

**Minutes of a Regular Meeting of the Board of Directors of the Verde Valley Fire District Meeting Held  
March 28, 2023**

A Regular Meeting of the Verde Valley Fire District Board of Directors was held on March 28, 2023, at 5:00 p.m. in person at Station 31, 2700 E. Godard Road, Cottonwood, Arizona and electronically (via Zoom).

Board of Directors:

Robert Brummett, Chairman  
Coleen Gilboy, Board Clerk (arrived at 5:09 pm)  
Kenneth Bishop  
Donald Peck  
Timothy Bishop (via zoom)

Staff Present:

Danny Johnson, Fire Chief	Richard Wintermute, Captain / Union VP Local 3690
Lisa Elliott, Administrative Manager	Jacob Marx, Firefighter
Ashley Hammond, Administrative Specialist	Cody Harkey, Captain
Danny Hinds, Fire Inspector	Dillion Sherman, Firefighter
Dean Koropatnicki, Battalion Chief	Ethan Wright, Firefighter
Genaro Garcia, Engineer	Spencer Young, Engineer
Joel Rosenberg, Captain	Tucker Ihrman, Captain
Jonathan Pizzi, Engineer	Pete Bailey, Engineer
Ethan Church, Firefighter	Matt Robertson, Captain
Caden Barton, Firefighter	Seth Murphy, Captain
Taber Buckley, Firefighter	Scott Mattix, Firefighter (via zoom)

Others Present:

Daniel Elliott (via zoom)  
Wendi Johnson  
Heather Robertson  
Friends and Family of Genaro Garcia  
Friends and Family of Jonathan Pizzi  
Friends and Family of Ethan Church  
Friends and Family of Caden Barton  
Friends and Family of Taber Buckley

**CALL TO ORDER** – The meeting was called to order at 4:59 p.m. by Board Chairman Brummett.

**ROLL CALL** – All Board Members were present when Board Clerk Gilboy arrived at 5:09 pm; a quorum was present.

Chief Johnson requested that the Pledge of allegiance to the flag, moment of silence and Agenda item 11. A, Employee Recognition, be held in the bay.

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

Board Member Peck made a motion to move the Pledge of Allegiance to the Flag, Moment of Silence and Agenda Item 11. A, Employee Recognition, be held in the bay. Board Member K Bishop seconded the motion. The motion passed unanimously.

**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 15 U.S. firefighters who lost their lives in the line of duty in 2023 to date and Sergeant Thomas Tieman.

**EMPLOYEE RECOGNITION – Presentation and badge pinning of employees.**

Chief Johnson presented the Verde Valley Fire District's values and explained the importance and expectations of each value as an employee of the District. Chief Johnson administered the Oath of Office.

Ethan Church was promoted to Firefighter and was pinned by his mother.

Taber Buckley was promoted to Firefighter and was pinned by his mother.

Caden Barton was promoted to Firefighter and was pinned by his mother.

Johnathan Pizzi was promoted to Engineer and was pinned by mother and daughter.

Genaro Garcia was promoted to Engineer and was pinned by his wife.

**MINUTES – Discussion and consideration of the minutes of the Regular Meeting held on February 28, 2023 and the Executive Session held on February 28, 2023.**

Board Member K Bishop made a motion to approve the minutes of the Regular Meeting held on February 28, 2023 and the Executive Session held on February 28, 2023. Board Member Peck 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).** Finance Assistant Linda Peterson reviewed the written financial reports noting the following:

- The District is 67% through the fiscal year.
- Total cash in the General Fund is \$2,849,246.61 (does not include the PSPRS COP Contingency Reserve Fund.)
- Decrease in cash of \$455,933 for the month of February.
- Cash flows show that they are adequate to fund the fiscal year's operations.
- Property Tax Revenues received in February: \$67,870.55.
- Fire District Assistance Tax (FDAT) received in February: \$6,898.84.
- Total operating-only expenditures were 9.04% lower than the year-to-date allocation.
- Total General Fund expenditures were 14.94% lower than the year-to-date allocation.
- The District has collected \$4,043,647 (65%) of the FY2022-2023 budgeted Property Tax Revenues.
- Account 01-6300-637131 – Includes purchase of the new HVAC for Administrative offices and training room
- Account 01-6500-654201 Turn-Outs – Nine (9) sets of turnouts and one (1) additional jacket.
- Ambulance cash collections of \$77,297.39 and 92 billable calls in the month. Decrease of twenty-one (21) calls from February 2023 and a year-to-date increase of nineteen (19) calls compared to the same timeframe in FY2021-2022.
- Ambulance Billing Receivables decreased \$36,398.98 in February 2023 totaling \$628,854.97.
- \$162.50 received from the collection agency in December.
- Crews have deployed on six (6) assignments in FY2022-2023 to date. Payment has been received for all deployments.

