



Verde Valley Fire District Fiscal Year 2021-2022 Budget





Table of Contents

Certification of Budget Adoption.....	2	Capital Fund	86
Governing Board	3	5 Year Capital Projects Plan	91
Organization Staffing.....	6	Wildland Fund.....	92
District Profile	9	Appendix	
Assessed Values and Tax Levies	16	Appendix A – Notice of Public Hearing	
Retirement Fund Contributions and		Regarding Budget Adoption	96
Funded Status.....	22	Appendix B – Resolution 2021-06	97
Financial Structure	33	Appendix C – County Budget Form.....	98
Financial Policies	35	Appendix D – Budget Policy	99
Budget Process.....	37	Appendix E – Purchasing Policy.....	103
Budget Summary	39	Appendix F – Pension Funding Policy.....	111
Budget Format Tutorial	52		
Budget Summary by Fund.....	53		
General Fund Budget			
General Fund Budget Summary	54		
Revenues	55		
Personnel	56		
Fire Board.....	59		
Administration.....	61		
Fire Prevention	64		
Building Maintenance	66		
EMS Services	68		
Operations	71		
Fleet Maintenance	74		
Wildland.....	76		
Communications.....	78		
Grants.....	80		
Capital Expenses.....	82		
Other Financing Uses.....	84		



Certification of Budget Adoption

The attached budget was approved and adopted under Resolution 2021-06 by a majority vote of the Verde Valley Fire District Board of Directors at a public meeting called by the Board to adopt the budget on June 29, 2021 at 5:00 pm at the Administrative Offices located at 2700 E Godard Road, Cottonwood, AZ 86326.

The adopted budget uses a \$3.2100 mil rate resulting in \$5,868,889 in taxes levies to support District operations.

Certification

Pursuant to Arizona Revised Statutes (ARS) §48-805.02 subsection D, the Chairman and Board Clerk of the Verde Valley Fire District do hereby certify the following:

1. That Verde Valley Fire District has not incurred any debt or liability in excess of taxes levied and to be collected and the money actually available and unencumbered in the District General Fund, except for those liabilities as prescribed by ARS §48-805 subsection B, paragraph 2 (construction or other acquisition, purchase, lease, lease-purchase or grant a lien on present or future property, i.e. apparatus, equipment, buildings, etc.) and ARS §48-806 (bond elections) and ARS §48-807 (fire district assistance tax, budget override), and;
2. That Verde Valley Fire District complies with ARS §48-805.02 subsection F (drawing warrants, registered warrants).

Ken Bishop, Board Chairman

6.29.21

Date

ATTEST

Donald Peck, Board Clerk

6/29/21

Date



Governing Board

The Fire District is governed by a five-member non-partisan board elected at large by the registered voters of the District. Board members are elected to alternating four (4) year terms so there are at least two (2) members elected every two (2) years. The Board establishes policy, sets the tax rate, and approves the annual budget. As a special district of the State, the Fire District must comply with all applicable Arizona Revised Statutes including Open Meeting Laws.

Meetings

The Governing Board meets monthly on the fourth Tuesday of the month at 5:00 pm. Meetings are held at Station 31 located at 2700 E Godard Road, Cottonwood, AZ 86326.

Meeting notices are required to be posted at the following locations:

District's website, www.verdevalleyfire.org
Station 31, 2700 E Godard Road, Cottonwood, AZ 86326

As a courtesy, meeting notices are also posted at the following locations:

Station 32, 1120 S Page Springs Road, Cornville, AZ 86325
Station 36, 895 1st South Street, Clarkdale, AZ 86324
Verde Village Clubhouse, 4855 Broken Saddle Road, Cottonwood, AZ 86326
Town of Clarkdale Community Development Building, 890 Main Street, Clarkdale, AZ 86324

Board Member Responsibilities

Areas of responsibility for the Governing Board include:

- Electing a Board Chairman and Clerk (annually)
- Holding public meetings at least once per calendar month
- Hiring a Fire Chief to manage the District's operations
- Adopting an annual budget
- Adopting the annual mil rate (tax rate)
- Review and approval of monthly expenditures and financial reports
- Adopting policies

Board Member Elections

Board Member elections are held every two (2) years as terms expire. Board Members' terms are staggered, meaning that they are not all up for election at the same time.

H2069: COUNTY ELECTION LAW AMENDMENTS was signed by the Governor on April 27, 2010. The enactment changed the process for board member elections when the number of persons filing nomination petitions is less than or equal to the number of positions to be filled. The county board of supervisors may cancel the election and appoint the persons who filed petitions to fill the positions. Should the District not be required to hold an election, it will save the District thousands of dollars in election fees paid to Yavapai County.



Current Board Members:



Ken Bishop, Board Chairman

Term Expires: November 30, 2024

Ken has been a Board Member since 2008 and has served in all capacities on the Board. Prior to becoming a Board Member, Ken was a volunteer with the Cornville-Page Springs Fire District and Verde Valley Fire Districts for 21 years. Ken was a member of a fire department in Illinois from 1966 through 1984 when they moved to Cornville. Ken was a member of the Verde Valley Junior Rodeo Association for 12 years and owned The Shop at Cornville for many years. Now retired, Ken enjoys working on his classic trucks and participating in classic car clubs.



Donald Peck, Board Clerk

Term Expires: November 30, 2022

Don Peck has been a Verde Valley resident for 40 years. He is a retired Chiropractor after 36 years. Don has been involved with Boy Scouts for 35 years and was involved with AYSO soccer for 14 years serving as the Regional Commissioner for 4 years. He was instrumental in getting soccer as a varsity sport at Mingus Union High School and coached soccer at Mingus for 4 years. He has also coached Little League for 3 years and Junior All-American football for 6 years. Don also was a Chief Instructor for the Arizona Game and Fish Hunter Education Program in the Verde Valley for 15 years.



