

**Minutes of a Regular Meeting of the Board of Directors of the Verde Valley Fire District Meeting Held May 24, 2022**

A Regular Meeting of the Verde Valley Fire District Board of Directors was held on May 24, 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  
Tim Bishop

Staff Present:

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

Others Present:

None

**CALL TO ORDER** - The meeting was called to order at 5:02 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 47 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 Executive Sessions held March 22, 2022, the Regular Meeting held April 26, 2022, the Budget Committee Meeting held May 9, 2022, the Special Session held May 9, 2022 and the Executive Session held May 9, 2022.

Board Clerk Brummett made a motion to approve the minutes of the Executive Sessions held March 22, 2022, the Regular Meeting held April 26, 2022, the Budget Committee Meeting held May 9, 2022, the Special Session held May 9, 2022 and the Executive Session held May 9, 2022. 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). Administrative Manager Elliott reviewed the written financial reports noting the following:

- The District is 83% through the fiscal year.

- Total cash in the General Fund at the end of April: \$2,992,790.04.
- Increase in cash of \$1,090,171 for the month of April.
- Positive cash flow of \$1,937,154 for the fiscal year to date.
- Property Tax Revenues received in April: \$1,331,161.80.
- Fire District Assistance Tax (FDAT) received in April: \$103,888.21.
- Total operating-only expenditures were 9.14% lower than the year-to-date allocation.
- Total General Fund expenditures were 22.87% lower than the year-to-date allocation.
- Ambulance cash collections of \$70,243.35 and 101 billable calls in the month. Decrease of 23 calls from March 2022.
  - Administrative Manager Lisa Elliott explained there was an ambulance account posting error with an ambulance billing deposit. Payment was to be received in April and was received in May causing a difference in what the ambulance billing report shows and what was deposited.
- \$85.68 was received from the collection agency in April.
- Crews have been deployed on ten (10) assignments so far in FY2021-2022.
  - Invoices are pending for two (2) assignments and payment has been received from the other assignments.

Board Member Peck made a motion to approve the Financial Report. Board Member Gilboy 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.**

None

### **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 the MOU is completed and that Labor would like to schedule a work session with the Board to go over all the changes in the MOU.

### **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 discussed the two (2) recent residential fires our District responded to in April. Hinds stated the causes of the fires, reported the damage and how excellent the crews performed in stopping the fires.

### **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:

- Yavapai County Chiefs Meeting
- Meeting with Sedona Fire Chief
- AFDA Board of Directors Meeting
- VVFD Budget Workshop
- Clarkdale Department Head Meeting

- Meeting with Supervisor Michaels – May 11<sup>th</sup> Chief Johnson met with Supervisor Michaels to continue discussing the lack of Fire District funding in the ARPA distributions.
- Meeting with County Treasurer Chip Davis – May 9<sup>th</sup> Chief Johnson and Administrative Manager Lisa Elliott met with County Treasurer Chip Davis.
- Yavapai County Fire Districts Chiefs Meeting
- AFDA E-Board Meeting
- Captain Testing Process
- Sunstate Business Strategy Meeting
- De-annexation Issues
  - Chief Johnson stated the Craypsers were provided a letter with the Board's decision from the April Board meeting and that he has not heard a response back yet.
- Out of District Billing Process
  - Total of \$102,596.82 billed for OOD response
  - Total collected \$16,500.00
  - Four annexation requests
  - Chief Johnson stated that he did receive an email from the Cement Plant updating him that they are going to pay a portion of their OOD bill as they believe they should not have to pay for a call on their property that is not an employee of the Cement Plant.
  - Chief Johnson explained the credits that have been given for OOD billing.
- Human Resources
  - Two-weekend mini reserve academy with Copper Canyon, 5 reserves who will now begin working to become shift qualified.
  - Chief Johnson stated Tucker Ihrman finished number one (1) in the Captain Testing Process and he will be promoted to Captain.
- Fire Districts COVID Funding
  - Chief Johnson and Chief Trautwein had a meeting with Supervisor Michaels. Chief Johnson and Administrative Manager Lisa Elliott met with the County Treasurer Chip Davis to discuss ARPA as well as Fire Districts in Yavapai County.
- ISO
  - ISO review has been completed, we are awaiting the results.
- County and State Updates
  - Fire Districts COVID Funding – Chief Johnson has had meetings and email exchanges with Supervisors Gregory, Brown, and Oberg.
  - AFDA Updates – Legislative updates.

**OLD BUSINESS** – None.

## **NEW BUSINESS**

### **Oath of Office – Reciting of the Oath of Office by the newly appointed Board Member.**

Tim Bishop was approved to fulfill the term of office expiring May 24, 2022 for Matthew Kaempfe who resigned on February 23, 2022. Per A.R.S. 38-231 officers of a Board of any state or county political subdivision shall subscribe to an oath or affirmation as specifically provided in the statute. Board Chairman administered the Oath of Office.

