

**Minutes of a Regular Meeting of the Board of Directors of the Verde Valley Fire District Held
September 24, 2024**

A Regular Meeting of the Verde Valley Fire District Board of Directors was held on September 24, 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 (absent)
Timothy Bishop (absent)

Staff Present:

Danny Johnson, Fire Chief
Lisa Elliott, Administrative Manager
Ashley Hammond, Administrative Specialist
Richard Lopez, Fire Inspector
Cody Harkey, Battalion Chief
Louis Newell, Captain (via Zoom)
Matthew Chavez, Firefighter (via Zoom)
Jonathan Pizzi, Captain (via Zoom)
Ethan Wright, Firefighter (via Zoom)

Others Present:

Nicolas Cornelius, District Attorney (via Zoom)

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

ROLL CALL – Board Member Brummett and Board Member T Bishop 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 40 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 August 27, 2024.
- B. Resolution 2024-18 Policy Revision** – Discussion and possible adoption of Resolution 2024-18 adopting a revised Temporary and Acting Appointments Policy.

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 16.67% through the fiscal year.
- Total cash in the General Fund is \$1,373,736.03 (does not include the PSPRS COP Contingency Reserve Fund.)
- Decrease in cash of \$408,937 for the month of August.
- Negative cash flow of \$730,058 for the fiscal year.
- Cash flows show that they are adequate to fund the fiscal year's operations.
- FY2024-2025 Property Tax Revenues received: \$0.00.
- Fire District Assistance Tax (FDAT) Revenues received: \$498.30.
- The following account explanations are for items occurring within the month of August 2024:
 - Page 1 Account 01-451000 Interest Income – Includes \$19,364.06 for the VVFD General Fund and \$12,450.60 for the PSPRS COP Contingency Fund.
 - Page 2 Account 01-5100-515800 Conversion of Leave – Liability accrued to FY2023-2024 in July, payment was made in August 2024 resulting in a YTD balance of \$0.
 - Page 8 Account 01-6600-667109 2014 Rosenbauer – Tank to pump valve rebuild, batteries, annual PM.
 - Chief Johnson stated that the District has seen an increase in fleet maintenance, and the Battalion Chief Harkey is working hard to keep the trucks in service. Chief Johnson stated that the Rosenbauer has had some significant issues lately.
 - Page 10 Account 01-7000-780000 Miscellaneous Grant Expenses – Can-Am Defender and roll cage deposit.
 - Page 11 Account 02-451000 Interest Income – Capital Fund interest earning of \$40,421.53.
- Total operating-only expenditures are 4.67% lower than the year-to-date allocation.
- Total General Fund expenditures are 7.58% lower than the year-to-date allocation.
- \$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 August there were 118 billable calls in the month. This is increase of 30 billable calls from the prior month and a year-to-date increase of 7 calls from the same timeframe in FY2023-2024. Cash collections have decreased \$42,856 compared to the same timeframe in FY2023-2024. This is due to the delayed billing process for commercial payors.
 - Board Clerk Gilboy asked if the outstanding accounts for collection from Verde Valley Ambulance Company would be transferred to Action Ambulance Billing. Administrative Manager Lisa Elliott stated that those accounts are still with Verde Valley Ambulance Company. Board Clerk Gilboy asked if Verde Valley Ambulance Company was still working on collecting those funds. Chief Johnson stated yes, he stated that Verde Valley Ambulance Company will get that revenue.
 - Ambulance cash collections of \$61,748.13 were received.
 - Total Ambulance Billing Receivables were \$680,601.87, an increase of \$55,929.82 from the prior month.
- Crews have been deployed on ten (10) assignments in FY2024-2025 to date.
 - Invoices had been submitted for four (4) of the assignments and payment has been received for three (3) of the invoices.

Board Clerk Gilboy made a motion to approve the Financial Reports. 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.

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.

Firefighter Chavez 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.

Fire Inspector Lopez presented the monthly statistics:

New Permits: 3
Complaints: 0 total 0 – Invalid, 0 – Referred to County
General and Final Inspections: 8
General correspondence including site visits, emails, phone calls and letters: 25+
Plan Reviews: 3
Preliminary Code Reviews: 0
Variances for Hot Work and Burns Outside Regulation – Awarded – 0
Knox Box Installs - 0
Car Seats: 12 Installs

Fire Inspector Lopez stated that he completed the Car Seat Technician Class and completed his EMT refresher class. He stated that twelve (12) car seats were installed for the month of September. He stated that the first Verde Valley Regional Fire Prevention Day is going to be held at the Verde Valley Fairgrounds on October 5, 2024. He stated that all the neighboring agencies are participating providing safety messages to the public.