Coleen Gilboy, Board Member

Term Expires: November 30, 2022

Coleen Gilboy has been a Verde Valley resident for over 36 years. During this time, she was the Town of Clarkdale Finance Director from 1998 to 2005, a Girl Scout Leader and Neighborhood Manager for 12 years and has organized the Cottonwood Christmas Parade since 2009. She is currently the Director of the Verde Valley Fairgrounds where she has served since 2013.



Matthew Kaempfe, Board Member

Term Expires: November 30, 2024

Matthew Kaempfe grew up in the St. Louis, Missouri area where he was most recently Assistant Vice President of Operations for a major life insurance company. After his daughters graduated from high school and moved on to college, he accepted a role as the Director of Integrated Patient Scheduling for Northern Arizona Healthcare and moved to the Verde Valley in 2018, settling in Clarkdale. Beginning in 2019, he accepted a role on the Town of Clarkdale Design Review Board and is still serving on that Board as Vice Chairman. He sought a role on the VVFD Board of Directors as a way to further his involvement in the Verde Valley and play a significant role in ensuring and enhancing the safety of citizens of the area.



Robert Brummett, Board Member

Term Expires: November 30, 2024

Robert Brummett is a lifetime resident of the Verde Valley. He has been with the Yavapai County Sheriff's Office for 23 years and was a Reserve Firefighter with Verde Valley Fire District for several years. He was previously the EMT Observer for the Yavapai County Sheriff's Office helicopter and had his pilots license for several years. Robert values his community and likes to give back to his community.



Organization Staffing

Fire Chief



Fire Chief
Daniel Johnson

Fire Chief Danny Johnson began his fire service career in 2000 with Daisy Mountain Fire District. During his career with Daisy Mountain, he held the ranks of Firefighter, Engineer, Captain, Battalion Chief and Deputy Chief. He also held the positions of Vice President and Trustee for the Daisy Mountain Firefighter's Local 4361. During his tenure as the Deputy Chief of Support Services he was the program manager for the design and construction of multiple fire stations as well as new administrative offices. He oversaw the procurement and maintenance of the Daisy Mountain Fire District fleet. He also led a regional project that improved public safety communications throughout parts of Maricopa and Yavapai Counties. Chief Johnson was selected by the Verde Valley Fire Board to be the Fire Chief in March of 2021.

Chief Johnson graduated paramedic school in 2002 from Glendale Community College. He has his bachelor's degree in Fire Science from Columbia Southern University. Chief Johnson attended the National Fire Academy where he took Effective Leadership for Fire and EMS Agencies. Chief Johnson also graduated from the Arizona Leadership Program held at the AZPOST in 2014.

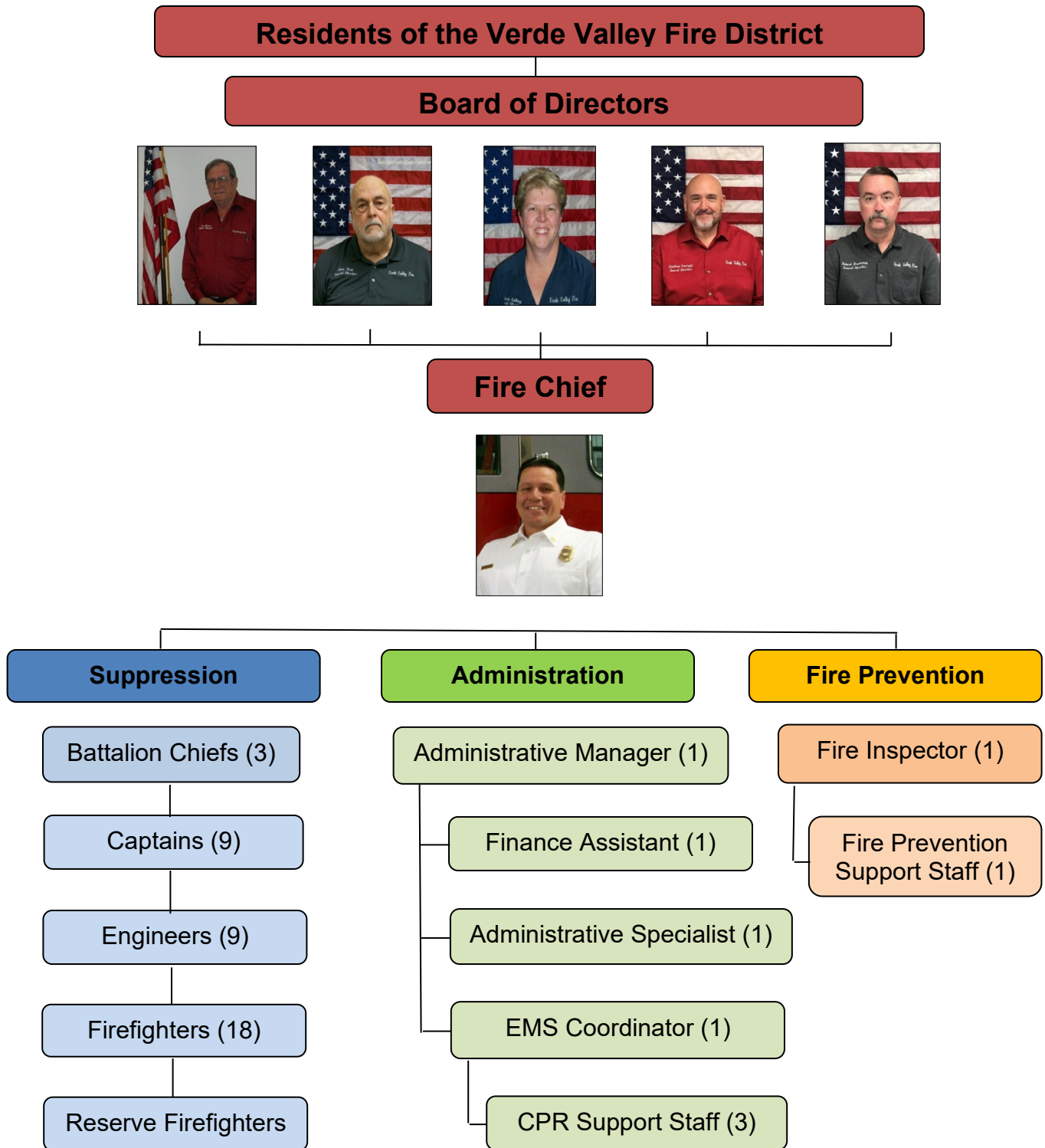
Chief Johnson is a member of the Arizona Fire Chiefs Association and sits on the Executive Board for the Arizona Fire District Association. He was the Vice Chair for Regional Wireless Cooperation that oversaw the communications infrastructure in the greater Metropolitan Phoenix area.

