

**Minutes of a Regular Meeting of the Board of Directors of the Verde Valley Fire District Meeting Held
March 22, 2022**

A Regular Meeting of the Verde Valley Fire District Board of Directors was held on March 22, 2022, at 5:00 p.m. in person at Station 31, 2700 E. Godard Road, Cottonwood, Arizona and electronically (via Zoom).

Board of Directors:

Ken Bishop, Chairman
Robert Brummett, Board Clerk
Donald Peck
Coleen Gilboy

Staff Present:

Danny Johnson, Fire Chief
Lisa Elliott, Administrative Manager
Danny Hinds, Fire Inspector
Ashley Hammond, Administrative Assistant
Ivan Anderson, Firefighter / Union VP
Jacob Marx, Firefighter (via zoom)
Scott Mattix, Firefighter (via zoom)

Others Present:

Gary Svider (Via Zoom)

CALL TO ORDER - The meeting was called to order at 5:00 p.m. by Board Chairman Bishop.

ROLL CALL – All Board Members were present; a quorum was present.

PLEDGE OF ALLEGIANCE TO THE FLAG – Those present stood and said the pledge of allegiance to the American flag.

MOMENT OF SILENCE - **A moment of silence for firefighters who have lost their lives.** A moment of silence was observed for the 25 U.S. firefighters who lost their lives in the line of duty in 2022 to date.

ORDER OF THE AGENDA - Discussion and consideration of changing the order of the agenda.

MINUTES – Discussion and consideration of the minutes of the Regular Meeting held February 22, 2022.

Board Member Peck made a motion to approve the minutes of the Regular Meeting held February 22, 2022. Board Clerk Brummett seconded the motion. The motion passed unanimously.

CALL TO THE PUBLIC – None.

FINANCIAL REPORTS – Discussion and consideration of the financial report for the previous month (including ambulance billing). Administrative Manager Elliott reviewed the written financial reports noting the following:

- The District is 67% through the fiscal year.
- Total cash in the General Fund at the end of February: \$2,276,587.20.
- Decrease in cash of \$359,604 for the month of February.
- Property Tax Revenues received in February: \$65,166.46.
- Fire District Assistance Tax (FDAT) received in February: \$6,715.04.
- Total operating-only expenditures were 7.75% lower than year-to-date allocation.

- Total General Fund expenditures were 19.05% lower than the year-to-date allocation.
- Ambulance cash collections of \$77,295.58 and 85 billable calls in the month. Decrease of 42 calls from January 2022.
- The invoice for the Buck Fire was submitted and approved for payment in March 2022.
- Payment has been received for the seven (7) FY2021-2022 submitted invoices.

Board Member Gilboy made a motion to approve the Financial Report. Board Member Peck seconded the motion. The motion passed unanimously.

REPORTS AND CORRESPONDENCE

CHAIRPERSON'S REPORT – A report from the Chairperson on their recent activities for the District.

None

BOARD MEMBER REPORTS – Reports from members of the Board on their recent activities for the District.

Board Member Gilboy mentioned the conversation she had with a local citizen regarding a recent call Station 36 responded to last week. Gilboy stated that the local citizen said how amazing and professional our firefighters are and was very grateful for their expertise during the call.

UNION REPORT – A report from the District representative of the Sedona-Verde Valley Firefighters Association on current events and activities for the past month.

Vice President Ivan Anderson stated that they have had their second Meet and Confer meeting on March 22nd, 2022. Chief Johnson requested that they have their answers to him by April 1st, 2022.

He reported that the Memorandum of Understanding (MOU) is still being worked on.

FIRE INSPECTOR REPORT – A report from the Fire Inspector, discussion and possible action regarding current events and activities, including: Public education, fire prevention, meetings and events attended, training, permits issued and closed, and inspections.

Fire Inspector Danny Hinds stated that the new burn permit process online is up and running efficiently. He mentioned that our District has issued 517 burn permits and there have been a total of 761 activations as of 3:15:22 on March 22nd, 2022. Fire Inspector Hinds talked about the training that he attended in Las Vegas and was excited to utilize what he learned.