### **Resolution 2022-08 Personnel Policy Manual Revisions – Discussion and possible adoption of Resolution 2022-08 adopting changes to the Personnel Policy Manual.**

Chief Johnson explained the changes that need to be made to the Personnel Policy Manual. Administrative Manager Lisa Elliott stated on the Vacation Leave Policy they added the verbiage regarding if the employee passes away that the beneficiary would receive the employee's accrued vacation leave. Board Member Gilboy

explained a correction that was needed on the Vacation Leave Policy IV line A, it should read one (1) year / twelve (12) months. Board Member Peck asked if we would change the letter designation on the Employer Funded Contributions Policy.

Board Member Peck made a motion to adopt Resolution 2022-08 adopting changes to the Personnel Policy Manual. Board Clerk Brummett seconded the motion. The motion passed unanimously.

**Resolution 2022-09 Annexation Request – Discussion and possible adoption of Resolution 2022-09 amending the boundaries of Verde Valley Fire District.**

Chief Johnson stated that we have four (4) residents that would like to annex into Verde Valley Fire District.

Board Clerk Brummett made a motion to approve Resolution 2022-09 amending the boundaries of Verde Valley Fire District. Board Member Peck seconded. The motion passed unanimously.

**Resolution 2022-10 Call of Election – Discussion and possible adoption of Resolution 2022-10 calling for an election on November 8, 2022.**

Board Member Peck made a motion to adopt Resolution 2022-10 calling for an election on November 8, 2022, to fill two (2) Board vacancies. Board Clerk Brummett seconded the motion. The motion passed unanimously.

**Resolution 2022-11 Intergovernmental Agreement – Discussion and possible approval of Resolution 2022-11 for an Intergovernmental Agreement with the City of Cottonwood for Shared Telecommunication Employee Services.**

Chief Johnson stated that one thing we have realized in our region is that there is a shortage of knowledgeable radio communication experts that understand the public safety side of it. Chief Johnson said that they have been working with the City of Cottonwood to bridge that gap and be stronger as a collective. The agreement was given to the City of Cottonwood, and they made some changes to it. Chief Johnson stated that the agreement has gone back and forth to VVFD insurance, VVFD legal, City of Cottonwood insurance and City of Cottonwood legal to make sure we have all the insurance correct. Chief Johnson expressed how this agreement would help protect each organization and each employee we are sharing. Chief Johnson explained that after this agreement is approved, we will submit an addendum with the actual employee cost for the employees that are covered under this agreement that will be updated annually.

Board Member Peck made a motion to approve Resolution 2022-11 for an Intergovernmental Agreement with the City of Cottonwood for Shared Telecommunications Employee Services. Board Clerk Brummett seconded the motion. The motion passed unanimously.

**Letter to the Yavapai County Board of Supervisors- Discussion and possible approval of a letter to the Yavapai County Board of Supervisors regarding the request for American Rescue Plan Act funds.**

Chief Johnson explained he and Administrative Manager Lisa Elliott created the letter to send from the Board to the Board of Supervisors of Yavapai County and that it is intended to push for funds to be allocated for reimbursement of our District expenditures of COVID.

Board Clerk Brummett made a motion to approve the letter to the Yavapai County Board of Supervisors regarding the request for American Rescue Plan Act funds. Board Member Peck seconded the motion. The motion passed unanimously.

**FY2022-2023 Tentative Budget Adoption – Discussion and possible adoption of the FY2022-2023 Tentative Budget.**

Chief Johnson stated this tentative budget was discussed in our Board Budget Workshop held on May 9, 2022. He went over some highlights of what this budget includes: this year we had a 5.53 percent increase in property values for our District, property tax rates are still calculated at \$3.21, 6% COLA for the employees, increased overtime wages to match the District’s policy, single tier plan for all of our health benefits, and an increase in ambulance revenue due to the rate increase of 11.65%.

Board Member Gilboy asked about the delayed ambulance billing. Chief Johnson stated we have started delayed billing for all commercial insurance payers and will not process their bills for forty-five (45) days from date of the transport. Chief Johnson stated that, in the month of March, 22% of our bills that were written off were commercial insurance payers. With this delayed billing Chief Johnson is hoping to increase the District’s ambulance revenue in our budget.

Chief Johnson explained the CIP plan allows us to look at the District as a whole and capitalize it, allowing the District to save for capital projects over time. Chief Johnson stated that the CIP plan shows us that we should be budgeting 1.8 million dollars per year to be able to fund all our capital projects over the next twenty (20) years. Chief Johnson expressed the CIP plan is a good tool and eye opener to have.

Board Clerk Brummett made a motion to adopt the FY2022-2023 Tentative Budget. Board Member Peck seconded the motion. The motion passed unanimously.

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

- MOU work session scheduled June 9, 2022 at 5:00 p.m.

**ADJOURNMENT.** With no further business before the Board, the meeting adjourned at 5:52 p.m.

Submitted By:

Approved:

\_\_\_\_\_  
Ashley Hammond, Administrative Specialist

\_\_\_\_\_  
Ken Bishop, Board Chairman

Attest:

\_\_\_\_\_  
Robert Brummett, Board Clerk