Chief Johnson was a volunteer youth soccer and football coach for many years. He has two boys. His oldest son, Jacob, is playing football at the College of Idaho and his youngest son, Luke, is playing in his senior year high school. He and his wife, Wendy, spend most of their fall weekends cheering on the boys' teams.

For questions regarding the budget document or any of the District's services, please contact Fire Chief Danny Johnson at (928) 634-4865.



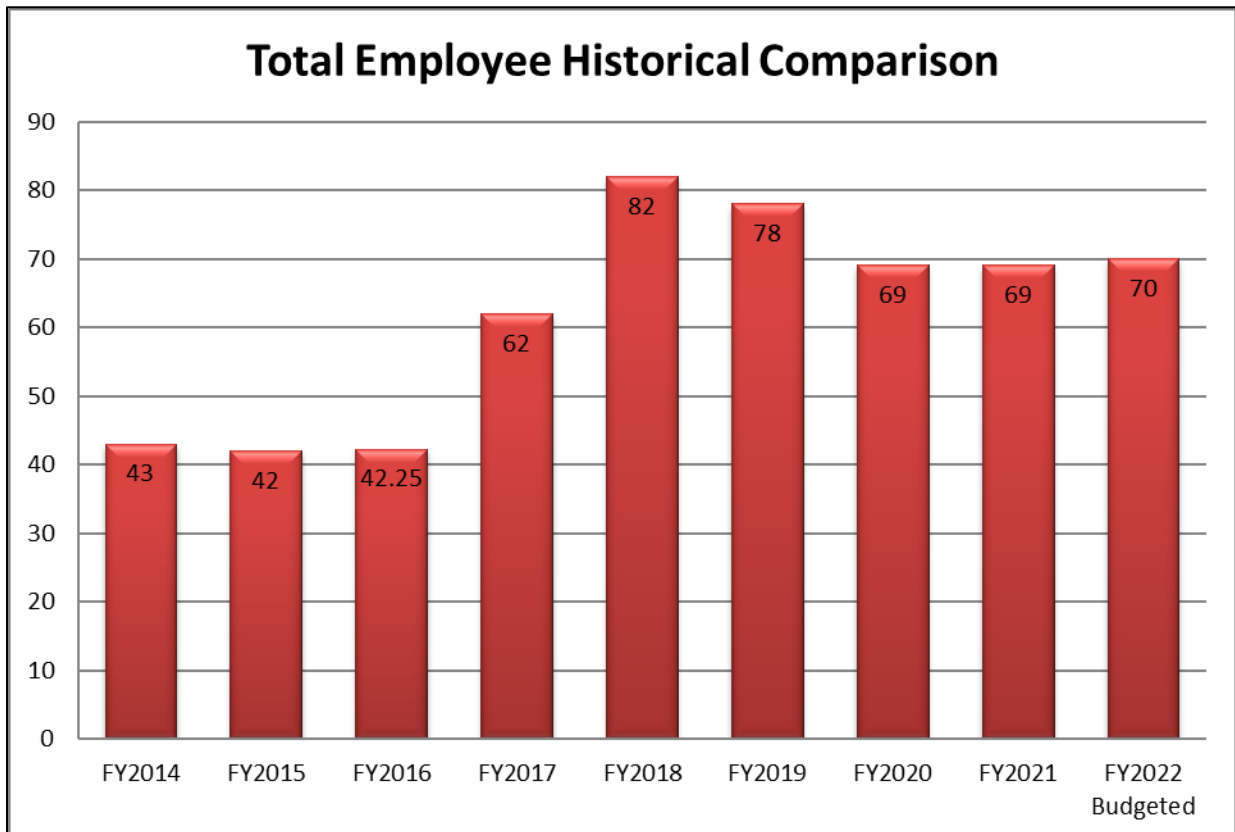
Organization Chart





Staffing

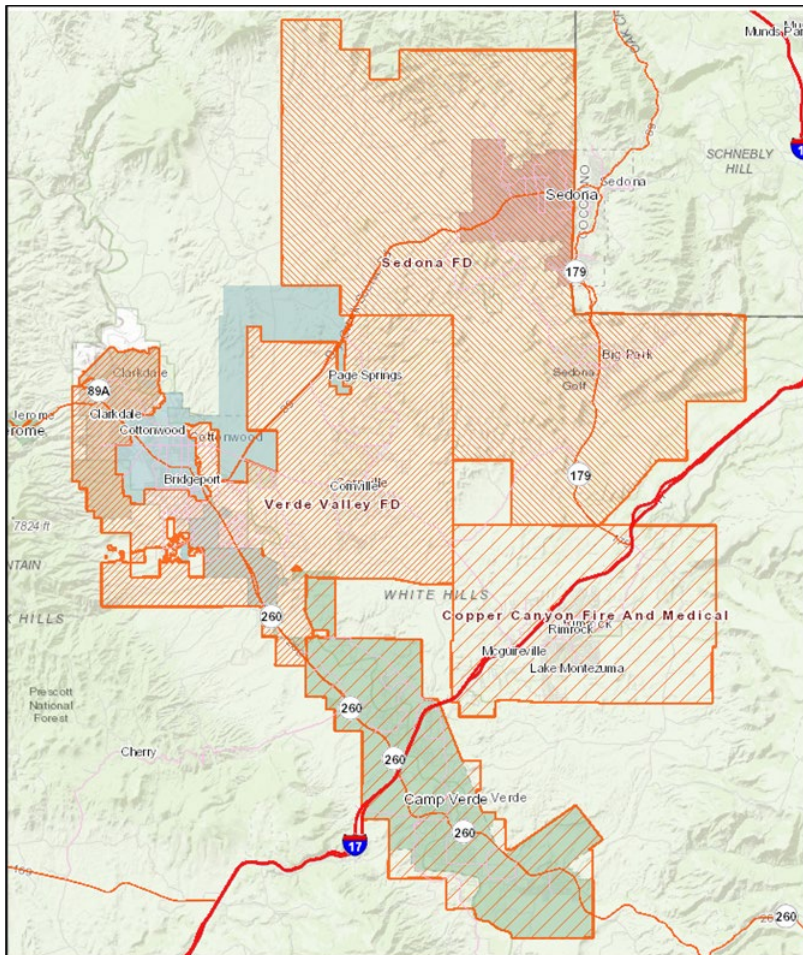
For the FY2021-2022 fiscal year, Verde Valley Fire District staffing consists of thirty-eight (39) full time operational members and approximately twenty (20) reserves divided into three (3) shifts and staffing three (3) fire stations. Each shift works a forty-eight (48) hour tour. The Administration consists of the Fire Chief, Fire Inspector, Administrative Manager, Finance Assistant, Administrative Assistant, EMS Coordinator, and five (5) part-time support staff members. A history of staffing levels is detailed in the Total Employee Historical Comparison chart below:



The increase in FY2017 is due to the consolidation of Clarkdale Fire District on July 1, 2016. In FY2018, the District promoted two (2) employees to the position of Battalion Chief, but the large fluctuation in employees was due to large pool of Reserve Firefighters (part-time employees).



District Profile



District Formation

Verde Rural Fire District began sometime in the 1950s as Cottonwood Rural Fire Department, also known as Yavapai County Fire Department 0680. Cottonwood Rural Fire District was formed in 1964 after an election. Due to some confusion between Cottonwood Fire Department (the City's fire department) and Cottonwood Rural Fire District, the decision was made to change the name to Verde Rural Fire District in 1985. Verde Rural Fire District served the unincorporated areas of Cottonwood, Arizona including the Verde Village and Bridgeport.

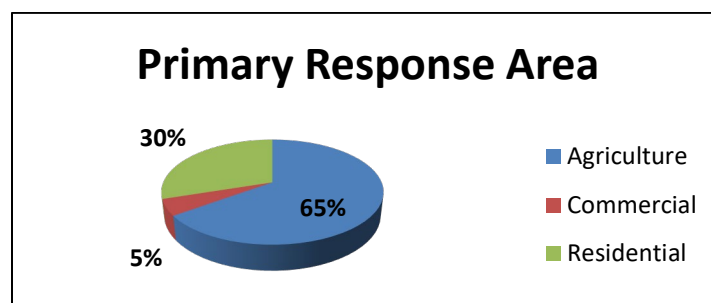
