

NOTICE OF A PUBLIC MEETING

THE BOARD OF DIRECTORS FOR VERDE VALLEY FIRE DISTRICT
WILL HOLD A REGULAR MEETING ON TUESDAY, JULY 26, 2022 AT 5:00 P.M.
IN THE BOARD ROOM AT STATION 31, 2700 E. GODARD ROAD, COTTONWOOD, ARIZONA

DUE TO COVID VIRUS CONCERNS, PARTICIPATION BY THE PUBLIC MAY BE LIMITED TO ATTENDANCE VIA TELECONFERENCE. THE PUBLIC TELECONFERENCE WILL BEGIN AT 5:00 P.M. MEMBERS OF THE PUBLIC MAY JOIN THE TELECONFERENCE BY FOLLOWING THE INSTRUCTIONS BELOW:

1. Dial 1-669-900-6833
2. When prompted for meeting ID, enter 733 581 4709
3. For technical support please dial (928) 634-2578 option 0.

OR

Join on-line through Zoom app by going to <https://us02web.zoom.us/j/7335814709>

Public input may be submitted via email to lelliott@verdevalleyfire.org prior to the start of the meeting or by the phone-in option provided.

The Fire Board of the Verde Valley Fire District will meet in regular session on Tuesday, July 26, 2022 at 5:00 p.m. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. § 38-431.03(A)(3) for legal advice with the District's attorney on matters as set forth in the agenda item. The following topics, and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. MOMENT OF SILENCE – A moment of silence for firefighters who have lost their lives.
5. LIFE SAVING AWARD – Recognition of Jonovan Myers and Zion Myers for their courageous and life saving actions on the scene of a house fire on May 30, 2022.
6. ORDER OF AGENDA – Discussion and consideration of changing the order of the agenda.
7. MINUTES – Discussion and consideration of the minutes of the Regular Meeting held on June 28, 2022 and the Special Session held on July 5, 2022.
8. CALL TO THE PUBLIC
Those wishing to address the Verde Valley Fire District Board need not request permission in advance. The Fire District Board is not permitted to discuss or take action on any item raised in the call to the public due to restrictions under Open Meeting Law. However, individual Board Members may respond to criticism directed to them. Otherwise, the Board may direct that staff review the matter or that the matter be placed on a future agenda.
9. FINANCIAL REPORTS – Discussion and consideration of the financial report for the previous month.
10. REPORTS AND CORRESPONDENCE – Discussion and possible action.
 - A. **Chairperson's Report** – A report from the Chairperson on their recent activities for the District.
 - B. **Board Member Reports** – Reports from members of the Board on their recent activities for the District.

- C. **Union Report** – A report from the District representative of the Sedona-Verde Valley Firefighters Association on current events and activities for the past month.
- D. **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.
- E. **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; human resource updates; finance updates; ISO updates; wildland assignments; out-of-District billing process; VVFD Employee Recognition; COVID funding; AFDA updates; and other potential updates.

11. OLD BUSINESS

12. NEW BUSINESS

- A. **Resolution 2022-15 Personnel Policy Manual Revisions** – Discussion and possible adoption of Resolution 2022-15 adopting changes to the Personnel Policy Manual.
- B. **PSPRS Prepayment** – Discussion and possible approval to prepay the FY2022-2023 budgeted amount for Public Safety Personnel Retirement System (OSORS) employer contributions.
- C. **Ambulance Billing** – Discussion and possible direction to Staff regarding billing District residents for ambulance billing amounts applied to their deductible for high deductible health insurance plans.
- D. **Future Agenda Items**

13. ADJOURNMENT

Persons with a disability may request reasonable accommodations by notifying Verde Valley Fire District at (928) 634-2578 as far in advance of the scheduled meeting as possible.

This notice was posted at (Check one prior to posting):

- www.verdevalleyfire.org (Official Posting Location)
- Station 31, 2700 E. Godard Rd, Cottonwood, AZ (Official Posting Location)
- Station 32, 1120 S. Page Springs Rd, Cornville, AZ (Courtesy Posting Only)
- Station 36, 895 First South St, Clarkdale, AZ (Courtesy Posting Only)
- Town of Clarkdale, Community Development Building, 890 Main St, Clarkdale, AZ (Courtesy Posting Only)
- Verde Village Clubhouse, 4855 Broken Saddle Rd, Cottonwood, AZ (Courtesy Posting Only)

