

**Minutes of a Regular Meeting of the Board of Directors of the Verde Valley Fire District Held
August 27, 2024**

A Regular Meeting of the Verde Valley Fire District Board of Directors was held on August 27, 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
Kenneth Bishop
Robert Brummett
Timothy Bishop (absent)

Staff Present:

Danny Johnson, Fire Chief	Bryan Heisinger, Engineer
Lisa Elliott, Administrative Manager	Caden Barton, Firefighter
Linda Peterson, Finance Assistant	Ivan Anderson, Engineer
Ashley Hammond, Administrative Specialist	Joseph Cody, Firefighter
Cody Harkey, Battalion Chief	Jacob Marx, Firefighter / Union VP Local 3690
Tucker Ihrman, Captain	Jonathan Pizzi, Captain
Taber Buckley, Firefighter	Jacob Pfeifer, Engineer
Scott Mattix, Firefighter	David McIlvoy, Firefighter
Richard Wintermute, Captain	Matthew Robertson, Captain
Dustin Chambliss, Battalion Chief	AJ Purinton, Firefighter
Dean Koropatnicki, Battalion Chief	

Others Present:

Friends and Family of Jake McDaniel
Friends and Family of Bryan Heisinger
Friends and Family of Jonathan Pizzi
Pete Bailey
Friends and Family of Pete Bailey
Lori Drake
Daniel Elliott

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

ROLL CALL – Board Member T Bishop was absent; a quorum was present.

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

Chairman Peck requested that the Pledge of Allegiance to the Flag, and agenda item 11. A, Personnel Retirement and Promotions, be held in the bay.

The meeting was moved to the apparatus bays.

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

Personnel Retirement and Promotions – Presentation of personnel retirement and pinning of newly promoted 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 to those being promoted.

Jake McDaniel was promoted to Engineer and was pinned by his father.

Bryan Heisinger was promoted to Engineer and was pinned by his wife.

Jonathan Pizzi was promoted to Captain and was pinned by his wife.

Chief Johnson thanked Engineer Bailey for his service and wished him the best in retirement.

Captain Ihrman and Captain Robertson told Engineer Bailey how much they appreciated him and enjoyed working beside him over the years.

Union Vice President Marx presented Engineer Bailey with the ceremonial firefighter axe.

MOMENT OF SILENCE – A moment of silence for firefighters who have lost their lives. A moment of silence was observed for the 34 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 July 23, 2024.
- B. **Fire Protection Service Agreement** – Discussion and possible approval of a Fire Protection Service Agreement to provide fire suppression, emergency medical and ambulance services to 2730 South Kristina Lane, Cottonwood, AZ, 86326, parcel #406-15-451Y.

Board Clerk Gilboy made a motion to approve the Consent Agenda. Board Member K Bishop 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:

- The District is 8.33% through the fiscal year.
- Total cash in the General Fund is \$1,870,833.07 (does not include the PSPRS COP Contingency Reserve Fund.)
- Decrease in cash of \$276,176 for the month of July.
- Negative cash flow of \$276,173 for the fiscal year.
- Cash flows show that they are adequate to fund the fiscal year's operations.
 - Administrative Manager Lisa Elliott stated that it does reflect a decrease in cash from the June 30, 2024 balance to the projected July 31, 2025 balance. This is due in part to the transfer of \$150,000 of FY2022-2023 excess funds and \$80,110 transfer to the Employee Benefits Liability Fund.
- FY2024-2025 Property Tax Revenues received: \$0.00.
- Fire District Assistance Tax (FDAT) Revenues received: \$1,522.65.
- The following account explanations are for items occurring within the month of July 2024:
 - Page 1 Account 01-431000 Fire Protection Service Agreements – First ½ of the Yavapai-Apache Nation agreement and annual Fire Protection Service Agreements.

- Page 1 Account 01-479000 – Miscellaneous Grant Revenue – AgWest grant for UTV.
- Page 2 Personnel Expenses Total – Reflects payroll accrual to FY2023-2024.
- Page 2 Account 01-5100-511800 Workers Compensation Insurance – Quarterly payment of annual premium.
- Page 2 Account 01-5100-515800 Conversion of Leave – Liability accrued to FY2023-2024, payment was made in August 2024.
- Total operating-only expenditures are 3.01% lower than the year-to-date allocation.
- Total General Fund expenditures are 4.44% lower than the year-to-date allocation.
- The District has collected \$ 0.00 of the FY2024-2025 budgeted Property Tax Revenues.
- \$0 (0%) of the total FY2024-2025 budgeted Property Tax revenues have been collected. This is because the Yavapai County Assessor's Office does not issue the tax bills until the end of September of each year.
- Ambulance Billing Report
 - For the month of July there were 88 billable calls in the month. This is equal to the number of billable calls from the prior month and a year-to-date increase of 2 calls compared to the same timeframe in FY2023-2024. Cash collections have decreased \$32,567 compared to the same timeframe in FY2023-2024.
 - Ambulance cash collections of \$56,952.05 were received.
 - Total Ambulance Billing Receivables were \$624,672.05, an increase of \$14,268.42 from the prior month.
- Crews have been deployed on four (4) assignments in FY2024-2025 to date.
 - Invoices had not been submitted by the end of July 2024.

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.

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.

Union Vice President Marx 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, significant projects, and inspections.

