

**Minutes of a Regular Meeting of the Board of Directors of the Verde Valley Fire District Held  
July 23, 2024**

A Regular Meeting of the Verde Valley Fire District Board of Directors was held on July 23, 2024, at 5:00 p.m. in person at Station 31, 2700 E. Godard Road, Cottonwood, Arizona and electronically (via Zoom).

Board of Directors:

Donald Peck, Chairman  
Coleen Gilboy, Board Clerk (via Zoom)  
Kenneth Bishop  
Robert Brummett (absent)  
Timothy Bishop (absent)

Staff Present:

Danny Johnson, Fire Chief  
Lisa Elliott, Administrative Manager  
Linda Peterson, Finance Assistant  
Ashley Hammond, Administrative Specialist  
Richard Lopez, Fire Inspector  
Cody Harkey, Battalion Chief  
Tucker Ihrman, Captain  
Justin Sandoval, Engineer (via Zoom)  
Station 31 (via Zoom)

Others Present:

**CALL TO ORDER** – The meeting was called to order at 5:00 p.m. by Board Chairman Peck.

**ROLL CALL** – Board Member T Bishop and Board Member Brummett were absent; a quorum was present.

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

**PLEDGE OF ALLEGIANCE TO THE FLAG** – Those present stood and recited 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 30 U.S. firefighters who lost their lives in the line of duty in 2024 to date.

**CALL TO THE PUBLIC**

**CONSENT AGENDA – DISCUSSION AND POSSIBLE ACTION.**

**A. Minutes** – Discussion and consideration of the minutes of the Regular Meeting held on June 25, 2024.

Board Member K Bishop made a motion to approve the Consent Agenda. Board Chairman Peck seconded the motion. The motion passed unanimously.

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

Administrative Manager Lisa Elliott stated that the amounts listed on these financial reports will change through the completion of the audit.

- Total cash in the General Fund is \$2,839,621.05 (does not include the PSPRS COP Contingency Reserve Fund.)
- Decrease in cash of \$610,839 for the month of June.
- Negative cash flow of \$69,243 for the fiscal year.
  - Administrative Manager Lisa Elliott noted that \$240,000 was transferred to Capital for the purchase of the four (4) new administrative vehicles.
- Cash flows show that they were adequate to fund the fiscal year's operations.
- FY2023-2024 Property Tax Revenues received: \$76,209.13.
- Fire District Assistance Tax (FDAT) Revenues received: \$4,329.47.
- The following account explanations are for items occurring within the month of June 2024:
  - The FY2023-2024 end-of-year payroll accruals were completed prior to the creation of the financial reports.
  - There are still several year-end adjusting entries that need to be made.
  - There are several expenses that are highlighted in the report that are FY2024-2025 expenses. These items will be recorded as Prepaid Expenses in FY2023-2024.
  - Page 1 Account 01-424000 Smart and Safe Arizona Act Taxes – 2<sup>nd</sup> distribution for FY2023-2024.
  - Page 1 Account 01-441000 Ambulance Revenues – Adjustment for decrease in Ambulance Billing Receivables.
  - Page 2 Account 01-5100-512200 PSPRS Retirement – Adjustment to zero out the PSPRS Prepaid Account.
  - Page 4 Account 01-6100-614400 Office Furniture – Battalion Chief's office furniture.
  - Page 8 Account 01-6600-667109 2014 Rosenberg – New tires, repairs to exhaust, pressure governor, etc.
  - Page 8 Account 01-6600-667201 2015 Freightliner – New tires, replace parking brake, repair air leak.
  - Page 12 Account 02-8000-837031 Station 31 – Remainder of Station 31 flooring project.
  - Page 12 Account 02-8000-867107 Administrative Vehicles – New vehicle communication equipment and payment on final truck.
- Total operating-only expenditures are 3.4% lower than the year-to-date allocation.
- Total General Fund expenditures are 9.17% lower than the year-to-date allocation.
- The District has collected \$ 6,460,112.82 (98%) of the FY2023-2024 budgeted Property Tax Revenues.
- Ambulance Billing Report
  - For the month of May there were 88 billable calls in the month. This is a decrease of 36 calls from the prior month and a year-to-date decrease of 88 calls compared to the same timeframe in FY2022-2023. Cash collections have increased \$38,211 compared to the same timeframe in FY2022-2023.
  - Ambulance cash collections of \$97,577.15 were received.
  - Total Ambulance Billing Receivables were \$610,403.63, a decrease of \$100,763.98 from the prior month.
- Crews have been deployed on ten (10) assignments in FY2023-2024 to date.
  - As of June 30, 2024, invoices had been submitted for six (6) of the assignments; payment has been received for the six (6) assignments invoiced.
    - Administrative Manager Lisa Elliott stated that one (1) assignment had been missed and the correction will be on August's financial report.

Board Member K Bishop made a motion to approve the Financial Reports. Board Clerk 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.**  
Board Chairman Peck stated that he attended the AFDA Summer Conference.

**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.**  
None

**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, significant projects, and inspections.**  
Fire Inspector Lopez presented the monthly statistics:

New Permits: 1  
Complaints: 0 total 0 – Invalid, 0 – Referred to County  
General and Final Inspections: 5  
General correspondence including site visits, emails, phone calls and letters: 25+  
Plan Reviews: 0  
Preliminary Code Reviews: 2  
Variances for Hot Work and Burns Outside Regulation – Awarded – 1  
Knox Box Installs - 0  
Car Seats: 5 Installs

Fire Inspector Lopez stated that he had a walk-through in Mountain Gate for assistance with Fire Wise. He stated that he and Administrative Specialist Ashley Hammond attended a meeting with Cottonwood Fire Department, Copper Canyon Fire and Medical District, and Sedona Fire District to plan a safety day in October.