Posted by: _____ Date: _____ Time: _____



Verde Valley Fire District Fire Board Agenda Report

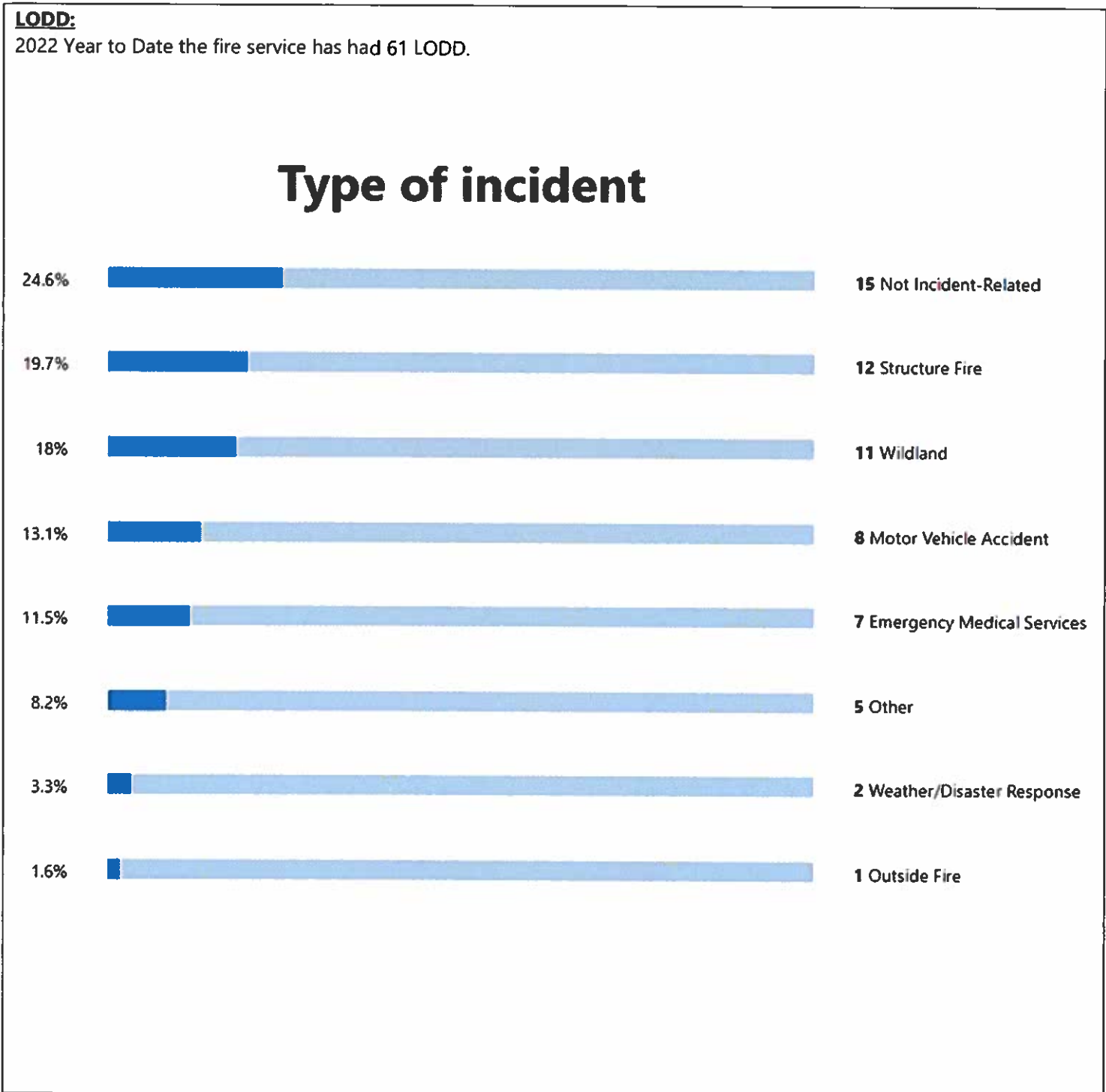
Subject: Fire Inspector Report for June 2022	Board Meeting Date: July 26, 2022
Action Required: <input type="checkbox"/> Motion <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> No Action Required, Information Only <input type="checkbox"/> Other (Explain):	Submitted By: Danny Hinds, Fire Inspector Date Submitted: July 20, 2022

Agenda Title: Fire Inspector Monthly Report
<p>There is the potential for many projects currently being addressed by the Fire Prevention Division to cover multiple months. These range from commercial and residential construction, scheduled and follow-up inspections and proposed projects still in the preliminary stages, complaints, and their follow-up as well as general questions.</p> <p>Statistics: New Permits -- 6 Complaints -- 2 new, one was determined non-hazard and the other is in process of being mitigated. General and Final Inspections -- 14 General correspondence including site visits, emails, phone calls, and letters -- 25+ Plan reviews -- 12 Preliminary Code Reviews -- 3 Variances for Hot Work and Burns Outside Regulation - Awarded -- 2</p> <p>Significant projects pending are: Nothing to report for June.</p> <p>General Info:</p>



Verde Valley Fire District Fire Board Agenda Report

Subject: Chief's Report	Board Meeting Date: July 26, 2022
Action Required: <input type="checkbox"/> Motion <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information, Discussion and Possible Action <input type="checkbox"/> Other (Explain):	Submitted By: Danny Johnson, Fire Chief Date Submitted: July 20, 2022