FIRE CHIEF REPORT – A report from the Fire Chief, discussion and possible action regarding current events and his recent activities, including: National Line of Duty Firefighter deaths; meetings and events attended; incident calls; grants update; human resource policy updates; hiring processes; facility repairs; information technology and communication network issues and concerns; de-annexation issues; out-of-District billing process; cell tower; Clarkdale property; COVID funding; AFDA updates; and other potential updates. Chief Johnson reported on items from his report including:

- Dispatch Services Agreement Meeting - Had a dispatch service agreement meeting on March 1st. Continuing to look at ways to make our dispatch center more of a cooperative and less of a vendor owner relationship.
- Read Across America (VVFD Crews) – March 2nd Chief Johnson and crews attended Dr. Daniel Bright Elementary School and Clarkdale Elementary School to read to the students.
- AFDA Board of Directors Meeting
- Engineer Testing Candidates Meeting- On March 7th Chief Johnson met with each candidate that took the Engineer testing process. Employees were told where they finished on the list prior to putting the list out to the organization.
- Meet and Confer with Labor Group
- VVFD & CCFMD Leadership Meeting – Chief Johnson and Vice President Ivan Anderson met with

Chief Keller and Vice President Jake Fitzgerald of CCFMD to discuss if there are any areas or room to share services and ways to streamline to be more efficient with our budgets.

- Ashli and Tyson Bell honored at PIR Race
- VVFD & CCFMD Shared Reserve Follow Up Meeting – In the process of creating a new reserve testing process using technology and newer ways with CCFMD. The entire hiring process will be online including the written questions and interviews. We will review and score all the interviews saving us money by not having to pay OT for multiple days to interview candidates. The candidates who want to test for a reserve position will pay to be a part of this process. Successful candidates that we bring into our reserve program will be reimbursed for the process, VVFD & CCFMD will split the fee.
- MAC/COOP Meeting
- Clarkdale Department Head Meeting
- Assessment Center Testing Class – Brenda Tranchina with Human Resource Strategies is coming to Station 31 on March 23rd to teach ways and techniques to be successful during testing assessments. Opened it up to Cottonwood, Copper Canyon and Sedona, with representatives coming from those agencies.
- De-annexation Issues
 - Sawmill Gardens – Chief Johnson and legal have researched the issue and response letters are being crafted that will be sent to the two homeowners. Letters will be coming from the District first.
 - Craypser resident de-annexation is still in review. Homeowners were contacted and contact information was updated for future correspondence. Chief Johnson has handed over all of the de-annexation information for legal review.
 - City of Cottonwood is proposing another property annexation. The annexation would reduce District revenue by approximately \$10,250 annually. Chief Johnson plans on attending the hearing on April 5th.
- Out of District Billing Process
 - Out of District billing process has been developed.
 - Cement Plant review of the unbilled call history is complete, bills are being created based on the fee schedule in place at the time of the call. The first invoice to be sent is close to \$21,000.00.
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- Human Resources
 - Administrative Specialist, Ashley Hammond began on March 7th.
 - Engineer testing process has been completed; all 6 applicants passed. The list will remain in place for two years.
- Finance
 - 2022/2023 LPV \$192,930,257 represents a 5.52% increase.
 - Industrial Insurance increase of 105% plus special assessment TBD (est. of \$70K)
 - Health Insurance increase of 9%
 - Bringing in a representative from Kairos on March 23rd to explain our health insurance.
- Fire Districts COVID Funding – Chief Johnson has collected all of the COVID expenses from the Fire Districts that have requested to be involved. Chief Johnson has a meeting on Thursday, March 24th with Supervisor Gregory to go over the dollar amounts we received from the Districts' personnel COVID costs.
- Fire District W/C pool- conversations with Appropriations and the Governor's office to secure funding for the risk pool to alleviate the assessment.
- Fire District TPT- Included in a striker brought by Senator Boyer in the Land & Agriculture sub – committee. Passed out of sub-committee. Still has to go through the remainder of review and process.

OLD BUSINESS - None**NEW BUSINESS****RESOLUTION 2022-05 – Fee Schedule- Discussion and possible adoption of Resolution 2022-05, a resolution of Verde Valley Fire District Board of Directors adopting a fee schedule.**

Chief Johnson explained the proposed fee changes for CPR classes and out of District Billing.

Board Member Gilboy made a motion to adopt Resolution 2022-05, a resolution of the Verde Valley Fire District Board of Directors adopting a fee schedule. Board Clerk Brummett seconded the motion. The motion passed unanimously.

Budget Overage – Discussion and possible approval of the Fleet Maintenance Division budget overage for FY2021-2022.

Chief Johnson stated that this overage has to do with the Fleet Maintenance Division explaining that last year there was an ambulance that got into an accident, the claim was paid by the insurance company last fiscal year, but the ambulance repairs were not finished until this fiscal year. He explained that there is an accounting issue because we have encumbered the cost this year and received the dollars last year. He stated that we are not going over budget because of mismanagement or any sort of underfunding but based on timing. This timing issue is going to exceed what we budgeted and, based on our purchase and procurement policies, the Board needs to approve us to exceed that budget by the amount of the ambulance repairs.