Cornville-Page Springs Fire District was originally formed on October 5, 1970 and served the Cornville and Page Springs areas including Verde Santa Fe.

Verde Valley Fire District was formed on January 1, 2002 with the merger of Verde Rural Fire District and Cornville-Page Springs Fire District. This merger was approved by the voters on November 6, 2001.

Clarkdale Fire District was originally created in 1913 as the Clarkdale Volunteer Fire Department and eventually became Clarkdale Fire Department, a department of the Town of Clarkdale. In 2007, the Fire Department separated from the Town of Clarkdale and became the Clarkdale Fire District.

The boundaries of Clarkdale Fire District included the incorporated area of the Town of Clarkdale, including the Clarkdale Community of the Yavapai-Apache Nation, plus an additional 0.82 square miles of unincorporated area within Yavapai County adjacent to the Town of Clarkdale's boundaries.

On July 1, 2016, Verde Valley Fire District consolidated Clarkdale Fire District into the District's boundaries. The consolidated District covers approximately 104 square miles and serves a population of approximately 21,300 residents. The District protects 27 miles of the Verde River as well as the Verde Canyon Railway, 6.3 miles of Highway 260, 12.7 miles of County Highway 30 and 22 miles of US 89A. The District's primary response area is comprised of the following:





Mission Statement

To provide the highest quality of customer service through progressive fire suppression, emergency medical care, fire prevention and education and to be a role model to future generations.

Services Provided

Verde Valley Fire District firefighters are trained and ready for all challenged within the District. The certified firefighters also possess levels of medical training and certifications of either Emergency Medical Technicians (EMT) or Paramedics. The firefighters are also trained in various technical rescue aspects such as high angle, rope, trench, swift water, injured hikers, confined space, and structural collapse among others.

