

**Minutes of a Regular Meeting of the Board of Directors of the Verde Valley Fire District Held  
December 17, 2024**

A Regular Meeting of the Verde Valley Fire District Board of Directors was held on December 17, 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 (elect)  
Coleen Gilboy, Board Clerk (outgoing)  
Kenneth Bishop (via telephone)  
Robert Brummett, Board Clerk (elect)  
Vacant

Staff Present:

Danny Johnson, Fire Chief  
Lisa Elliott, Administrative Manager  
Ashley Hammond, Administrative Specialist  
Richard Lopez, Fire Inspector  
Cody Harkey, Battalion Chief  
Dean Koropatnicki, Battalion Chief  
Jacob Marx, Firefighter / Union VP Local 3690 (via Zoom)  
Matthew Chavez, Firefighter (via Zoom)  
Louis Newell, Captain (via Zoom)

Others Present:

None

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

**ROLL CALL** – All 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 56 U.S. firefighters who lost their lives in the line of duty in 2024 to date.

**CALL THE PUBLIC** – None.

**Consent Agenda – DISCUSSION AND POSSIBLE ACTION**

- A. Minutes** – Discussion and consideration of the minutes of the Regular Meeting held on November 19, 2024 and the Executive Session held on November 19, 2024.
- B. Arizona Minimum Wage** – Discussion and possible approval of a revised FY2024-2025 Annual Pay Scale to reflect the increase in the Arizona Minimum Wage effective January 1, 2025.
- C. Resolution 2024-22** – Discussion and possible approval of Resolution 2024-22 adopting a revised Vacation Leave policy.

Board Clerk Gilboy made a motion to approve the Consent Agenda. Board Member Brummett 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 42% through the fiscal year.
- Total cash in the General Fund is \$4,429,871.53 (does not include the PSPRS COP Contingency Reserve Fund.)
- Increase in cash of \$364,394 for the month of November.
- Positive cash flow of \$1,632,406 for the fiscal year.
- Cash flows show that they are adequate to fund the fiscal year's operations.
- FY2024-2025 Property Tax Revenues received: \$684,963.35.
- Fire District Assistance Tax (FDAT) Revenues received: \$45,846.63
- The following account explanations are for items occurring within the month of October 2024:
  - Page 1 Account 01-451000 Interest Income – Interest earnings for the month of November 2024 will be posted in December 2024.
  - Page 1 Account 01-479000 Miscellaneous Grant Revenues – Gila River Indian Community grant for UTV.
  - Page 3 Account 01-6100-612006 Bank Service Fees – Correction of fraudulent charges from October 2024.
  - Page 4 Account 01-6100-614400 Office Furniture – Replacement of Station 31 training room chairs.
  - Page 5 Account 01-6300-637132 Misc Repair & Maintenance – Station 32 – Water heater replacement.
  - Page 10 Account 01-7000-780000 Misc. Grant Expenses – New UTV equipment.
- Total operating-only expenditures are 7.31% lower than the year-to-date allocation.
- Total General Fund expenditures are 16.04% lower than the year-to-date allocation.
- The District has collected \$3,708,432 (51%) of the FY2024-2025 budgeted Property Tax Revenues.
- Ambulance cash collections of \$68,242,77 and 104 billable calls in the month. Decrease of seven (7) calls from October 2024 and a year-to-date increase of forty-nine (49) calls compared to the same timeframe in FY 2023-2024. Cash Collections have decreased by \$82,811 compared to the same timeframe in FY 2023-2024.
  - Administrative Manager Lisa Elliott stated that she and Chief Johnson and her have a meeting with Action Ambulance Billing next week.
- Total Ambulance Billing Receivables were \$755,391.98, an increase of \$25,278.91 from the prior month.
- Crews have been deployed on twelve (12) assignments through November 30, 2024.
  - Invoices have been submitted for all twelve (12) of the assignments and payment has been received for six (6) of the invoices.