**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
  - Taawaki Ribbon Cutting
  - Clarkdale Old Fashion 4<sup>th</sup> of July
  - Cornville Community Association
  - Verde Labor Management Meeting
  - Meeting with the PFFA President and Vice President
  - AFDA/AFCA Conference
  - VVFD new hire interviews
  - Meet with the new Camp Verde Town Manager
  - Staff meetings
  - VVFD and CCFMD Board Meetings
  - Guardian Air base meeting with Representatives Bliss and Nguyen.

- Human Resources
  - Five (5) firefighters have accepted conditional offers.
  - Captain Ian James has accepted a Radio Technician position with CAFMA.
- Finance / Grants
  - VVFD was the lead agency in the submission of a regional AFG grant for cardiac monitors.
    - Regional partners are Verde Valley Fire District, Sedona Fire District, and Copper Canyon Fire and Medical District. We have not received any updates.
  - Submitted a Congressionally Directed Spending Grant for an ambulance, we have passed the first round of cuts.
  - Submitted a Gila River Grant for a UTV to replace the Kubota, we have not received any updates.
  - Submitted a grant to AgWest Stewardship group for an Off-Road emergency vehicle.
    - We were successful in obtaining \$50,000.00, have received the check.
- Special Projects / Other
  - MOU is at legal for review.
    - Stated that the MOU is still being reviewed but will be complete at the next Board meeting.
  - Research on a potential GO Bond in 2025 has begun.
    - Projects
    - Cost
    - Politics
  - Engineer Academy was successful. 24 students attended from VVFD, CCFMD, Jerome, Cottonwood, Pine-Strawberry, and Blue Ridge.
- Wildland Assignments / Mutual Aid
  - Engineer McDaniel took a water tender to the fire in Congress.
  - Captain Robertson took an assignment for a single resource to Globe.
- Out of District Calls
  - Total OOD responses for June: 0
- County and State Updates
  - Chief Johnson stated that there are no significant county and state updates.
- AFDA Updates – Legislative updates.
  - AFDA Annual Membership and Board Meeting scheduled for July 16, 2024.
  - No AFDA Board meeting in August.

**OLD BUSINESS** - None

## **NEW BUSINESS**

### **Tactical Tender – Discussion and possible approval to purchase a tactical tender from Midwest Fire, through the Sourcewell Contract, in an amount not to exceed \$525,251.23.**

Chief Johnson stated that Staff is requesting to purchase a tactical tender. He stated this tactical tender will replace one (1) of the old water tenders and will be used on wildland deployments. He stated Captain Ihrman is present to discuss the proposed purchase of a tactical tender.

Captain Ihrman stated once an apparatus is twenty (20) years old it drops to a Federal Excess Personal Property Program (FEPP) rate for wildland assignments. The FEPP rate is roughly lowered to sixty-five percent (65%) of the hourly rate. He stated the requested tactical tender will replace one (1) of the 2004 tenders. He stated according to the Arizona Interagency Dispatch Center (AIDC) type 3 engines and tactical tenders are the most requested out-of-district and out-of-state resources. He stated a tactical tender can also be contracted as a

support tender. He stated the proposed tactical tender can carry two thousand (2,000) gallons of water qualifying it as a type 2 tactical tender. Captain Ihrman stated Staff is requesting a four-wheel drive tactical tender. He stated he has received a quote from Midwest Fire for the proposed tactical tender.

Chief Johnson stated the tactical tender will be purchased through the Sourcewell cooperative purchasing contract.

Board Chairman Peck asked what the tactical tender's warranty is. Captain Ihrman stated he believed the apparatus has a one (1) year warranty and the tank has a lifetime warranty.

Board Clerk Gilboy asked if the District looked at other contracts and received other quotes. Captain Ihrman stated that he received a quote from Rosenbauer. Chief Johnson stated a tactical tender is a specialty apparatus with limited vendors.

Board Clerk Gilboy asked if the Wildland Fund was going to pay for the tactical tender since the grant was unsuccessful. Chief Johnson stated no. He stated a portion of the purchase will be paid from the Wildland Fund and staff budgeted the grant match in the Capital Fund.

Board Clerk Gilboy asked how many 2004 vehicles the District has. Captain Ihrman stated two (2) water tenders and one (1) brush truck. He stated the District received a call asking if we could supply another water tender and had to deny it. He stated he was uncomfortable dropping the District to one (1) water tender and the 2004 tenders would not pass inspection.

Board Chairman Peck asked what the timeframe for a tactical tender is. Captain Ihrman stated twenty to twenty-two (20-22) months.

Board Clerk Gilboy asked if the District has to put 50% down and pay the remaining when the tactical tender is received. Captain Ihrman stated through the contract the District does not have to put 50% down and will pay for the tactical tender once completed and received.

Board Member K Bishop made a motion to approve the purchase of a tactical tender from Midwest Fire, through the Sourcewell Contract, in an amount not to exceed \$525,251.23. Board Clerk Gilboy seconded the motion. The motion passed unanimously.

Board Clerk Gilboy asked if the District's new ambulance billing company went into effect July 1, 2024. Chief Johnson stated yes.

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

Memorandum of Understanding

**ADJOURNMENT.** With no further business before the Board, the meeting adjourned at 5:29 p.m.

Submitted By:

Approved:

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Ashley Hammond, Administrative Specialist

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Donald Peck, Board Chairman

Attest:

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Coleen Gilboy, Board Clerk

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