Board Clerk Gilboy made a motion to approve the Financial Report. Board Member K Bishop 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 Peck stated he attended the Life and Fire Safety (LAFS) show last Friday. He stated it was a great program and very informative for the students. Board Member peck recognized the phenomenal service Ethan Church, Matt Robertson and David Mclvoy provided on a recent 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.**

Union Vice President Richard Wintermute stated there was no significant information to report for the month.

### **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 Hinds presented the monthly statistics:

New Permits: 1

Complaints: 1

General and Final Inspections: 17

General correspondence including site visits, emails, phone calls and letters: 25+

Plan reviews: 3

Preliminary code reviews: 1

Fire Inspector Hinds stated the Spring LAFS program is up and running. He stated that Battalion Chief Koropatnicki, Firefighter Heisinger and himself continue to work together to meet their goals for ISO. He stated an initial site plan has been submitted for the Mongini Property. Board Clerk Gilboy asked where this development would be built and if we got a development use fee. He stated that it was across from Mountain Gate. Chief Johnson stated that the District cannot charge a impact or use fee. Chief Johnson stated that he has been having preliminary meetings with the Mayor and Town Manager to discuss potential future options might be.

Fire Inspector Hinds stated that the Engine Company inspections and reinspection are still occurring and should be completed soon. He stated that he was able to attend the ICC Code Conference in Las Vegas at the end of February and learned new information pertaining to inspection and code enforcement. He stated that the reformatted integrated code for Clarkdale is ready for the Town Council, the updated IGA with Clarkdale is almost ready for legal review and this is schedule for April's Town Council Meeting.

### **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; human resource updates; finance and grant updates; special projects/other updates; wildland assignments and mutual aid; out-of-District calls; County and State updates; AFDA updates; and other potential updates.**

Chief Johnson reported on items from his report including:

- Meetings Attended

- Staff Meeting
- AFDA BOD Meeting
- VVFD Insurance Renewal Meeting
  - Chief Johnson stated that the District received preliminary numbers at a ten percent (10%) increase. He stated he was anticipating a higher percent increase.
- VVFD Technology Business Review Sunstate
- SAFER Grant Meeting with CAFMA and Prescott
- Yavapai Cooperator Meeting
  - Chief Johnson stated he was having flood prep meetings every morning for the last two (2) weeks. He stated these meeting consisted of after action of the flood and how to prepare for the next flood.
- Clarkdale Town Council Year in Review
- Staff Car 311 for flooding event
  - Chief Johnson stated that he responded to this incident to help assist Battalion Chief Chambliss. He stated the crews were successfully able to remove four (4) individuals and two (2) dogs from the river.
  - Chief Johnson stated Verde Valley Fire District and Copper Canyon Medical District were successfully able to recuse nine (9) individuals, two (2) dogs and one (1) pig from the flooding rivers. He stated these events showed the resources needed to for all these successful rescues.
- AAR with YCSO Mormons Crossing
  - Meeting was canceled due to another flood.
- Human Resources
  - Lateral Firefighter position closed. Interviewed one (1). Chief Johnson stated that the one (1) candidate accepted another position.
  - Ashley Hammond has completed her probationary year.
- Finance / Grants
  - SAFER Grant was submitted. Chief Johnson stated he spoke with Senator Kelly's office, and they have committed to write a letter of support.
  - Budget development is in progress. Kairos, Securis and PSPRS are the larger place holders that have the biggest impact in determining the final budget this fiscal year.
- Special Projects / Other
  - Verde Valley Employee Appreciation banquet approaching April 1, 2023.
  - Mormons Crossing Incident Update.
    - Chief Johnson recognized Firefighter Matt Chavez on his excellent performance on scene.
  - Fleet repairs and status updates.
    - Chief Johnson stated that Engine 311 turbo maintenance/repair was performed under warranty. He stated Engine 311 after the turbo maintenance/repair was having a coolant leak and it was scheduled to be repaired.
    - Chief Johnson stated E316 needed a new pump and that the new pump has been ordered. He stated that the repair should be completed before wildland session begins.
      - The La France Engine has received an offer and has been accepted to be sold.
  - Wives Academy is scheduled for April 21 and 22, 2023.
    - Has been opened to neighboring agencies.
  - Cottonwood Dispatch update on vacant positions.
- Wildland Assignments / Mutual Aid
  - No assignments this month.
- Out of District Billing Process – Discussion on the billing process and amounts anticipated to be collected as well as efforts to notify non-residents of status.
  - Total OOD responses for the month of February: 2