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
 - Café Meeting at Beaver Creek
 - Meeting Town Manager Miranda Fisher
 - Verde Valley Mayor and Managers Meeting
 - Meeting with Lori Drake
 - Chief Johnson stated that he had a good meeting with Lori Drake giving information and expressing the needs of fire districts.
 - Monthly Arizona Fire Service Institute meeting
 - Securis Board Meeting
 - Copper Canyon Fire and Medical Board Meeting

- Copper Canyon Fire and Medical Staff Meeting
 - FORCE Conference Collaboration
 - Verde Valley Fire Board Meeting
 - Verde Valley Staff Meeting
 - Human Resources
 - No updates
 - 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 notification that we were awarded the Gila River Grant to replace the third UTV. This will standardize our fleet and provide this resource at each station.
 - Verde Valley Fire District was awarded the Certificate of Achievement for Excellence in Financial Reporting for FY 23/24.
 - Chief Johnson stated that this is the highest form of recognition in governmental accounting and financial reporting. He stated that he appreciates all Administrative Manager Lisa Elliott's hard work and dedication to Verde Valley Fire District.
- Board Chairman Peck stated that the Board appreciates Administrative Manager Lisa Elliott.
- Special Projects / Other
 - The JPA study has begun and we are in the data collection phrase.
 - We will begin the process of researching and preparing our organization for NERIS. This will replace the current system of NFRS.
 - Verde Valley Fire District is in the process of reaching out to community leaders for individuals who may be interested in the Bond Advisory Committee.
 - Wildland Assignments / Mutual Aid
 - Verde Valley sent Engineer McDaniel on a Tender to the West fire outside of Payson.
 - Total OOD responses for September: 0
 - County and State Updates
 - Chief Johnson stated that there are no significant county and state updates. Waiting to see how the elections turn out.
 - AFDA Updates – Legislative updates.
 - AFDA Board meeting scheduled for October 3, 2024.
 - AFDA Board meeting scheduled for November 7, 2024.

Chief Johnson stated that Verde Valley Fire District responded to a plane crash. He stated that the incident went smoothly and had many news interviews, which included USA Today.

OLD BUSINESS - None

NEW BUSINESS

Surplus Property – Discussion and possible approval for Staff to list for auction the 2011 Kubota UTV, the 2005 Dodge Ram 1500, the 2008 Chevrolet Tahoe, and the 2018 Polaris Ranger ATV.

Chief Johnson stated with the purchase of the four (4) new administrative vehicles, Staff would like to surplus the 2005 Dodge Ram 1500 and the 2008 Chevrolet Tahoe. He stated Staff is recommending to surplus both the 2011 Kubota UTV and the 2018 Polaris Ranger ATV due to the receipt of grant funding to purchase two (2) new Can Am Defender UTVs. Chief Johnson stated the surplus of these vehicles will decrease the District's annual insurance premiums as well as vehicle maintenance expenses. Chief Johnson stated the Surplus Property Policy states that the Board retains the authority to determine if an item is surplus and that the reserve price shall be determined by the appropriate authority (Board / Fire Chief / or designee).

Chief Johnson stated he does not believe the District should publicly post the reserve price for the surplus property. He stated that he recommends that the Board authorize Administrative Manager Lisa Elliott to establish the reserve price for each asset based on estimated market value.

Board Clerk Gilboy asked about the surplus ambulance that did not meet the reserve price and had to be reposted. Chief Johnson stated yes, and if the reserve price is not met on these vehicles, the District can lower the reserve price and list again.

Board Clerk Gilboy made a motion to approve staff to list for auction the 2011 Kubota UTV, the 2005 Dodge Ram 1500, the 2008 Chevrolet Tahoe, and the 2018 Polaris Ranger ATV and authorize the Administrative Manager to establish the reserve prices. Board Member K Bishop seconded the motion. The motion passed unanimously.

Executive Session – Legal Advice – Discussion and possible direction to Staff regarding health insurance benefits; the Board may vote to go into Executive Session for legal advice pursuant to A.R.S. § 38-431.03 A.3 for discussion or consultation for legal advice with the attorney or attorneys of the public body.

Board Member K Bishop made a motion to go into Executive Session for item 11. B. for legal advice pursuant to A.R.S. § 38-431.03 A.3. Board Clerk Gilboy seconded the motion. The motion passed unanimously.

Chief Johnson attended the Executive Session. Administrative Manager Lisa Elliott attended to take minutes, and Nicolas Cornelius for legal advice.

The Board entered Executive Session at 5:21

The Board resumed Regular Session at 5:38

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 5:39 p.m.

Submitted By:

Approved:

Ashley Hammond, Administrative Specialist

Donald Peck, Board Chairman

Attest:

Coleen Gilboy, Board Clerk