

**Minutes of a Regular Meeting of the Board of Directors of the Verde Valley Fire District Held
November 28, 2023**

A Regular Meeting of the Verde Valley Fire District Board of Directors was held on November 28, 2023, at 5:00 p.m. in person at Station 31, 2700 E. Godard Road, Cottonwood, Arizona and electronically (via Zoom).

Board of Directors:

Robert Brummett, Chairman
Coleen Gilboy, Board Clerk
Kenneth Bishop
Donald Peck
Timothy Bishop (via Zoom)

Staff Present:

Danny Johnson, Fire Chief
Lisa Elliott, Administrative Manager
Ashley Hammond, Administrative Specialist
Richard Lopez, Fire Inspector
Linda Peterson, Finance Assistant
Matt Chavez, Firefighter (via Zoom)
Jacob Marx, Firefighter / Union VP Local 3690 (via Zoom)
Louis Newell, Captain (via zoom)
Cody Harkey, Battalion Chief
Justin Sandoval, Firefighter (via Zoom)

Others Present:

None

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

ROLL CALL – All Board members were present; 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 71 U.S. firefighters who lost their lives in the line of duty in 2023 to date.

MINUTES – Discussion and consideration of the minutes of the Regular Session held on October 24, 2023.

Board Clerk Gilboy made a motion to approve the minutes of the Regular Session held on October 24, 2023. Board Member K Bishop seconded the motion. The motion passed unanimously.

CALL 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 \$3,747,585.95 (does not include the PSPRS COP Contingency Reserve Fund.)
- Increase in cash of \$2,333,564 for the month of October.
 - Administrative Manager Lisa Elliott stated that this is normal for this timeframe because of the tax revenues.
- Positive cash flow of \$986,965 for the fiscal year.
- Cash flows show that they are adequate to fund the fiscal year's operations.
- FY2023-2024 Property Tax Revenues received: \$2,759,164.96.
- Fire District Assistance Tax (FDAT) Revenues received: \$187,651.93.
- The following account explanations are for items occurring within the month of October 2023:
 - Page 2 Account 01-5100-511800 Workers Compensation Insurance – 2nd Quarter Payment.
 - Page 3 Account 01-6100-612010 Website Hosting fees – Refund for cancellation of service.
 - Page 4 Account 01-6100-614500 Office Equipment – Docking stations for engine computers.
 - Page 10 Account 01-7000-721000 GOHS Car Seat Grant – Final purchases of car seat grant.
- Total operating-only expenditures are 4.25% lower than the year-to-date allocation.
- Total General Fund expenditures are 6.71% lower than the year-to-date allocation.
- The District has collected \$2,822,625 (43%) of the FY2023-2024 budgeted Property Tax Revenues.
- Ambulance cash collections of \$78,548.53 and 94 billable calls in the month. Decrease of four (4) calls from August 2023 and a year-to-date decrease of fifty-five (55) calls compared to the same timeframe in FY2022-2023. Cash collections have increased by \$15,392 compared to the same timeframe in FY2022-2023.
- Total Ambulance Billing Receivables were \$589,306.09, an increase of \$2,913.38 from the prior month.
- Crews have been deployed on six (6) assignments in FY2023-2024 to date.
 - The invoices have been submitted for four (4) of the assignments.
 - Payment has been received for all the submitted four (4) invoices.

Board Clerk Gilboy made a motion to approve the Financial Report. Board Member Peck 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.

Fire Inspector Lopez presented the monthly statistics:

New Permits: 4

Complaints: 3 total (2 invalid)

General and Final Inspections: 13
 General correspondence including site visits, emails, phone calls and letters: 25+
 Plan Reviews: 2
 Preliminary Code Reviews: 1
 Car Seats: 5

Fire Inspector Lopez stated that he is currently building a community outreach program with Mountain View Prep for our crews to have lunch or attend PE with the students. He stated that all schools and State required buildings are up to date and inspected. Fire Inspector Lopez stated that he is currently getting all the businesses inspected and is working on building a system that will help keep inspections organized and on schedule. Fire Inspector Lopez stated that he attended a Community Risk Reduction symposium.

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
 - Labor Meeting with VVFD/CCFMD and Local 3690 President
 - Halloween Events (Camp Verde/Clarkdale)
 - CCFMD Culture Hikes
 - Verde Valley Fire and EMS Chiefs Association
 - BCCAT Meeting
 - AFDA Board of Directors Meeting
 - Verde Valley Mayors Meeting
 - Chief Johnson stated he had the opportunity to speak about the importance of Fire Districts and that it was a great meeting.
 - VFIS Risk Reduction Meeting
 - Out of Office (FEMA Grant Cancer Screen)
 - CCFMD MOU Meeting
 - VVFD Station 32 Cell Tower site walk
 - Chief Johnson stated that the site walk got moved to November 30, 2023.
 - CAFMA Assistant Chief Assessment Center
 - CCFMD Board Meeting
 - Meet the Fire Chief Night YCC
 - CCFMD Staff Meeting
 - CRR IGA Verde Regionalization Meeting
 - ARCR Meeting for ambulance rate increase
 - Chief Johnson stated that he and Administrative Manager Lisa Elliott had a meeting with JVG to go over the Ambulance Long form.
 - VVFD Board Meeting
 - VVFD Staff Meeting
 - Securis Board Meeting
- Human Resources
 - Annual Firefighter physicals are ongoing. Members are completing them and being supported in areas where improvement is needed.
 - Engineer's testing process was posted for February 20, 21, and 22 (if needed).
- Finance / Grants
 - No updates on SAFER.

- The FY 22/23 audit is ongoing, hoping to present in December.
- Ambulance rate increase is in process, we are collecting data.
- We received a fire incident software grant to purchase a product by 3AM.
 - Chief Johnson stated that the District has received a grant to purchase fire incident software. He presented a video on that software that explained what the software will do. Chief Johnson stated that we have a three-year trial to see if the software works for the District and our needs.
 - Board Clerk Gilboy asked what this software would replace. Chief Johnson stated it will not replace anything because Dispatch still uses Active 911.
- Special Projects / Other
 - Employee Appreciation email
 - Chief Johnson stated that he received an email thanking Fire Inspector Lopez and Fire Marshal Nate Bailey for their excellent service.
 - Staff vehicles were ordered, waiting for confirmation on allocation and order slots.
 - Centerville soil remediation has been completed.
 - Conversations and meetings are continuing regarding a communications tower at Station 32.
 - Fleet Presentation
 - Chief Johnson stated that Battalion Chief Harkey had prepared a presentation for the District's fleet. Chief Johnson stated that he would go over the presentation due to Battalion Chief Harkey responding to a call. He stated that Battalion Chief Harkey and staff have been working together to establish a list and a plan for the fleet that will need to be replaced in the future. He stated the District will need to replace one (1) water tender, one (1) ambulance, and one (1) Type 1 engine. He stated that the production times for fleet are long, ambulances are currently a year and a half time frame and Type 1 engines are almost four (4) years from the time of purchase to receiving the engine. Chief Johnson stated that Staff would like an agenda item to approve the purchase of a Type 1 engine at the December Board meeting. Chief Johnson stated that he would like to discuss purchasing a regional engine to help with cost and provide a backup engine.
- Wildland Assignments / Mutual Aid
 - No wildland assignments / Mutual Aid for October.
- Out of District Calls
 - Total OOD responses for October: 0
 - \$19, 500 outstanding balance for one (1) resident OOD that has not paid. Chief Johnson stated that the RFP should be ready in January for collection services.
- County and State Updates
 - Chief Johnson presented the working draft of the 2024 Legislative agenda and discussed the priority statutory Agenda items:
 - Fire District Assistance Tax (FDAT) – remove caps and fully fund an equalized state-wide rate.
 - Fire District operational / management support.
 - Firefighter peer support team (PST) / CISM team immunity issues.
- AFDA Updates – Legislative updates.
 - AFDA Board Meetings scheduled for December 7, 2023, and January 4, 2024.
 - AFDA Winter Training Conference scheduled for January 10-12, 2024.
- National Special District Coalition (NSDA)
 - Chief Johnson stated that Administrative Manager Lisa Elliott and Administrative Specialist Ashley Hammond attended the NSDA.

OLD BUSINESS

None

NEW BUSINESS

Electronic Board Packets – Discussion and possible direction to Staff regarding electronic Board packets.

Chief Johnson stated that Board Chairman Brummett requested information for electronic Board packets at the October 24, 2023 Board meeting. He stated staff has received one (1) quote for electronic Board packet software as well as a quote from Sunstate for five (5) Microsoft Surface Pro 9 tablets. Chief Johnson stated that the Diligent quote of \$4,000.00 is for the software platform only.

Board Chairman Brummett stated that the quotes received are not feasible at this time.

No action taken.

Resolution 2023-14 – Discussion and possible adoption of Resolution 2023-14 approving the 2024 Arizona Mutual Aid Compact.

Chief Johnson stated the District needs to update the Arizona Mutual Aid Compact. He stated this contract allows the District to give and receive mutual aid.

Board Member K Bishop made the motion to approve Resolution 2023-14 approving the 2024 Arizona Mutual Aid Compact. Board Member Peck seconded. The motion passed unanimously.

Resolution 2023-15 – Discussion and possible adoption of Resolution 2023-15 approving an Intergovernmental Agreement with Copper Canyon Fire and Medical District for a shared training software system.

Chief Johnson stated this Agenda item is for reinstating the Intergovernmental Agreement (IGA) with Copper Canyon Fire and Medical District (CCFMD) for a shared training software system. Chief Johnson stated that this does not cost the District any money.

Board Member Peck made a motion to adopt Resolution 2023-15 to approve the Intergovernmental Agreement with Copper Canyon Fire and Medical District to share a training software system. Board Member K Bishop seconded. The motion passed unanimously.

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

Engine Purchase
Ambulance Purchase
Authority to lien property owners for Out of District responses

ADJOURNMENT. With no further business before the Board, the meeting adjourned at 5:37 p.m.

Submitted By:

Approved:

Ashley Hammond, Administrative Specialist

Robert Brummett, Board Chairman

Attest:

Coleen Gilboy, Board Clerk

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