Verde Valley Fire District

Incident Report

June 2022

Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022 YTD	2021 Total
Wildland	0	0	1	1	5	2							9	40
Still	9	17	13	11	9	7							66	165
Residential	10	10	3	10	6	0							39	58
Special Duty	41	45	41	55	68	51							301	626
Commercial	2	7	2	1	5	3							20	38
EMS ALS	159	120	160	125	132	136							832	1812
EMS BLS	91	53	67	59	63	65							398	854
False Alarm	0	1	2	0	0	0							3	12
Other	0	0	0	0	0	0							0	0
Rescue Assignment	16	11	21	10	20	13							91	213
Monthly Totals	328	264	310	272	308	277	0	0	0	0	0	0	1759	
2021 Monthly Totals	326	266	259	305	325	337	331	328	302	352	337	350		3818
2021 YTD Total	326	592	851	1156	1481	1818	2149	2477	2779	3131	3468	3818		

Responses by Station

Station	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022 YTD	2021 Total
Station 31	164	147	179	145	161	161							957	2029
Station 32	70	59	79	65	68	69							410	987
Station 36	94	58	52	62	79	47							392	802
Monthly Totals	328	264	310	272	308	277	0	0	0	0	0	0	1759	

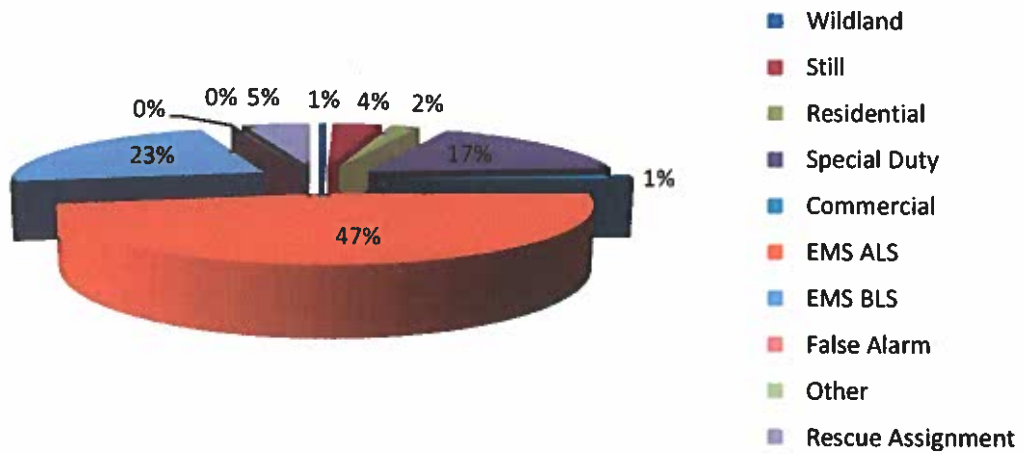
Mutual Aid & Automatic Aid RECEIVED by Agency

Agency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022 YTD	2021 Total
Cottonwood Fire	16	17	22	17	22	18							112	241
Copper Canyon	1	3	1	1	0	1							7	19
Jerome Fire	0	2	0	2	0	0							4	10
Sedona Fire District	0	1	1	0	0	1							3	21
Verde Valley Ambulance	3	4	0	5	2	2							16	97
Monthly Totals	20	27	24	25	24	22	0	0	0	0	0	0	142	

Mutual Aid & Automatic Aid GIVEN by Agency

Agency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022 YTD	2021 Total
Cottonwood Fire	15	15	23	15	14	5							87	128
Copper Canyon	8	13	12	13	10	11							67	229
Jerome Fire	0	0	0	0	0	1							1	19
Sedona Fire District	0	1	0	0	0	1							2	12
Monthly Totals	23	29	35	28	24	18	0	0	0	0	0	0	157	

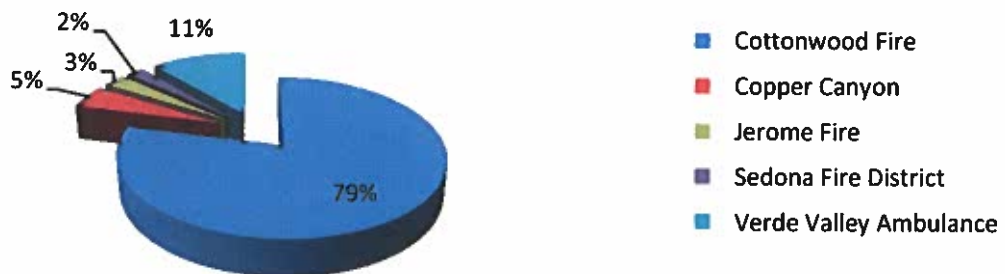
YTD Incident Type



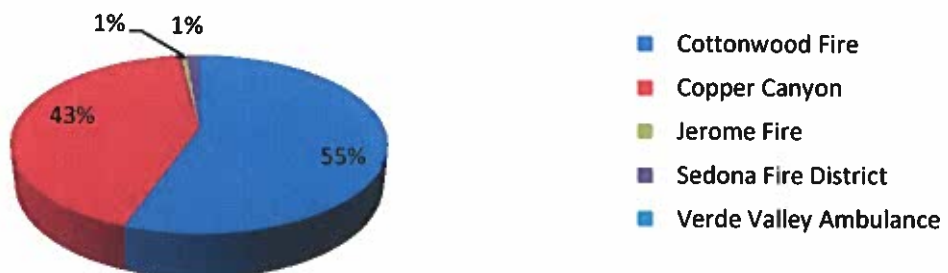
YTD Responses by Station



YTD Mutual Aid & Automatic Aid RECEIVED



YTD Mutual Aid & Automatic Aid Given



Meetings and Events:

- July 4 Clarkdale Old Fashion 4th of July
- 5 VVFD Staff Meeting
- 5 Special Session Budget Adoption
- 11 AZFCA Meetings
- 12-14 AFDA/AZFCA Summer Conference
- 18 VVFD CCFMD Joint Reserve Meeting
- 19 Meeting with Chief Keller
- 20 Audit Meeting (IT Security)
- 21 Labor Management Meeting
- 26 Verde Valley Fire Board Meeting
- 27 Yavapai County Chiefs Meeting

Human Resources:

We have a reserve academy that will begin August 2nd.

Finance/Grants

FY 21/22 Audit has begun.

Special Projects/Other:**ISO**

Our ISO review has been completed and we are awaiting the results.

Wildland Assignments

Captain Matt Robertson has been deployed to a fire in Alaska.

A crew of 4 was sent to California on a Pre-Po assignment

Tucker Irman

Geno Garcia

Jake McDaniel

Jonathan Pizzi

Out-of-District Billing Process

Total billed - \$126,160.95

Total collected - \$36,196.21

Total credited - \$20,250

VVFD Employee Recognition

Louis Newell, Scott Ashford, and Glenn Koehler were recognized by VVMC for the care they gave a critical cardiac patient.

County and State Updates

Fire Districts COVID Funding

The work with the County Board of Supervisors continues. We have not been given any formal response either way. We will continue to have dialog with them to work to a solution.

AFDA Updates

- The campaign to pass Prop 310, the Fire District TPT increment, referred to the November 8, 2022, General Election ballot by the legislature, and put forward by the PFFA has begun. Information for supporting Prop 310 can be found at <https://voteyeson310.com/>. Additional information can be found on the Vote Yes on 310 Facebook page. The Arizona Public Health Association (AZPHA) came out July 5, 2022, in favor of Prop 310. Read the editorial: [AZPHA Editorial - YES on 310](#). Early voting for the November 8, 2022, General Election begins in 86 days (*October 12, 2022*). Additional resources and information available soon.
- Only 15 days remain until the August 2, 2022, Primary Election. Early primary election voting began on July 6th (*80+ percent of voters in Arizona vote early / by mail*). Approximately 50 percent of the 90 total legislative seats will be decided in the primary election. The attached primary election candidate list for all 90 seats within Arizona's 30 legislative districts is attached (*candidate list provided courtesy of James Candland, Clarus Companies*).
- **PSPRS Local Board Notification and Training:** Reminder: PSPRS must be notified within 10 days of a change to local board members, secretaries or counsel via the [Local Board Member and Employer Information Update \(REVISED\)](#) form. New appointees are required to complete [mandatory training](#) within 180 days of their appointment. Training covers open meeting laws, fiduciary duties and legal review, and ethics and is available on the [PSPRS YouTube](#) channel. Learn more on the [PSPRS HB2381 webpage](#).

SCR1049 STRIKER; FIRE DISTRICTS; FUNDING; TPT INCREMENT (PFFA/AFDA/AFCA position: **SUPPORT**) – legislative ballot referral will ask voters in November to approve a TPT increment of 1/10th of a cent to generate additional revenues for fire districts. **LAST: referred to ballot - November 8, 2022, General Election.**

H2609: AMBULANCE SERVICES; SERVICE AREAS (AFCA/AFDA position: **SUPPORT**)- amends numerous items specific to 9-1-1 ambulance operations. **LAST: signed by governor. Chap. 381, Laws 2022.**

H2336: LICENSED MENTAL HEALTH PROFESSIONAL; DEFINITION (PFFA position: **SUPPORT**); - expands definition of health professionals for counseling specific to public safety. Note: the language from the ~~DEAD H2546: TRAUMATIC EVENT COUNSELING; CONTINUATION~~ was amended to H2336 in Senate Commerce on 3/2. **LAST: signed by governor. Chap. 377, Laws 2022.**

H2699: FIRE DISTRICT BONDS; MERGER; CONSOLIDATION (AFDA Position: **SUPPORT**) – eliminates the expansion of GO Bond payments across new territory when fire districts are merged or consolidated. **LAST: 3/29 signed by the Governor, Chapter 84, Laws 2022.**

S1324: SMART AND SAFE FUND; DISTRIBUTION (AFDA position: **SUPPORT**) - tech correction to address fire district JPA funding. Note: Universities and tribal police and fire agencies were added to S1324 on the Senate floor with amend #4310. **LAST: 6/22 FAILED House on reconsideration 43-17 (voter protected – required 45 votes to pass).** NEXT: DEAD.

S1268: PSPRS; DEFINED RETIREMENT OPTION PLAN, which expands the DROP program to seven years among other changes. **LAST: signed by governor. Chap. 351, Laws 2022.**

FIRE DISTRICT WORKERS COMP RISK POOL (AFDA position: **SUPPORT**): ARPA funding distribution from Governor's Office for COVID 19 and pandemic expenses. LAST: \$20M allocation for COVID associated workers compensation system cost reimbursements (\$13M) and general pandemic eligible expenses (\$7M).