Verde Valley Fire District provides services including, but not limited to:

- Fire Suppression/Structure Fires
- Emergency Medical Services
- Technical Rescue
- Hazardous Materials First Responders
- Public Education
- CPR and AED Instruction/Certification
- Wildland Firefighting
- Special Duty Assignments
- Fire Investigation
- Building Inspection
- Car Seat Program
- Mutual Aide to Surrounding Agencies

Each of these services requires extensive training and a commitment from each individual to maintain certifications. The advantage of a firefighter having multiple levels of training and skills is to provide immediate response and the ability to mitigate any emergency situation.

Stations (Staffed)

Station 31

2700 E Godard Road
Cottonwood, AZ 86326



Station 32

1120 S Page Springs Road
Cornville, AZ 86325





Station 36

895 1st South Street
Clarkdale, AZ 86324



Apparatus and Equipment

Verde Valley Fire District currently possesses the following apparatus and equipment used in the providing the above mentioned services:

- T101 – 1999 American La France Pumper, Type I
- T107 – 2005 Rosenbaur Pumper, Type III
- T109 – 2014 Rosenbaur Pumper, Type I
- T110 – 2005 Crimson Spartan Pumper, Type I
- Parade Truck – 1941 Chevrolet CK2
- T201 – 2015 Freightliner PT2 Water Tender
- T205 – 2004 American La France Water Tender
- T206 – 2004 American La France Water Tender
- T305 – 2005 Wheeled Coach Ford F350 Ambulance, Type I
- T306 – 2008 Wheeled Coach Ford F350 Ambulance, Type I
- T307 – 2015 Dodge Ram 4500 Ambulance, Type I
- T308 – 2018 Dodge Ram 3500 Ambulance, Type I
- T401 – 2011 Kubota Side by Side RTV 900XT
- T405 – 2004 Ford F450 4x4, Type VI Engine
- T410 – 2008 Ford F550 4x4 Type VI Engine
- T411 – 2018 Dodge Ram 4500, Type VI Engine
- T412 – 2018 Polaris Ranger ATV 4500
- T508 – 2008 Chevrolet Tahoe 4WD
- T509 – 2011 Chevrolet Silverado ¾ Ton Pickup
- T510 – 2013 Dodge Ram 1500 SLT 4x4 Quad Cab
- T511 – 2005 Dodge Ram 1500
- T512 – 2017 Ram 2500 4x4 Quad Cab
- T513 – 2019 Dodge Ram 1500
- T601 – 2005 Technical Rescue Trailer
- T602 – 2010 Terex AL4000 Light Tower System
- T603 – 2012 Trail Rescue Trailer
- T112 – 2020 Pierce Arrow XT Pumper
- T113 – 2020 Pierce Arrow XT Pumper



10 Year Response History

Verde Valley Fire District responded to 3,502 incidents in 2020. This number is an accumulation of different incidents covering ten (10) categories. Emergency Medical Services (EMS) calls comprise approximately sixty-seven percent (67%) of the total calls for service. This is common with all fire agencies.

Below is an explanation of what each incident category represents:

Wildland – Firefighters are all trained as Wildland Firefighters, some are trained to higher wildland positions for wildfire deployments. Wildland fires include low and high fuels like brush, grass, trees, etc.

Commercial – Commercial fires normally involve larger structures such as businesses, school, merchants of all kinds, etc.

Special Duty – These types of incidents are normally non-emergency responses such as smoke detector services, snake removals, investigation of an odor, etc.

EMS-ALS – Advanced Life Support Emergency Medical Services are medical emergencies that require treatment by a Paramedic, our highest level of patient care, including treatments to stabilize and sustain life.

EMS-BLS – Basic Life Support Emergency Medical Services are non-life threatening medical emergencies that can be treated by an Emergency Medical Technician (EMT).

False Alarm – False alarms are normally accidental 911 calls which require a downgraded response to investigation.

Rescue – Rescue calls are normally within the circle of technical rescue expertise such as swift water rescue, rope rescue, extrication, etc.

Residential – Residential fires are normally single family homes of various sizes.

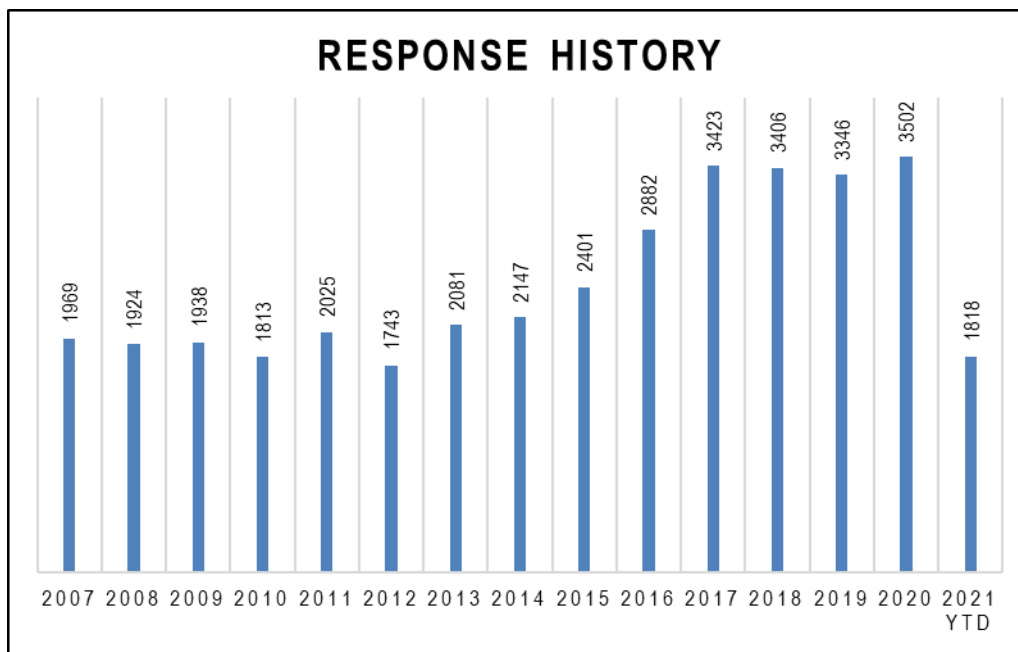
Still – Still assignments are a single resource (agency) response like a vehicle fire, trash fire, etc.

The following response history is calculated on a calendar year basis. The amounts listed for the current year are responses year-to-date as of June 30, 2021.

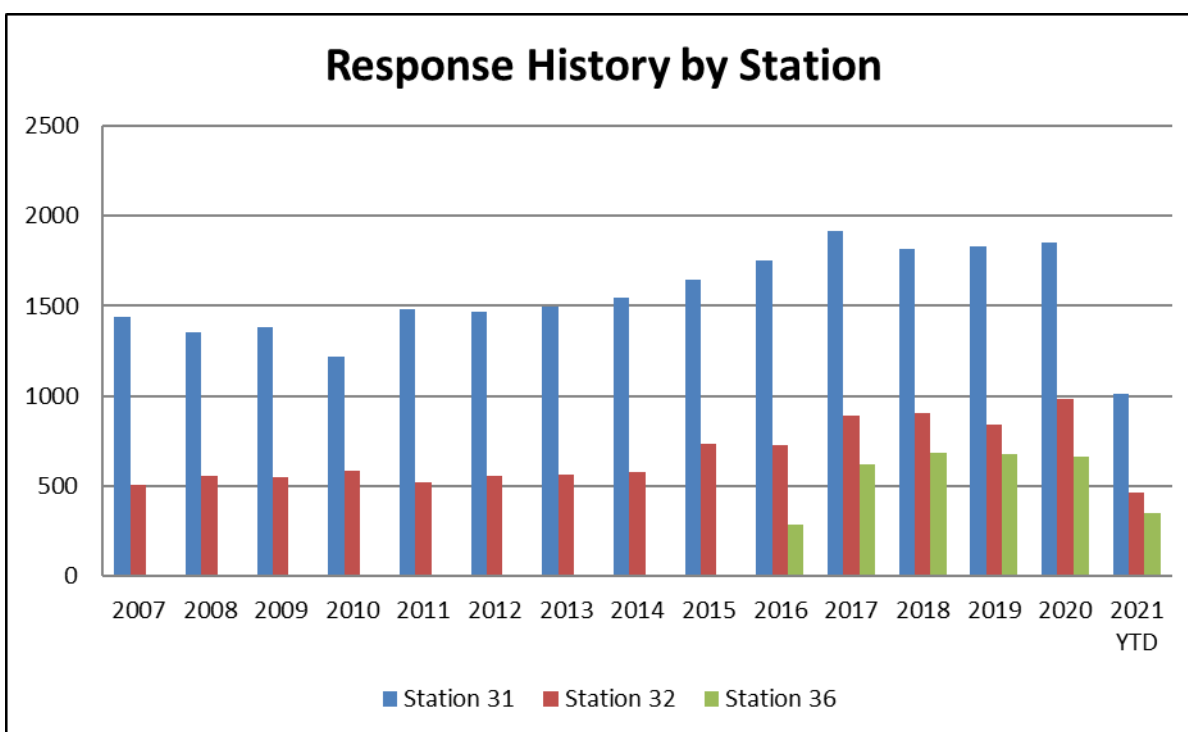
Year	Wildland	Commercial	Special Duty	EMS-ALS	EMS-BLS	False Alarm	Rescue	Residential	Still	Other	Total
2007	50	70	264	733	420	10	225	124	70	3	1,969
2008	23	57	345	794	362	5	138	126	73	1	1,924
2009	37	41	376	921	265	3	140	90	62	3	1,938
2010	17	40	333	950	204	1	109	83	74	2	1,813
2011	28	29	379	1,108	228	10	112	57	62	12	2,025
2012	21	27	78	1,217	184	7	81	65	51	12	1,743
2013	24	27	411	1,264	148	9	74	58	57	9	2,081
2014	25	31	434	1,246	168	10	101	56	68	8	2,147
2015	38	27	481	1,374	192	14	109	58	83	25	2,401
2016	30	45	636	1,572	169	30	143	73	150	34	2,882
2017	34	57	700	1,651	546	0	191	75	168	1	3,423
2018	26	44	646	1,495	709	15	210	69	189	3	3,406
2019	36	39	610	1,511	692	12	211	74	161	0	3,346
2020	67	61	587	1,624	729	8	196	78	151	1	3,502
2021 YTD	30	16	278	846	425	6	115	35	67	0	1,818



The Response History chart below shows the comparison of total calls for the past 15 calendar years. Please note that the data point for 2021 only shows data for the period of January 1, 2021 – June 30, 2021 (half of a year).