- Under a current Fire Protection Service Agreement: 0
- Billed for OOD response: 2
- Standby event: 1
  - Billed and collected stand by rate for a movie filming at Alcantera for two (2) hours for \$727.86.
- County and State Updates
  - A lot going on gave an overview of all the bills that were introduced. 1,625 bills were introduced this session, more than half are now dead as they failed to clear their respective assigned committees in the body of origin. HB203 is the one that is important to us and still moving forward.
- AFDA Updates – Legislative updates.

## OLD BUSINESS

### **Resolution 2023-03 IGA for Fire Apparatus Maintenance and Repairs – Discussion and possible adoption of Resolution 2023-03 approving of the Intergovernmental Agreement with Copper Canyon Fire and Medical District for Fire Apparatus Maintenance and Repairs.**

Chief Johnson asked the Board to table this Agenda Item for a future Agenda item that needs to proceed this. Chief Johnson stated that Coper Canyon Fire and Medical District (CCFAM) Board provided the IGA to their legal for review and that they would not approve until there were actions taken on both entities Board. He stated there were further actions that needed to take place which will be identified in the New Business Item 11.B.

Board Clerk Gilboy asked if Agenda Item 10.A. would be brought back in this meeting.

Chief Johnson stated that Agenda Item 10.A. would be a future Agenda item.

## NEW BUSINESS

### **Waiver of Conflict of Interest and Consent – Discussion and possible approval of the Waiver of Conflict of Interest and Consent regarding representation by William R Whittington of the law firm of Boyle, Pecharich, Cline, Whittington & Stallings, PLLC of Copper Canyon Fire and Medical District in connection with the proposed Intergovernmental Agreement for Fire Apparatus Maintenance and Repairs.**

Chief Johnson stated that this is the document William R Whittington has provided to both Fire Board Districts, Verde Valley Fire District (VVFD) and Copper Canyon Fire and Medical District (CCFAM) to sign. Chief Johnson stated that he has informed Chief Keller and William R Whittington that Verde Valley Fire District has resourced a different legal counsel to review this IGA, to avoid same conflicting legal counsel review for the two (2) Districts. Chief Johnson stated that he has reached out to our current legal counsel, Nicholas Cornelius, and he agrees this waiver needs to be done because William R Whittington has for provided legal counsel review for both entities.

Board Member K Bishop made a motion to approve the Waiver of Conflict of Interest and Consent regarding representation by William R Whittington of the law firm of Boyle, Pecharich, Cline, Whittington & Stallings, PLLC of the Copper Canyon Fire and Medical District in connection with proposed Intergovernmental Agreement for Fire Apparatus Maintenance and Repairs. Board Clerk Gilboy seconded the motion. The motion passed unanimously.

**Budget Committee Appointments – Discussion and possible appointment of two (2) Board Members to the FY2023-2024 Budget Committee.**

Chief Johnson stated that he wanted to select two (2) Board Members for the FY2023-2024 Budget Committee to represent the District's taxpayers. The date for the Board workshop is still to be determined.

Board Clerk Gilboy stated that her and Board Member Peck have been on the Budget Committee the last few years.

Board Member K Bishop stated that he would be on the FY2023-2024 Budget Committee.

Board Member T Bishop stated that he would be on the FY2023-2024 Budget Committee.

Board Clerk Gilboy made a motion to appoint Board Member K Bishop and Board Member T Bishop to the FY2023-2024 Budget Committee. Board Member T Bishop seconded the motion. The motion passed unanimously.

**Roof Repairs – Discussion and possible approval to award the bid for roof repairs at Station 31 and Station 36 and waive the formal bid requirements of the Purchasing Policy.**

Chief Johnson stated that last FY Budget the District budgeted roof repairs for Station 31 and Station 36 in the Capital Fund. He recognized Captain Joel Rosenberg for all his hard work in researching and gathering all the information for this project.

Chief Johnson presented the six (6) roof contractors bids, the ROC research and Surety Bond Information to the Board. He stated that Staff was unaware of the scope of work needed to repair the roofs on Station 31 and Station 36 the prohibited Staff to perform a formal bid process. He stated that Staff requested each contractor to provide their recommendations for the repairs, to include products, warranty, and the cost for the scope of work they recommended. Chief Johnson stated that he highlighted each contractor's recommendation to repair the roofs. He stated their recommendations included a new roof on both Stations and a recoat at Station 31 and a new roof at Station 36.

Board Clerk Gilboy asked the larger the Surety Bond the higher possibility of claims. Chief Johnson stated that it is not the higher possibility of claims but the more they can pay out claims. He stated that he researched each contractor's license and explained each contractor can do different work depending on the business license they have. He explained the K-B2 license allows the contractor to work on commercial roofs and perform structural repairs of the roof. He stated the CR-42 License allows the contractor to work on commercial roofs but only allows them to repair ten percent (10%) structural repairs. He stated that he does not anticipate more than ten percent (10%) structural repairs will be needed.

Chief Johnson stated that Staff is recommending Macco Enterprises, Inc. dba KM Roofing Quote. He stated that they recommended a recoat on Station 31 and a new roof on Station 36. He stated that they offered a fifty (50) year warranty for materials on Station 31 and a twenty (20) year warranty on the roof at Station 36.

Board Chairman Brummett asked if the roof at Station 36 needed structural repairs this contractor could only do ten percent (10%) of the repairs. Chief Johnson stated they could only do ten percent (10%) but he does not anticipate the structural repairs being more than that.

Board Clerk Gilboy asked if we could add installation to the bays. Chief Johnson stated that he does not believe we will get under the roof deck for these repairs that would allow them to add installation.

Board Member K Bishop made a motion to award the bid for roof repairs to Station 31 and Station 36 to Macco Enterprises, Inc. dba KM Roofing and to waive the formal bid requirements of the Purchasing Policy. Board Member Peck seconded the motion.

Board Clerk Gilboy stated the Macco Enterprises, Inc. dba KM Roofing bond is small. Chief Johnson stated that they should not be subcontracting any of this work out and he is comfortable with it. Board Clerk Gilboy asked if we would be doing a lien. Chief Johnson stated that he does not believe this job is large enough to do a lien.

The 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 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.**

Ken Bishop made a motion to go into Executive Session for items 11. E. and 11. F. Board Clerk Gilboy seconded the motion. The motion passes unanimously.

Chief Johnson requested that he attend the Executive Session to discuss his self-evaluation and Employment Agreement with the Board. He also requested that Administrative Manager Lisa Elliott attend the Executive Session to take minutes. The Board agreed.

The Board entered Executive Session at

The Board resumed the Regular Session at 6:46 p.m.

**Fire Chief's 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 into 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 employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee, or employee of any public body regarding the same.**

Board Clerk Gilboy made a motion to do a summary review of the Fire Chief as presented in Executive Session presented to Chief Johnson for signature by all Board members and Chief Johnson. Board Member Peck seconded the motion. The motion passed unanimously.

Board Clerk Gilboy made a motion to approve the changes to the Fire Chief's contract as discussed in Executive Session taking effect on March 28, 2023 and July as well. Board Member Peck seconded the motion. The motion passed unanimously.

**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 6:49 p.m.

Submitted By:

Approved:

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Ashley Hammond, Administrative Specialist

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Robert Brummett, Board Chairman

Attest:

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Coleen Gilboy, Board Clerk

DRAFT