Legislative / Regulatory / Elections / Political Calendar

- **August 2, 2022** – State Primary Election.
- **October 12, 2022** - Early voting begins / ballots mailed for the November 8 State General Election.
- **November 8, 2022** – State General Election.
- **January 9, 2023** – 56th Arizona Legislature – 1st Regular Session convenes.
on 3/2. LAST: 5/2 House adopted conference report #4925 and PASSED Final Read 56-0. NEXT: 6/20 Final Read in the Senate.



Verde Valley Fire District Fire Board Agenda Report

Subject: Resolution 2022-15 Personnel Policy Manual Revisions	Board Meeting Date: July 26, 2022
Action Required: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> No Action Required, Information Only <input type="checkbox"/> Other (Explain):	Submitted By: Daniel Johnson, Fire Chief Date Submitted: July 11, 2022
Project/Issue Relates to VVFD Strategic Plan: N/A	

Agenda Title: Discussion and possible adoption of Resolution 2022-15 adopting changes to the Personnel Policy Manual.
Background Information: The Board adopted Resolution 2022-06 at the April 26, 2022 approving the revised Personnel Policy Manual dated April 30, 2022. Revisions to the following policies were approved by the Board at the May 24, 2022 Board Meeting: <ul style="list-style-type: none">• 4.03 Vacation Leave• 4.04 Sick Leave• 4.09 Post-Employment Health Plan (renamed Employer Funded Contributions)• 4.24 Educational Assistance Due to contribution requirements for the Post Employment Health Plan (PEHP), Staff is requesting changes to the following policies: <ul style="list-style-type: none">• 4.03 Vacation Leave• 4.04 Sick Leave• 4.09 Employer Funded Contributions If approved, the proposed changes will be effective July 26, 2022.

Financial Impact: Is this a budgeted expense? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Account Number:
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Fire Chief's Recommendation: Adopt Resolution 2022-15 adopting changes to the Personnel Policy Manual.

Attorney Recommendation: N/A

Suggested Motion: Adopt Resolution 2022-15 adopting changes to the Personnel Policy Manual.
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List of Attachments: Resolution 2022-15 4.03 Vacation Leave 4.04 Sick Leave 4.09 Employer Funded Contributions

RESOLUTION #2022-15

**A RESOLUTION OF THE VERDE VALLEY FIRE DISTRICT BOARD OF DIRECTORS
ADOPTING CHANGES TO THE PERSONNEL POLICY MANUAL.**

WHEREAS, the Board of Directors of Verde Valley Fire District sets the policy for the District;
and

WHEREAS, there is a need for personnel policies to be revised from time to time;

NOW THEREFORE, BE IT RESOLVED that Verde Valley Fire District hereby adopts the
revisions to the Personnel Policy Manual dated April 30, 2022 updating the following policies:

- 4.03 Vacation Leave
- 4.04 Sick Leave
- 4.09 Employer Funded Contributions

PASSED AND ADOPTED by the Board of Directors of the Verde Valley Fire District, Yavapai
County, Arizona on this 26th day of July, 2022.

Ken Bishop, Chairman

ATTEST:

Robert Brummett, Board Clerk



Verde Valley Fire District Human Resource Policy Manual

Section: Employee Benefits	Policy Number: 4.03	Effective Date: 04/30/2022
Policy: Vacation Leave	Fire Chief: DJ	Revision Date: 07/26/2022

I. PURPOSE

To provide a paid time off benefit that will provide payment for time off for restful break from the work routine.

II. SCOPE

This policy applies to all full-time employees.

III. POLICY STATEMENT

VVFD shall provide vacation accrual on a bi-weekly basis for all full-time personnel as follows:

<u>Years of Service</u>	<u>Suppression</u>	<u>Administrative / Support</u>
0-1 year	3.69 hours	3.08 hours
1-5 years	6.46 hours	5.38 hours
5-10 years	9.23 hours	6.92 hours
10-15 years	12.00 hours	8.46 hours
15+ years	14.76 hours	10.00 hours

IV. GUIDELINES

- A. Change in the accrual rate shall occur at the start of the first pay period following the employee's completion of the associated year of service. (Example: When an employee has completed one (1) year / twelve (12) months of service, their accrual rate shall change at the start of the first pay period).
- B. Administrative and non-shift suppression employees are required to use a minimum of fifty (50) hours of vacation leave per fiscal year; shift suppression personnel are required to use a minimum of seventy-two (72) hours of vacation leave per fiscal year. Failure to use the minimum number of required hours shall result in the forfeiture of the difference between the minimum use requirement and the actual hours used. Employees in their initial probationary period are not required to use the minimum hours.
- C. Maximum accrual of vacation leave shall be forty-eight (48) hours above the employee's annual accrual rate. Any accrual over the cap that is not used by June 30 of each fiscal year

shall be deposited into the employee's ~~PEHP~~ or deferred compensation account, up to the annual IRS contribution limits, at the employee's current rate of pay.