Chief Johnson presented the monthly statistics:

New Permits: 5

Complaints: 0 total 0 – Invalid, 0 – Referred to County

General and Final Inspections: 9

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

Plan Reviews: 5

Preliminary Code Reviews: 1
 Variances for Hot Work and Burns Outside Regulation – Awarded – 2
 Knox Box Installs - 0
 Car Seats: 9 Installs

Chief Johnson stated that Fire Inspector Lopez is in a car seat technician class. He stated that the Clarkdale apartments are in the planning stages. He stated that Fire Inspector Lopez and Administrative Specialist Ashley Hammond have been working with Copper Canyon Fire and Medical District, Cottonwood Fire Department, and Sedona Fire District to have a Verde Valley Regional Safety Day on October 5, 2024. Administrative Specialist Ashley Hammond gave an update on the event.

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
 - Meeting with AT&T FirstNet
 - National Night Out Clarkdale
 - Verde Valley Chiefs Meeting
 - Fire Rescue International (Dallas)
 - Chief Johnson stated that they are changing our NFIRS to NERIS.
 - JPA Feasibility Study Kick-off
 - Chief Johnson stated that it was a successful kick-off meeting and employees have been assigned their assignments.
 - Meeting with Yavapai County (Gregory and County Health)
 - Copper Canyon Fire Board Meeting
 - Copper Canyon Staff Meeting
 - FORCE Conference Collaboration
 - Verde Valley Fire Board Meeting
 - Verde Valley Staff Meeting
- Human Resources
 - Five (5) firefighters began their onboarding process and new hire training program.
- Finance / Grants
 - VVFD was the lead agency in submitting 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 been included in the draft appropriations bill.
 - Received the \$50K check from the AgWest grant for an off-road vehicle. The off-road vehicle is in our possession.
- Special Projects / Other
 - Chief Johnson submitted an application for the Homeland Security Advisory Committee (West RAC).
 - Awaiting background check and Governor Appointment.
 - We received word that we are no longer in ISO retrogression and will remain a split 3/10.
 - Will begin the process of researching and preparing our organization for the NERIS reporting system. This will replace the current NFIRS system.

- Wildland Assignments / Mutual Aid
 - Verde Valley sent a type II engine to California with a crew made up of personnel from Verde Valley Fire District and Copper Canyon Fire and Medical District.
 - Captain Robertson took an assignment for a single resource to Globe.
- Out of District Calls
 - Total OOD responses for August: 2
 - Chief Johnson stated the residents were billed.
- County and State Updates
 - Chief Johnson stated that there are no significant county and state updates.
- AFDA Updates – Legislative updates.
 - No AFDA Board meeting in August.
 - AFDA Board meeting scheduled for September 5, 2024.

OLD BUSINESS

Memorandum of Understanding – Discussion and possible approval of the Memorandum of Understanding (MOU) with the International Association of Fire Fighters Local 3690 Verde Valley Chapter for the period of August 27, 2024 through June 30, 2026.

Chief Johnson stated that the Memorandum of Understanding (MOU) was reviewed by the District's attorney and changes were made according to the attorney's recommendations. The red-lined version of the changes made was distributed to the Board for their review.

Board Member K Bishop made a motion to approve the Memorandum of Understanding (MOU) with the International Association of Fire Fighters Local 3690 Verde Valley Chapter for the period of August 27, 2024 through June 30, 2026. Board Clerk Gilboy seconded the motion. The motion passed unanimously.

NEW BUSINESS

Underwriter / Placement Agent Engagement – Discussion and possible approval of the Underwriter / Placement Agent Engagement agreement with Stifel to allow Verde Valley Fire District to engage in discussions related to a potential issue of municipal securities related to General Obligation Bonds.

Chief Johnson stated that the District has many capital items that need to be addressed that are not within the ability of the Capital Fund. He stated to fund these items, Staff feels that the District's only option is General Obligation Bonds. He stated that these bonds would allow the capital needs to be addressed without affecting the daily operations and services of the District.

Chief Johnson presented the Board with a letter of engagement with Stifel, Nicolaus & Company, Inc. to begin discussions related to General Obligation Bonds. He stated this engagement letter does not obligate the District to commit to the bond. He explained the challenges the District is currently facing and is unable to fund.

Board Chairman Peck asked if there was any financial involvement. Chief Johnson stated no, he stated a letter of engagement does not require Board approval but he wanted to inform the Board.

Chief Johnson stated he has gone through the bond process at Daisy Mountain Fire District, he stated the process can be complicated, but very rewarding if successful.

Board Clerk Gilboy made a motion to approve the Underwriter / Placement Agent Engagement agreement with Stifel to allow Verde Valley Fire District to engage in discussions related to a potential issue of municipal

securities related to General Obligation Bonds and authorize the Fire Chief to sign the agreement. Board Member Brummett seconded the motion. The motion passed unanimously.

Chief Johnson thanked the Board and informed them that he would begin dialogue with Stifel, Nicolaus & Company, Inc. and begin to form a citizens advisory committee.

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

ADJOURNMENT. With no further business before the Board, the meeting adjourned at 6:00 p.m.

Submitted By:

Approved:

Ashley Hammond, Administrative Specialist

Donald Peck, Board Chairman

Attest:

Coleen Gilboy, Board Clerk

DRAFT