

**Minutes of a Regular Meeting of the Board of Directors of the Verde Valley Fire District Meeting Held November 22, 2022**

A Regular Meeting of the Verde Valley Fire District Board of Directors was held on November 22, 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 (absent)

Staff Present:

Danny Johnson, Fire Chief  
Lisa Elliott, Administrative Manager  
Ashley Hammond, Administrative Assistant  
Danny Hinds, Fire Inspector  
Richard Wintermute, Captain / Union VP Local 3690 (via zoom)  
Jacob Marx, Firefighter

Others Present:

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

**ROLL CALL** – Board Member Bishop was absent; 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 83 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 October 25, 2022. Board Clerk Brummett made a motion to approve the minutes of the Regular Meeting held on October 25, 2022. Board Member Gilboy 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 33% through the fiscal year.
- Total cash in the General Fund is \$3,252,154.08 (does not include the PSPRS COP Contingency Reserve Fund.)
- Increase in cash of \$2,309,684 for the month of October.
- Cash flows show that they are adequate to fund the fiscal year's operations.
- Property Tax Revenues received in October: \$2,479,589.56.
- Fire District Assistance Tax (FDAT) received in October: \$183,115.81.
- Total operating-only expenditures were 11.84% lower than the year-to-date allocation.

- Total General Fund expenditures were 11.74% lower than the year-to-date allocation.
- Ambulance cash collections of \$77,405.60 and 105 billable calls in the month. Increase of three (3) calls from September 2022 and a year-to-date decrease of sixteen (16) calls compared to the same timeframe in FY2021-2022.
  - Chief Johnson stated that they are seeing an increase in ambulance collections with the changes they made to billing commercial payers.
- \$65.00 received from the collection agency in August.
- Crews have deployed on six (6) assignments in FY2022-2023 to date. Payment has been received for all 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 Firefighter Jonathan Pizzi and some Union Trustees attended a firefighter health and wellness conference learning about mental health as well as physical and financial wellness. They have been working with management to strengthen and enhance the care of members in the organization.

He stated he was able to attend a labor / management exercise in Sedona with Chief Johnson. He noted they discussed labor / management negotiations, meet and confer, problem solving, project management and much more. He said it was a great and very beneficial meeting.

Union Vice President Richard Wintermute stated that on November 6, 2022 the District had a residential fire in Clarkdale that destroyed all the renter's possessions. He said they were able to reach out to Sedona Verde Valley Firefighter Charities and gift them a \$500.00 gift card to Walmart to help assist them in this time of need. Firefighter Jacob Pfeifer presented the gift card to the family, and they were extremely grateful.

### **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 presented a picture of the residential fire that happened Clarkdale. He stated that the Clarkdale crew, along with assistance from Cottonwood Fire, were able to extinguish the fully involved fire, but unfortunately the fire destroyed all the renter's possessions. He stated the family has received an outpouring of support from local entities and people from the community during this time of need.

Fire Inspector Danny Hinds stated he had the opportunity to participate in the investigation for the commercial fire in Camp Verde with Fire Marshall Gary Johnson. He said it was a great opportunity to see how the investigation process works, building a theory and then proving the actual cause of the fire.

He stated he was able to attend the Arson 1 class. He noted that the engine company inspections have kicked

off for the first time in two (2) years. He stated the statistics for general and final inspections was forty-one (41) since the last Board meeting.

Chief Johnson stated that Fire Inspector Danny Hinds has been doing a great job and is excited to see his future at Verde Valley Fire.

**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/other; wildland assignments; out-of-District billing process; AFDA updates; and other potential updates.**

Chief Johnson reported on items from his report including:

- Labor / Management Exercise in Sedona
- VVFEC Meeting
- AFDA Monthly Board Meeting
- Lunch with Mrs. Clark's class at Clarkdale/Jerome School
- Verde Valley OPS Meeting
- Pulse Point Kick Off Meeting
- Kairos Annual Meeting
- Reception for Clarkdale Council Member Bill Regner
- Clarkdale Department Head Meeting
- Yavapai County CWPP
  - Working on a CWPP (County Wildfire Protection Plan), our current plan is ten plus (10+) years old. They are looking to make this a regional plan. A CWPP allows the District to apply for federal funding for specific emergency preparedness for wildland events.
- Meeting with State Rep for District 1 Selina Bliss
- Verde Valley Monthly Board Meeting
- Staff Meeting
- Human Resources
  - Kairos fall stewardship meeting took place. Trending above last year where we saw a 10% increase in premium. Chief Johnson presented a graph that shows we are a very high use entity. Chief Johnson said we need to be aware of this overage going into the next budget year.
- Finance
  - Chief Johnson stated that Verde Valley Fire District received the Distinguished Budget Presentation Award from GFOA (Government Finance Officers Association). He stated that receiving this award is great and shows the public that the District is doing the right thing with finances. He complimented Administrative Manager Lisa Elliott on all her hard work.
- Special Projects/Other
  - Pulse Point is returning through a grant, funded for one (1) year, from ASU for overdose research. It is anticipated to be funded in January 2023. Chief Johnson said the deployment for Pulse Point is going to change a little from the prior Pulse Point.
- Wildland Assignments / Mutual Aide
  - No wildland assignments this month.
  - Non-funded participation agreement with the National Forest Service.
    - Chief Johnson stated this non-funded participation agreement with the National Forest Service will allow training for members who have time sensitive task books open.
- Out of District Billing Process
  - Total of \$127,660.95 billed for OOD response
  - Total collected \$52,346.27
  - Total credited \$25,500.00