- D. Under extenuating circumstances, the Fire Chief may allow an employee to carryover vacation leave hours in excess of the maximum allowable. This request must be made in writing to the Fire Chief prior to June 30. The Fire Chief shall notify the employee and the Finance department in writing of the approved exception and shall ensure that the excess vacation leave is used as soon as possible. Carryover exceptions shall not be granted for more than two (2) consecutive years.
- E. If an employee uses a large amount of accumulated sick leave due to injury, prolonged illness or for the care of a family member per FMLA guidelines, the employee may elect with the approval of the Fire Chief, to convert excess vacation leave hours to sick leave in lieu of depositing the excess hours to the employee's PEHP or deferred compensation account. The employee shall submit a written request to the Fire Chief prior to June 30. Any conversion of vacation to sick leave shall not create an excess of sick leave above the maximum allowable accrual.
- F. Scheduled vacation leave may be requested up to six (6) months in advance and shall be approved based upon availability.
- G. One (1) shift suppression employee may be on vacation leave each day. Up to two (2) shift suppression employees may be on vacation leave each day if a Reserve Firefighter is scheduled or if coverage can be obtained without requiring mandatory coverage.
- H. Scheduled vacation leave may be taken in increments not to exceed thirty (30) calendar days.
- I. The bi-weekly vacation accrual is based upon completion of the pay period. An employee who has not completed a pay period shall receive vacation leave hours on a pro-rated basis in accordance with the number of hours paid within that pay period.
- J. Vacation leave hours shall be counted as hours worked for the calculation of overtime.
- K. Vacation leave is accrued, but not earned, until an employee has completed six (6) months of employment. Thus, an employee who has not yet completed six (6) months of employment is not eligible to use vacation leave even though it is being accrued.
- L. Employees shall not be permitted to use vacation leave to extend employment for the continuation of benefits.
- M. Upon separation of employment, an employee may elect to receive cash payment for any unused, accrued vacation hours, or may elect to have any portion of the hours disbursed into their deferred compensation ~~or Post-Employment Health Plan (PEHP)~~ account up to the annual IRS contribution limits.

- N. In the event of the death of an employee, the beneficiary designated by the employee to receive the employee's retirement benefits shall be paid one-hundred percent (100%) of the deceased employee's accrued vacation leave.



Verde Valley Fire District Human Resource Policy Manual

Section: Employee Benefits	Policy Number: 4.04	Effective Date: 04/30/2022
Policy: Sick Leave	Fire Chief: DJ	Revision Date: 07/26/2022

I. PURPOSE

To provide employees with income continuation in the event of illness, injury, or a need for medical attention that prevents them from attending work; additionally, to meet the statutory requirements for earned paid sick time as set forth in the Arizona Fair Wages and Healthy Families Act.

II. SCOPE

This policy applies to all full-time and part-time employees of Verde Valley Fire District. (Note: Reserve and temporary employees are entitled to earned paid sick time as set forth in the policy entitled "Earned Paid Sick Time").

III. POLICY

It is the policy of VVFD to provide sick leave accrual according to the guidelines below.

IV. DEFINITION

For purpose of this policy, "immediate family member" shall be defined as follows:

- A child of any age (biological, adopted, foster, stepchild, child of a domestic partner, a legal ward, or any child to whom the employee is *in loco parentis* or was when the person was a minor)
- A parent (a biological, stepparent, adoptive parent, foster parent, or legal guardian of an employee or the employee's spouse/domestic partner, or a person who stood *in loco parentis* when the employee or employee's spouse/domestic partner was a minor child)
- A spouse or domestic partner
- A grandparent, grandchild or sibling (biological, foster, adoptive or step-relationship of the employee or employee's spouse/domestic partner)
- Any other individual related by blood or affinity whose close association with the employee is equivalent to a family relationship.

V. GUIDELINES

- A. Accrual of sick leave shall begin to accrue at the commencement of full-time or part-time employment.

- B. Forty (40) hours of the annual sick leave allotment is intended to meet the statutory requirements for Earned Paid Sick Time (EPST), as required under the Arizona Fair Wage and Healthy Families Act. The first forty (40) hours in the fiscal year of an employee's sick leave usage shall be designated as EPST, and may be used for any of the following circumstances:
- For the employee's own medical illness, injury or health condition, or for care/treatment of such; or for preventative care;
 - For the care of a family member (as defined in Section IV above) with an illness, injury or health condition, or for their care/treatment of such, or for their preventative medical care.
 - In the event of closure of the District due to a public health emergency or employee's need to care for a child whose school or place of care has been closed due to a public health emergency, or if the employee or a family member has been determined by health authorities to jeopardize the health of others because of exposure to a communicable disease.
 - For the purpose of absence needed due to domestic violence, sexual violence, abuse or stalking, provided that the time away from work is to allow the employee to obtain the following assistance for himself or a family member:
 - Medical attention needed to recover from physical or psychological injury or disability caused by domestic violence, sexual violence, abuse or stalking;
 - Services from a domestic violence or sexual violence program or victim services organization;
 - Psychological or other counseling;
 - Relocation or taking steps to secure an existing home due to the domestic violence, sexual violence, abuse or stalking; or
 - Legal services, including but not limited to preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence, sexual violence, abuse or stalking.
- C. Full-time administrative or non-shift suppression employees shall receive 3.38 hours of sick leave accrual per bi-weekly pay period; full-time suppression employees shall receive 4.62 hours of sick leave accrual per bi-weekly pay period.
- D. Part-time employees shall earn one (1) hour of sick leave per thirty (30) hours worked, with a minimum of one hour per bi-weekly pay period.
- E. Maximum allowable accrual of sick leave shall be as follows:
- 640 hours for full-time administrative employees
 - 960 hours for full-time suppression employees
 - 195 hours for part-time employees.