Verde Valley Fire District has three (3) staffed stations that respond to calls (shown on pages 10 and 11). The Response History by Station chart below shows the response comparison graphically:





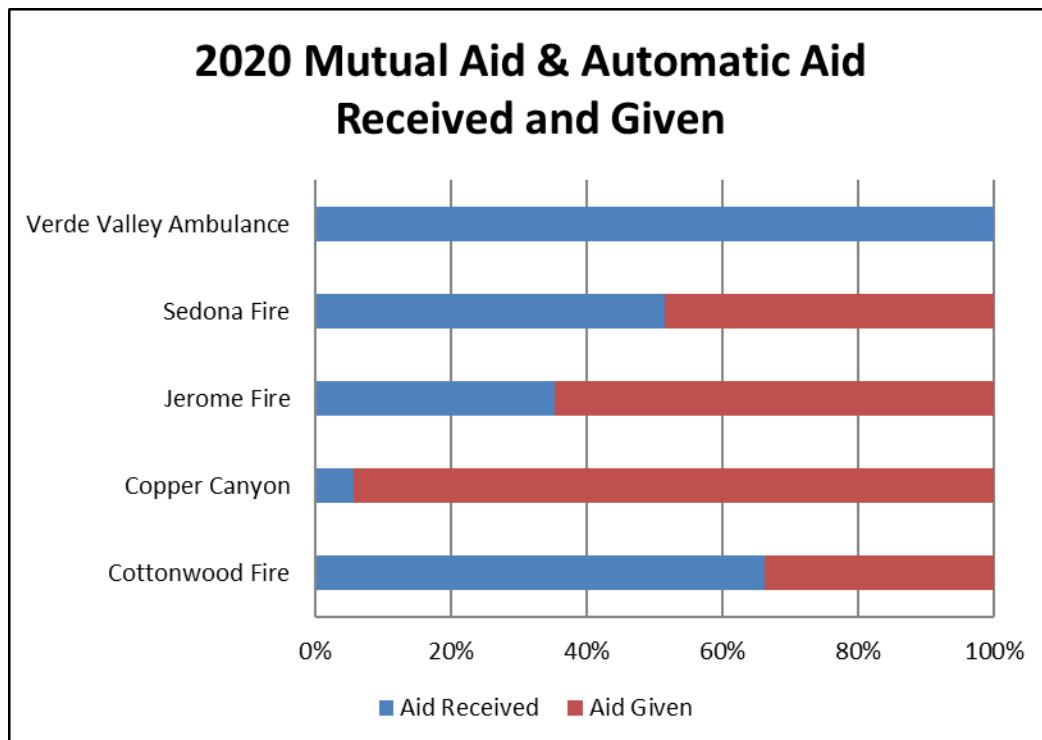
Verde Valley Fire District participates in mutual aid and automatic aid agreements with the other local fire agencies. These agreements provide for assistance to and from surrounding agencies when needed. Mutual and automatic aid agreements have at their foundation the mission of the fire service: to provide the community with the most efficient and effective service. Every fire agency will, at one time or another, need some form of mutual aid. No one agency can handle all of the calls that they are challenged with.

Mutual aid is assistance that is dispatched, upon request, by the responding fire department. Usually, it is requested upon arrival at the scene.

Automatic aid is assistance that is dispatched automatically on the first alarm.

Mutual implies “Call when you need help,” and automatic implies “No need to call, help has already been sent.”

The 2020 Mutual Aid & Automatic Aid Received and Given chart below shows the number of mutual aid and automatic aid received and given during 2020:



Verde Valley Fire District is the closest agency to Copper Canyon Fire and Medical District resulting in the larger amount of aid given versus received. Conversely, Cottonwood Fire and Medical is the closest agency to Verde Valley Fire District as shown in the larger amount of aid received.



Insurance Services Office (Public Protection Classification)

The Insurance Services Office's (ISO) Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. Most U.S. insurers use PPC information as part of their decision making when deciding what coverage to offer or prices to charge for personal or commercial property insurance. The ISO ratings are given to fire departments throughout the country for the effectiveness of their fire protection services and equipment in protecting the community. Ratings are established based on a scale of 1-10 with 1 being the best possible rating.

In 2017, ISO conducted its review of the fire suppression features being provided by Verde Valley Fire District. The resulting community classification is **Class 03/10**.

The split classification is defined as follows:

- The first class (03) applies to properties within five (5) road miles of a recognized fire station and within the Verde Valley Fire District's boundaries. Because VVFD has a qualified Alternate Water Supply, the requirement to be within 1,000 feet of a fire hydrant does not apply; the only requirement that a property must meet to obtain the first class rating is to be within five (5) road miles of a recognized fire station and within the Verde Valley Fire District's boundaries.
- Class 10 applies to properties over five (5) road miles of a recognized fire station or not within the Verde Valley Fire District's boundaries.



Assessed Values and Tax Levies

Yavapai County Assessor's Office assesses the properties within the County and, at the beginning of each year, issues a Net Assessed Value Report. The information below is from the report issued for 2021 for all fire districts within Yavapai County.

Fire District	Centrally Valued	Real Estate	Personal Property	2021 LPV Net Assessed Value	% Change	2020 LPV Net Assessed Value
Ashfork FD	948,297	1,775,025	137,652	2,860,974	7%	2,664,310
Copper Canyon FMD	6,854,022	103,292,781	2,743,073	112,889,876	12%	100,846,215
Central Yavapai FD	30,633,693	757,360,328	11,564,814	799,558,835	8%	740,758,842
Chino Valley FD	8,056,780	137,237,802	3,437,249	148,731,831	7%	138,380,766
Congress FD	982,627	13,880,271	378,945	15,241,843	5%	14,463,123
Sedona FD	10,753,109	478,751,707	4,556,716	494,061,532	6%	466,596,604
Seligman FD	407,442	1,693,610	84,428	2,185,480	7%	2,050,714
Yarnell FD	608,778	4,331,649	109,526	5,049,953	4%	4,850,365
Groom Creek FD	495,245	16,857,013	16,393	17,368,651	6%	16,413,260
Mayer FD	7,369,296	23,231,894	689,398	31,290,588	0%	31,286,785
Crown King FD	515,967	2,649,068	342	3,165,377	4%	3,051,751
Wickenburg FD	1,288,868	13,750,143	13,835	15,052,846	-1%	15,167,037
Daisy Mountain FD	2,759,009	13,187,795	773,009	16,719,813	4%	16,048,386
Peoples Valley FD	405,097	5,402,714	77,712	5,885,523	1%	5,805,768
Verde Valley FD	9,254,408	171,861,867	1,715,153	182,831,428	5%	174,601,629
Williamson Valley FD	775,100	17,356,581	47,068	18,178,749	8%	16,834,602

The amounts in the above chart were issued by Yavapai County on February 4, 2021.