Board Clerk Brummett made a motion to approve the Fleet Maintenance Division budget overage for FY2021-2022 in the amount of \$36,551.92. Board Member Peck seconded the motion. The motion passed unanimously.

Surplus Property- Discussion and approval of declaring the 2005 Ford F-350 Ambulance (T305) as surplus property and direction to staff regarding the manner of disposal.

Chief Johnson explained that we have received the new ambulance and are requesting to surplus the 2005 F350 ambulance and authorization to sell that ambulance. He explained a few different options to sell the vehicle including a company that he used before that lists them on a nationwide used fire apparatus website called Brindlee Mountain Apparatus that charges a 7% fee. Option two is to list it on public surplus that VVFD has used in the past. Chief Johnson expressed his concern of not getting the best exposure for the apparatus from public surplus. Chief Johnson asked for the authorization to sell the ambulance and not set a reserve price because it restricts the ability to get rid of it.

Board Member Gilboy made a motion to declare the 2005 Ford F-350 Ambulance (T305) as surplus and authorized Staff to sell the ambulance. Board Clerk Brummett seconded the motion. The motion passed unanimously.

Revised Policy Manual – Discussion and possible direction to Staff regarding the revised Human Resource Policy Manual.

Chief Johnson stated the District has been revising the Human Resource Policy Manual. It has been a collaborated process with Brenda Tranchina with Human Resource Strategies, VVFD Firefighters, Chief

Johnson, and Lisa Elliott. Chief Johnson provided the Board with an executive summary of what policies are new, what policies have had extensive changes or edits and policies that are still in the meet and confer process. Chief Johnson asked the Board if they would like to set up a separate workshop to go through all these policies, if they would they like to receive a copy of the changes, and if they want to receive a copy of the entire policy manual electronically or printed. Chief Johnson went over the red line version, any changes that have been made on the current policy are red and any policies that are new are on a separate list. All Board Members agreed that a separate meeting is not necessary to go over the changes and can be done at a future scheduled Board Meeting.

No action taken.

Board Member Vacancy and Appointment Process- Discussion and consideration of declaring a vacancy on the Board of Directors effective February 23, 2022 due to the resignation of Matthew Kaempfe, authorizing the publishing of a “Notice of Board Vacancy” in a local newspaper, and direction to Staff regarding to appointment process and timeframes.

Chief Johnson explained the rules we must follow when there is a Board Member vacancy, including the timeline and process to fill this position. Chief Johnson stated they will publish the notice of vacancy in the Verde Independent, our website, our social media sites and do a public service announcement with our local radio station. Applications for this vacant position will be available at Station 31 and on our website. Deadline for applications will be at 4 p.m. on April 20th. Interviews will be held during a Special Board meeting on May 23rd beginning at 5 p.m. with a possible appointment of a candidate following that interview process that night. Board Member Peck suggested posting the vacant position as a PSA in the Journal Extra.

Board Member Peck made a motion to declare a vacancy on Board of Directors effective February 23, 2022 due to the resignation of Matthew Kaempfe; to authorize Staff to publish a “Notice of Board Vacancy” in local newspapers, and to direct Staff to proceed with the Board Appointment Process with the application deadline of 4: 00 p.m. on April 20th. Board Member Gilboy seconded the motion. The motion passed unanimously.

Fire Chief Employment Agreement – Discussion and possible action regarding the Employment Agreement with Daniel Johnson for the position of Fire Chief; the Board may vote to go ointo Executive Session regarding the Employment Agreement of the Fire Chief pursuant to A.R.S § 38-431.03. A.1. for discussion or consideration of a public officer, appointee, or employee of any public body regarding the same.

Board Member Peck made a motion to go into Executive Session for items 11.F and 11.G. Board Member Gilboy seconded the motion. The motion passed unanimously.

The Board entered Executive session at 5:55 p.m.

The Board resumed the Regular session at 6:51 p.m.

Board Member Gilboy made a motion to approve the criteria of the raise effective March 22nd, 2022, and the other amendments of the Agreement. Board Clerk Brummett seconded the motion. Motion passed unanimously.

Fire Chief’s Performance Evaluation – Discussion and possible action regarding the annual performance evaluation of the Fire Chief; the Board may vote to go into Executive Session for the annual performance evaluation of the Fire Chief pursuant to A.R.S. § 38-431.03. A.1. for discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee, or employee of any public body regarding the same.

No action taken.

FUTURE AGENDA ITEMS – A listing of items to be placed on a future agenda.

None

ADJOURNMENT. With no further business before the Board, the meeting adjourned at 6:53 p.m.

Submitted By:

Approved:

Ashley Hammond, Administrative Specialist

Ken Bishop, Board Chairman

Attest:

Robert Brummett, Board Clerk

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