If a full-time employee reaches his maximum allowable accrual of sick leave hours, subsequently earned sick leave hours shall be deposited at his current rate of pay into the employee's **Post Employment Health Plan (PEHP) or deferred compensation account, up to the annual IRS contribution limits.** The deposit shall be made on the last day of each quarter.

If a part-time employee reaches his maximum allowable accrual, any subsequent earned sick leave hours must be used by the end of the quarter, or the hours shall be forfeited.

- F. If an employee does not complete a full pay period, his sick leave accrual shall be prorated in accordance with the number of hours worked in that pay period.
- G. Beyond the usage of the forty (40) hours of sick leave designated as EPST, regular sick leave may be used when the employee is medically unable to work, when the employee needs a medical or dental examination or treatment, or to care for an immediate family member in need of care.
- H. In the event that a supervisor or duty officer believes that an employee should not be at work due to illness, the employee may be relieved of duty and required to use accrued sick leave.
- I. If the sick leave is foreseeable, the employee should make a good faith effort to submit a leave request at least two (2) weeks in advance to his supervisor and shall make a good faith effort to schedule the sick leave usage in a manner that does not unduly disrupt District operations.
- J. If the sick leave is unforeseeable, the employee shall notify the on-duty Battalion Chief as soon as possible, and no later than one (1) hour prior to his scheduled starting time. If prior notification is not possible, (i.e., due to an emergency or sudden illness), the employee must notify the Battalion Chief as soon as is practical. Administrative or non-shift suppression employees shall notify their direct supervisor.
- K. Sick leave may be used in quarter-hour increments.
- L. If the employee is using the hours designated as EPST, he shall not be requested to explain the nature of the health condition or the nature of the domestic violence, sexual violence, abuse or stalking. Any information the District may receive shall be kept confidential.
- M. In the event that any employee is out for more than three (3) consecutive scheduled workdays (up to forty (40) hours) for a qualifying event under the EPST law (as defined in Guideline IV.B. above), the District may require documentation that the time has been used for any of the purposes listed in the Definition section above. If the absence is due to the employee's health issue or the employee's family member's health issue, documentation from the health care provider shall be acceptable. If the absence is due to domestic violence, sexual violence, abuse or stalking the employee may provide written documentation from law enforcement, the courts (court order, protective order, injunction against harassment, etc.), an attorney involved in the matter, the domestic or sexual violence program or victim services program, a witness advocate, clergy or medical professional, or from the employee himself.
- N. At the sole discretion of the Fire Chief, an employee utilizing regular sick leave benefits (beyond the forty (40) hours of EPST) may be required to provide written documentation from a health care provider.

- O. If an employee is eligible for FMLA and his use of sick leave is a qualifying event under the FMLA, the sick leave time shall also be designated as FMLA.
- P. In the event that an employee's use of EPST is also a qualifying event under the FMLA and/or the ADA, the District has the right to require evidence of disability in accordance with federal law.
- Q. In the event that an employee is out on regular sick leave (not hours designated as EPST) for three (3) consecutive scheduled workdays, the employee shall be required to provide a written doctor's release to return to work.
- R. Likewise, when an employee is absent from work the day before or the day after a holiday or vacation day or anytime during the two (2)-week period prior to separation of employment, and the time off is charged to sick leave, the Fire Chief may opt to require the employee to provide a written doctor's release to return to work.
- S. At the discretion of the Fire Chief, the employee may also be required to undergo a *Return to Work Evaluation* or a *Fitness for Duty Examination* through a District-appointed physician. In such event, the District shall cover the cost of such examination.
- T. An employee who does not have adequate hours accrued to cover necessary sick time will have the appropriate number of hours deducted from accrued vacation time to cover the difference. If the employee does not have adequate vacation time to cover this situation, the employee shall be placed on leave without pay. However, at the Fire Chief's discretion, Medical Leave Assistance may apply, as set forth in the policy entitled "Medical Leave Assistance."
- U. Sick leave hours shall be counted as hours worked for the purpose of calculation of overtime.
- V. Upon separation of employment, unused, accrued sick leave shall be paid out at his current rate of pay, based on the employee's years of service as follows:
- Five (5) or more years of service – five (5%) of accrued sick leave
 - Ten (10) or more years of service – ten (10%) of accrued sick leave
 - Fifteen (15) or more years of service – fifteen (15%) of accrued sick leave
 - Twenty (20) or more years of service – twenty-five (25%) of accrued sick leave
- W. Upon separation of employment, an employee may elect to receive cash payment for any unused, accrued sick leave hours according to Guideline V, or may elect to have any portion of the hours disbursed into their deferred compensation ~~or Post-Employment Health Plan (PEHP)~~ account up to the annual IRS contribution limits.
- X. In the event of a non-line of duty-related death of an employee, the beneficiary designated by the employee to receive the employee's retirement benefits shall receive the sick leave payout as set forth in Guideline V above.
- Y. In the event of a line-of-duty death of an employee, the beneficiary designated by the employee to receive the employee's retirement benefits shall be paid one-hundred percent (100%) of the deceased employee's accrued sick leave.

