member Bateman and Firefighter Fitzgerald meet to discuss and put together the format of the evaluation.

- 12) **Discussion and possible action on recruiting and the selection of a Fire Marshal:** Fire Marshal Gagnon stated that she fully supports filling the Fire Marshal position upon her departure and to possibly grow the prevention department in the future.

Chief Keller stated that they have requested a quote from Brenda Tranchina with HR Strategies to oversee the testing process of outside recruitment.

Chairperson Welsch asked if we had to do the testing with a 4k price tag.

Ms. Cook stated that there was too much going on internally to allot the time to fast track the hiring process for a position that needs to be filled immediately.

Chief Keller stated that he has never done a Fire Marshal testing process and stated that Gary Johnson, a retired Fire Marshal from Sedona Fire has agreed to contract with us until we have filled the position.

Clerk Keeton stated that with all the development going on in both areas we should use HR Strategies.

The consensus of the Board was to move forward with using HR Strategies to do the testing process for Fire Marshal.

13) **Discussion and possible action on adopting the Human Resource Manual from Copper Canyon Fire & Medical Authority:** Board Member Largent made a motion to adopt the Human Resource Manual from Copper Canyon Fire & Medical Authority. Board Member Bateman seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Bateman; Board Member Darby and Board Member Largent in favor.

14) **Discussion, possible action or staff direction on switching to electronic formatted Board books:** Ms. Cook informed the Board that we had 6 Ipads that weren't being used for anything since switching to Surface Go's and asked the Board if they would be interested in going electronic for the Board Books.

Board Member Bateman stated that she has used electronic Board Book applications and it is more efficient and will save staff time on the preparation of the books.

Board Member Darby stated that he like to have the paper copy of the board book.

The consensus of the Board was to get quotes from different companies.

15) **Discussion and possible action on approving the conflict of interest from Yavapai County Attorney's office for representation on the fuel IGA and election services IGA:** Chief Keller informed the Board that this was just a formality for the new agency.

Board Member Darby made a motion to approve the conflict of interest from Yavapai County Attorney's Office for representation on the fuel IGA and election services. Board Member Largent seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Bateman; Board Member Darby and Board Member Largent in favor.

16) **Discussion and possible action on purchasing a replacement turnout washer:** Chief Keller informed the Board that there will be plumbing involved to connect the 3in water pipe to the pipe that is currently in place. Chief Keller stated that this was a non-budgeted item.

Board Member Darby stated that he wasn't sure how we could not move forward with this purchase.

Board Member Bateman made a motion to approve the purchase to replace the turnout washer and to repair the pipe, not to exceed \$15,000. Board Member Darby seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Bateman; Board Member Darby and Board Member Largent in favor.

17) **Discussion and possible action on approving resolution 2019 – 007 to authorize Bill Whittington as the District's attorney:** Board Member Bateman made a motion to approve Resolution 2019-007 to authorize Bill Whittington as the District's attorney. Board Member Darby seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Bateman; Board Member Darby and Board Member Largent in favor.

18) **Discussion and possible action on adopting the 2012 International Fire Code:** Chief Keller stated that this is just a formality.

Board Member Darby made a motion to adopt the 2012 International Fire Code. Board Member Largent seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Bateman; Board Member Darby and Board Member Largent in favor.

19) Discussion and possible action on approving the lease agreement with Zion's Bank for financing the chassis of A-811: tabled

20) Possible vote to go into Executive Session:

A. A.R.S. §38-431.03(A)(3)(4)(7): Purchase or trade of real estate

B. A.R.S. §38-431.03(A)(1): Fire Chief's Contract

Chairperson Welsch made a motion to adjourn the regular meeting and go into Executive Session at 11:43 am. Board Member Bateman seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Bateman; Board Member Darby and Board Member Largent in favor.

**** Board Member Darby left meeting at 12:45 pm**

**** Reconvened from Executive Session at 12:51 pm**

21) Discussion, possible action or staff direction from the Executive Session:

A. A.R.S. §38-431.03(A)(3)(4)(7): Purchase or trade of real estate

B. A.R.S. §38-431.03(A)(1): Fire Chief's Contract

A: Board Member Bateman made a motion to authorize staff to move forward as discussed in Executive Session. Board Member Largent seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Bateman and Board Member Largent in favor.

B: Board Member Bateman made a motion to approve the changes as discussed in Executive Session. Board Member Largent seconded. Motion passed with Chairperson Welsch; Clerk Keeton; Board Member Bateman and Board Member Largent in favor.

22) Future Agenda Items: Debt Schedule; Budget; IGA's; Fire Chief Evaluation

23) Adjournment: Board Member Largent made a motion to adjourn the Regular Meeting at 12:53 pm. Board Member Bateman seconded. Motion passed unanimously.

Clerk