Board Clerk Gilboy made a motion to approve the Financial Report. Board Member 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 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: 0  
 General and Final Inspections: 7  
 General correspondence including site visits, emails, phone calls and letters: 25+  
 Plan Reviews: 6  
 Preliminary Code Reviews: 3  
 Variances for Hot Work and Burns Outside Regulation – Awarded: 0  
 Knox Box Installs: 1  
 Car Seats: 12

Fire Inspector Lopez stated he attended preliminary meetings for Bent River, Bradshaw Legacy Living, and Peace Garden. He stated that Peace Garden is wanting to add a fire access road. Fire Inspector Lopez stated the Verde River Growers project, and all school-state inspections are complete.

**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
  - AFDA Monthly meeting
  - Cottonwood Christmas Parade
  - Kairos Fall Stewardship Meetings
  - Monthly AFSI
  - Verde Valley Mayors and Managers Meeting
  - Securis Board Meeting
  - AFDA Executive Strategic Planning Meeting
  - AFSI
  - Verde Valley Fire Board Meeting
  - Verde Valley Staff Meeting
- Human Resources
  - Posted a joint process with Copper Canyon Fire and Medical District to establish a Firefighter eligibility list.
    - Chief Johnson reported that the joint process for establishing the Firefighter eligibility list has been completed. He confirmed that VVFD is currently in the process of filling

- two (2) firefighter positions that are expected to open in January.
- Administrative Manager Lisa Elliott is working on an outline and plan for the next Spouses Academy.
- Finance / Grants
  - VVFD applied for a 100-Club grant for active assailant equipment.
  - VVFD wrote a congressionally Directed Spending Grant for an ambulance.
    - We have been included in the draft appropriations bill.
  - VVFD is preparing to submit another AFG regional grant for cardiac monitors.
  - VVFD received an NFO from DFFM for wildland vehicles.
- Special Projects / Other
  - The JPA study is in progress, site visits went well, and we are continuing to collect data and educate on the particulars of a JPA (Fire Authority).
  - Chief Johnson stated that VVFD has three individuals committed to being on the Bond Advisory Committee. The individuals are Mike Wescott, Jim Lawler, and Eric Wyles.
- Wildland Assignments / Mutual Aid
  - No wildland assignments for November.
- Out of District Calls
  - Total OOD responses to date in December: 0
- County and State Updates
- AFDA Updates – Legislative updates.
  - AFDA Board Meeting scheduled for January 2, 2025.
  - AFDA Annual Winter Training Conference scheduled for January 15-17, 2025.
  - AFDA Board Meeting scheduled for February 6, 2025.

## OLD BUSINESS

None

## NEW BUSINESS

### **Election of Board Officers – Discussion and consideration of electing a Chairman and Board Clerk from among the Board Members to serve a one (1) year term.**

Chief Johnson stated according to the Board's By-Laws, Board officers are required to be elected or appointed every year.

Board Clerk Gilboy made a motion to nominate Board Chairman Peck to remain as Board Chairman and Board Member Brummett to be Board Clerk. Board Chairman Peck seconded the motion. The motion passed unanimously.

### **2025 Board Meeting Dates – Discussion and possible approval of the regular Board meeting dates for the 2025 calendar year.**

Chief Johnson presented the dates and times of the regular Board meeting dates for 2025.

Board Clerk Brummett suggested changing the December 23, 2025 Board meeting to December 16, 2025.

Board Chairman Peck stated the November Board meeting will remain on November 25, 2025 and the December Board meeting will be changed to December 16, 2025.

Board Member Gilboy made a motion to approve the regular Board meeting dates for the 2025 calendar year as discussed. Board Clerk Brummett seconded the motion. The motion passed unanimously.

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

Special Session – Interview candidates for Board Vacancy January 21, 2025.

**ADJOURNMENT.** With no further business before the Board, the meeting adjourned at 5:21 p.m.

Submitted By:

Approved:

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Ashley Hammond, Administrative Specialist

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Donald Peck, Board Chairman

Attest:

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Robert Brummett, Board Clerk

DRAFT