- Z. Part-time employees shall not be compensated for any unused, accrued sick leave upon separation of employment.
- AA. Unacceptable patterns of sick leave use, misuse, or misrepresentation of sick leave usage shall be grounds for disciplinary action, up to and including termination.
- BB. Employees shall not be discriminated against or subjected to retaliation for using up to forty (40) hours of sick time to cover qualifying events under the EPST. Information regarding employees' rights under the Arizona Fair Wage and Healthy Families Act is provided on a poster on the District's bulletin boards for employees. Additional information is available on the Industrial Commission's website at www.azica.gov.



Verde Valley Fire District Human Resource Policy Manual

Section: Employee Benefits	Policy Number: 4.09	Effective Date: 04/30/2022
Policy: Employer Funded Contributions	Fire Chief: DJ	Revision Date: 07/26/2022

I. PURPOSE

To provide a means for Verde Valley Fire District to have funds set aside for eligible employees.

II. SCOPE

This policy applies to all full-time employees of VVFD at the time of enrollment in the health insurance plan.

III. POLICY STATEMENT

It is the policy of VVFD to provide employer funded contributions for eligible employees.

IV. GUIDELINES

- A. During the annual budget process, the Fire Board shall determine the amount of the annual employer funded contribution. The **annual contribution amount** shall then be divided and deposited bi-weekly into each employee's account(s). **\$260.00 (\$10.00 per pay period) of the annual employer funded contribution will be contributed to the employee's post-employment health plan (PEHP) account.** The employee may choose the amount of **the remaining** approved funds **to be** deposited to their **PEHP-account**, deferred compensation account, and/or HSA account, up to the annual IRS contribution limits.
- B. The PEHP defers employee and employer contributions, tax-free, for use toward healthcare expenses after employment with VVFD or at any age set by the bargaining unit and VVFD. The PEHP shall follow all rules and regulations set forth by the Internal Revenue Service (IRS). Covered reimbursement items are listed in the IRS Publication 502.
- C. Details regarding the PEHP are available in the Administration Office.



Verde Valley Fire District Fire Board Agenda Report

Subject: PSPRS Prepayment	Board Meeting Date: July 26, 2022
Action Required: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Resolution <input type="checkbox"/> No Action Required, Information Only <input type="checkbox"/> Other (Explain):	Submitted By: Daniel Johnson, Fire Chief Date Submitted: July 19, 2022
Project/Issue Relates to VVFD Strategic Plan: N/A	

Agenda Title: Discussion and possible approval to prepay the FY2022-2023 budgeted amount for Public Safety Personnel Retirement System (PSPRS) employer contributions.
Background Information: The Board approved Resolution 2022-01 approving the PSPRS Pension Funding Policy. The policy defines methods that the District will use to pay down the unfunded liability. One of these methods is to pay the full amount of the budgeted contributions at the beginning of each fiscal year to maximize the interest earnings allocated to the District's PSPRS trust fund. The amount budgeted for FY2022-2023 is \$369,452 however, some of the funds have already been sent to PSPRS for July payroll. Staff would like to prepay the remaining budgeted funds to maximize investment earnings with PSPRS.
Financial Impact: Is this a budgeted expense? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Account Number:
Fire Chief's Recommendation: Approve the prepayment of the FY2022-2023 budgeted amount for Public Safety Personnel Retirement System.
Attorney Recommendation: N/A
Suggested Motion: Approve the prepayment of the FY2022-2023 budgeted amount for Public Safety Personnel Retirement System.
List of Attachments:



Verde Valley Fire District Fire Board Agenda Report

Subject: Ambulance Billing	Board Meeting Date: July 26, 2022
Action Required: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Resolution <input type="checkbox"/> No Action Required, Information Only <input type="checkbox"/> Other (Explain):	Submitted By: Daniel Johnson, Fire Chief Date Submitted: July 19, 2022
Project/Issue Relates to VVFD Strategic Plan: N/A	

Agenda Title: Discussion and possible direction to Staff regarding billing District residents for ambulance billing amounts applied to their deductible for high deductible health insurance plans.
Background Information: Board Member Gilboy requested an agenda item to discuss the possibility of billing District residents for ambulance billing amounts that are applied to their deductible for high deductible health insurance plans.
Financial Impact: Is this a budgeted expense? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Account Number:
Fire Chief's Recommendation: Board direction.
Attorney Recommendation: N/A
Suggested Motion: Board direction.
List of Attachments: