

Minutes of a Regular Meeting of the Board of Directors of the Verde Valley Fire District Meeting Held September 27, 2022

A Regular Meeting of the Verde Valley Fire District Board of Directors was held on September 27, 2022, at 5:00 p.m. in person at Station 31, 2700 E. Godard Road, Cottonwood, Arizona and electronically (via Zoom).

Board of Directors:

Kenneth Bishop, Chairman
Robert Brummett, Board Clerk
Donald Peck
Coleen Gilboy
Timothy Bishop

Staff Present:

Danny Johnson, Fire Chief
Lisa Elliott, Administrative Manager
Ashley Hammond, Administrative Assistant
Danny Hinds, Fire Inspector
Joel Rosenberg, Captain
Richard Wintermute, Captain / Union VP (via zoom)
Scott Mattix, Firefighter (via zoom)
Jonathan Pizzi, Firefighter (via zoom)

Others Present:

Daniel Elliott (via zoom)

CALL TO ORDER – The meeting was called to order at 5:00 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 71 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 Regular Meeting held on August 23, 2022.

Board Clerk Brummett made a motion to approve the minutes of the Regular Meeting held on August 23, 2022.

Board Member Bishop 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 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 \$1,076,259.25 (does not include the PSPRS COP Contingency Reserve Fund.)

- Decrease in cash of \$444,275 for the month of August.
 - Administrative Manager Lisa Elliott stated this is normal for this time of year until we receive our first influx of property tax revenues in October and November.
- Cash flows show that they are adequate to fund the fiscal year's operations.
- Property Tax Revenues received in August: \$0.00.
- Fire District Assistance Tax (FDAT) received in August: \$667.83.
- Total operating-only expenditures were 6.44% lower than the year-to-date allocation.
- Total General Fund expenditures were 6.44% lower than the year-to-date allocation.
- Ambulance cash collections of \$77,573.08 and 118 billable calls in the month. Decrease of three (3) calls from August 2022 and a year-to-date increase of thirteen (13) calls compared to the same timeframe in FY2021-2022.
- \$65.00 received from the collection agency in August.
- Crews have deployed on six (6) assignments in FY2022-2023, invoices had not been submitted by the end of August 2022.
 - Two (2) invoices remain outstanding for FY2021-2022 deployments.

Board Member Gilboy made a motion to approve the Financial Report. Board Clerk Brummett 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 Richard Wintermute stated that Prop 310 is well underway, signs have been going out in the community to support it and this is going to be a social media focused campaign. He also stated Verde Valley Fire District's personnel were able to partner with Cottonwood Fire and athletes from Mingus' basketball team to raise awareness and funds to benefit Muscular Dystrophy Association at Fill the Boot. He reported they were able to raise \$4,500.00 that will go directly to the Muscular Dystrophy Association.

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 Danny Hinds stated that he had no information to report for the month of August.

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; special projects; District SOPS's/SOG's; wildland assignments; out-of-District billing process; COVID funding; AFDA updates; and other potential updates.

Chief Johnson reported on items from his report including:

- AFDA Board Meeting
- Chief Trautwein Retirement - Chief Johnson stated he had the opportunity to attend and speak on behalf of the Verde Valley Fire region and northern Arizona at Chief Trautwein's retirement ceremony.
- CPSCC Regional Costing Model

- Cornville Community Association
- VVFEMC Meeting
- Funeral Services for Paul Winton - Chief Johnson stated that he would like to recognize Captain Matt Robertson who spoke at Paul Winton's service and did an amazing job speaking on behalf of the District and Battalion Chief Shawn McCallum for all his work behind the scenes and working with the church making sure everything was ready for the service.
- Clarkdale Department Head Meeting
- Meeting with Board Member Tim Bishop - Chief Johnson stated that Administrative Manager Lisa Elliott and he were able to meet with Board Member Tim Bishop and go over the District's financials, laws, and who is responsible for the District funds.
- Stryker Meeting
- Lunch with Chief Sauntman
- Verde Valley Cooperators
- Verde Valley Fire Board Meeting
- Monthly Staff Meeting
- Human Resources
 - Firefighter Ryan DuFresne was hired at San Antonio Fire and has submitted a letter of resignation effective October 3, 2022.
 - Reserve Firefighter Ethan Church has accepted a contingent full-time position.
 - Three (3) Reserves completed the seven (7) week academy.
- Finance
 - FY2021-2022 Audit should be presented at the October Board Meeting.
- Special Projects
 - The surplus ambulance sold for \$15,000 to Palmerdale Fire District in Alabama.
- District SOPS's/SOG's
 - Chief Johnson stated that staff is continuing the process to develop and update Operational Procedures and Guidelines for Ops, Admin/Finance and EMS.
- Wildland Assignments
 - Captain Tucker Ihrman was deployed on a single resource assignment for the Cedar Creek fire in Oregon.
 - Captain Joel Rosenberg was deployed to the Cedar Creek Fire.
 - Engineer Spencer Young and Engineer Jerry Sinica were deployed to the Crockets Knob Fire in Oregon.
- Out of District Billing Process
 - Total of \$126,160.95 billed for OOD response
 - Total collected \$52,046.27
 - Total credited \$25,500.00

Board Member Gilboy asked if we sent out multiple invoices. Chief Johnson answered that we send out a minimum of two invoices and after that it depends on the response we have received.

- County and State Updates
 - Fire Districts COVID Funding
 - Chief Johnson stated he had a phone call with Supervisor Gregory who has been working with the Board of Supervisors of Yavapai County. Supervisor Gregory stated that at this time the Board of Supervisors of Yavapai County does not have any funds left to allocate. He also mentioned that if funds do not get used for certain projects, they would reallocate those funds to fire districts and we would be one of the first ones. Chief Johnson stated this process has been good for recognition for fire districts and relationship with the Board of Supervisors of Yavapai County.
 - AFDA Updates – Legislative updates.
 - Chief Johnson stated he included in the Board packet the message from AFDA's President Pat Moore that gives talking points on Prop 310. Chief Johnson stated

that the Board Members that are going to be reelected this year will have to attend the AFDA statutory training. He said AFDA is going to offer a one-day statutory training in December, or can they attend the AFDA training conference that will be held in Laughlin, NV in January.

OLD BUSINESS – None.

NEW BUSINESS

Resolution 2022-19 – Discussion and possible approval of Resolution 2022-19 adopting an Allowance for Doubtful Accounts and Write Off of Bad Debt Policy.

Chief Johnson stated the District needed to create an Allowance for Doubtful Accounts and Write off of Bad Debt Policy. This Policy will allow the District to get the funds we know we are not going to collect off our books and better reflect the actual collectable amounts. Chief Johnson stated that Administrative Manager Lisa Elliott and he were able to put together a rough draft of this Policy. Chief Johnson presented the rough draft to the Board for their review.

Board Member Gilboy asked if the auditors will work with us on writing off the bad debt or if the District makes those decisions. Administrative Manager Lisa Elliott replied that the District will make those decisions. Board Member Gilboy also asked if we were to write off a bad debt on an account and then five (5) years later if they decided to pay if we would be able to reverse the write off, Chief Johnson and Administrative Manager Lisa Elliott replied, “yes.”

Administrative Manager Lisa Elliott explained the two (2) different methods listed in the Policy. She said the Weighted Average Method is what we currently use to establish the allowance for doubtful accounts and that is something that has been vetted by our auditors. She said she talked to the collection agency and they said items remain on the credit report for seven (7) years so they continue collection efforts for those seven (7) years and that is how they came up with that time frame in the Policy. She said the other method that they decided to do was the Aging Method for out of District responses and other items similar. She said with these items they are a smaller amount and easier to track during the aging process.

Board Member Gilboy asked when we would write off the bad debt after they adopt this resolution. Administrative Manager Lisa Elliott stated that the District would not write off the bad debt until the end of the fiscal year.

Board Member Gilboy asked why would not go ahead and write of the bad debt we currently have since we are only two months into the Fiscal Year and start with a clean slate. Administrative Manager replied, “that we cannot do that since the audit for the last Fiscal Year has already been completed and the policy states, we do it on an annual basis.”

Chief Johnson stated that by the end of FY2022-2023 the bad debt will be cleaned up. He also explained that with the guidelines stated in the Policy and the Board’s approval they will not have to bring this back to the Board for approval every year. Chief Johnson expressed the importance of the Board’s understanding of this Policy.

Board Member Gilboy made a motion to approve Resolution 2022-19 adopting an Allowance for Doubtful Accounts and Write Off of Bad Debt Policy. Board Clerk Brummett seconded the motion. The motion passed unanimously.

Surplus Property – Discussion and approval of declaring the 1999 American La France Engine (T101) as surplus property and direction to staff regarding the manner of disposal.

Chief Johnson stated that the 1999 American La France Engine is no longer needed in the District and with the Board's approval the District would like to sell the Engine. He explained selling the Engine would reduce the District's insurance and maintenance costs. He stated he would like to sell the Engine using Brindlee Mountain Fire Apparatus who we recently used to sell the surplus 2005 Ford Ambulance.

Board Member Gilboy asked if we had to sell it through a public surplus/auction. Chief Johnson stated Brindlee Mountain Fire Apparatus is a public surplus/auction and all they auction off is emergency apparatus. He stated that he has had better success selling apparatus surplus with Brindlee Mountain in the past.

Board Clerk Brummett asked if the bid was starting at \$30,000.00, Chief Johnson replied "yes." Board Member Gilboy asked if we do not make the opening bid during that period what would happen. Chief Johnson stated that we would then have the ability to lower the price if needed.

Board Clerk Brummett made a motion to declare the 1999 American La France Engine (T101) as surplus and authorize Staff to sell the Engine through Brindlee Mountain Fire Apparatus at a base price of \$30,000 with the ability to decrease the price if needed. Board Member Gilboy seconded the motion. The motion passed unanimously.

Board Meeting Dates – Discussion and possible approval to change the regular Board meeting dates for the months of November 2022 and December 2022.

Chief Johnson stated that he would like to give the Board the opportunity to change the Board meetings we have scheduled in November 2022 and December 2022 since they are so close to Thanksgiving and Christmas.

Board Member Gilboy stated that she would not be able to make the new suggested dates due to already having prior arrangements.

Board Members agreed to keep the original date, November 22, 2022, for November's regular Board meeting and change December's Board meeting to December 20, 2022.

Board Member Peck made a motion to keep the regular Board meeting in November 2022 and approve moving the December 2022 regular Board meeting to December 20, 2022. Board Clerk Brummett seconded the motion. The motion passed with four (4) votes in favor and one (1) against (Gilboy).

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

None

ADJOURNMENT. With no further business before the Board, the meeting adjourned at 5:38 p.m.

Submitted By:

Approved:

Ashley Hammond, Administrative Specialist

Ken Bishop, Board Chairman

Attest:

Robert Brummett, Board Clerk