- County and State Updates
  - Chief Johnson stated that Prop 310 did not pass, and legislative leadership is being selected.
- AFDA Updates – Legislative updates.
  - Chief Johnson stated the Fire Board term begins for the officials on December 1, 2022 and congratulated them.

**OLD BUSINESS** – None.

**NEW BUSINESS**

**Oath of Office** – Administration of Oath of Office for newly appointed Board Members.

Board Chairman Bishop administered the Oath of Office to Colleen Gilboy and Donald Peck.

**Declaration of Interest Statements** – Discussion and possible acknowledgement of Declaration of Interest Statements provided by the Board Members and employees of the District.

Board Chairman asked if the Board had a chance to look over the Declaration of Interest Statements. The Board responded yes.

Board Member Gilboy made a motion to acknowledge the disclosure statements received from Board Members and Employees of the District. Board Clerk Brummett seconded the motion. The motion passed unanimously.

**Fire Protection Service Agreements** – Discussion and possible approval of a Fire Protection Service Agreement to provide fire suppression, emergency medical and ambulance services to 4555 North Peyton Place, Clarkdale, AZ, 86324, Parcel #400-09-006W and 2795 West Quail Springs Ranch Road, Cottonwood, AZ, 86326, Parcel #406-16-026H.

Board Clerk Brummett made a motion to approve the Fire Protection Service Agreement to provide fire suppression, emergency medical and ambulance services to 4555 North Peyton Place, Clarkdale, AZ, 86324, Parcel #400-09-006W and 2795 West Quail Springs Ranch Road, Cottonwood, AZ, 86326, Parcel #406-16-026H. Board Member Gilboy seconded the motion.

Board Member Gilboy asked with approving these two (2) Fire Protection Service Agreements if it would allow others next to these two (2) properties to annex into the District.

Chief Johnson replied that it would not because these are Fire Protection Service Agreements with no continuous borders.

The motion passed unanimously.

**Purchasing Policy** – Discussion and possible direction to Staff regarding revising the Purchasing Policy.

Chief Johnson presented a Fire District Purchasing Policy Comparison that shows what other fire districts and entities are doing. Chief Johnson stated that management is asking the Board for direction on the Purchasing Policy so they can make a draft for the Board to approve at a future Board meeting.

Board Member Gilboy asked if we have a petty cash fund. Chief Johnson replied we have a petty cash policy, but we do not keep petty cash and that is one of the lines we need to update in the new policy.

Board Member Gilboy stated what she would like to see on the new purchasing policy as follows:

No action needed up to \$9,999.00  
Three (3) written quotes \$ 10,000.00 - \$49,999.00  
Formal Bid Process \$50,000.00  
Contract Approval – Board approval required on all contracts  
Contract Change Orders – All change orders approved by the Board.

Board Member Gilboy said these changes would keep the Board involved at a lower level.

Board Chairman Bishop agreed with Board Member Gilboy.

Board Member Peck referred to the current Purchasing Policy we are using and stated there is a gap between the three (3) written quotes and the formal bid process.

The Board agreed that Board Member Gilboy's suggestions sounded reasonable.

Chief Johnson stated that contract change orders would be rare.

Board Member Peck asked Chief Johnson if these changes would satisfy what management is trying to accomplish. Chief Johnson replied that management is looking to update the Purchasing Policy as they are updating the administrative policy book.

Board Member Gilboy asked what time frame management is looking at to update the Purchasing Policy. Chief Johnson stated that he and Administrative Manager Lisa Elliott have almost completed updating the administrative policy book and suspects they can present a Purchasing Policy rough draft to the Board in January 2023. He stated he would like to have the new Purchasing Policy in effect before the new budgeting cycle.

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

SCBA Fill Machine Purchase

**ADJOURNMENT.** With no further business before the Board, the meeting adjourned at 5:45 p.m.

Submitted By:

Approved:

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Ashley Hammond, Administrative Specialist

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Ken Bishop, Board Chairman

Attest:

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Robert Brummett, Board Clerk