On November 6, 2012, voters approved an amendment to the Arizona Constitution known as the Arizona Property Tax Assessed Valuation Amendment, or Proposition 117. The formal title of the measure was Senate Concurrent Resolution ("SCR") 1025. The measure amended Article IX, Section 18 of the Arizona Constitution to provide that the limited property value ("LPV") of all locally assessed properties cannot increase by more than 5% per year. Moreover, the LPV will be the only taxable value, and both primary and secondary taxes will be levied against the LPV. Eliminating the tax on full cash value (FCV), also known as market value, will prevent a repeat of the dramatic increases in property taxes that occurred between 2004 and 2009 when real estate values skyrocketed. This limit will not only provide greater predictability for taxpayers, it will also bring stability to future local government budgets. Proposition 117 went into effect in the 2015 tax year.

Many fire districts experienced drastic reductions during the recession beginning in 2009. Property values in Verde Valley Fire District decreased a total of sixty percent (60%) in the six (6) year period of FY2009-2010 through FY2014-2015 resulting in a decrease of \$94,830,377 in Net Assessed Value. Many fire districts have been forced to make cuts in the services provided and others have consolidated, merged, and formed joint powers authorities (JPA) with other fire districts to be able to continue to provide services. The five percent (5%) limit in growth, combined with increased costs, will continue to hinder the economic recovery of fire districts from funding essential services for many years. To date, Verde Valley Fire District's property values (adjusted for the Clarkdale Fire District consolidation) are slightly above the values in FY2011-2012.



History of Net Assessed Values and Tax Levies

The table below details the history of the Net Assessed Values, Mil Rates, and the Tax Levies for the District dating back to Fiscal Year 2003-2004. *Please note that beginning in FY2016-2017 the amounts reflect the consolidation of Verde Valley Fire District and Clarkdale Fire District.

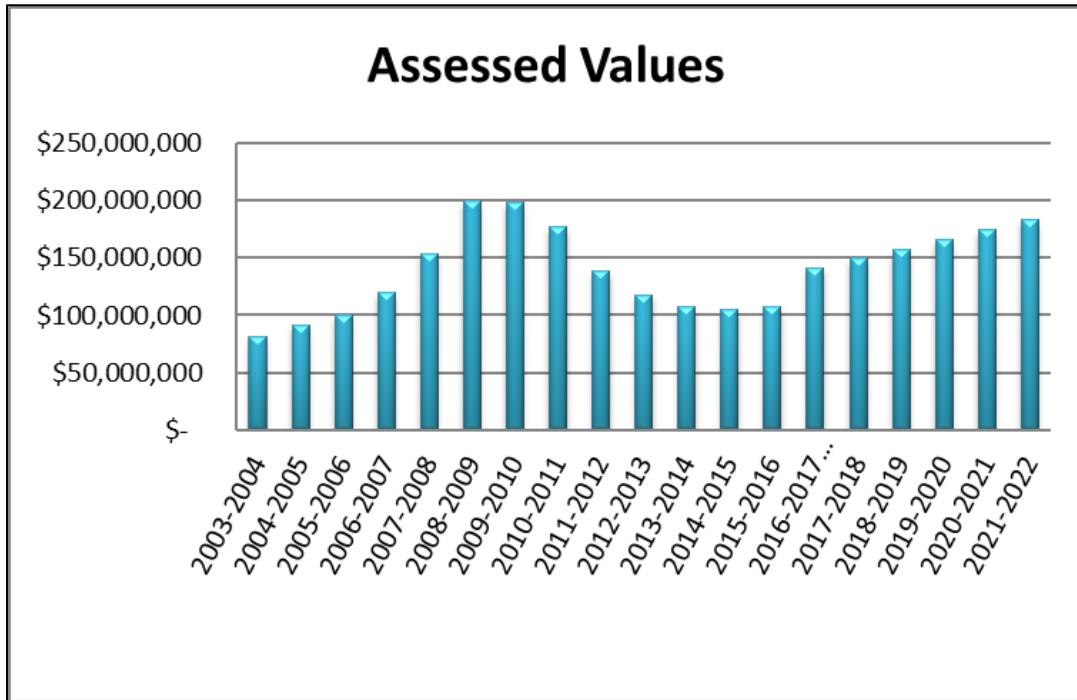
The reduction in the Mil Rate in FY2008-2009 and again in FY2015-2016, FY2016-2017, and FY2019-2020 depicts the District's efforts to provide the needed services at the best cost to the District's residents. The maximum Mil Rate allowable through FY2021-2022 is \$3.2500 per \$100 of assessed value. The Net Assessed Value is multiplied by the Mil Rate to assess the secondary property tax. This amount is used to calculate the revenues available to fund the services provided by the District.

Fiscal Year	Assessed Value	% Change in Assessed Value	Dollar Amount of Increase / Decrease in Assessed Value	Mil Rate	Tax Levy	% Change in Taxes	Dollar Amount of Increase / Decrease
2003-2004	\$ 81,005,770			\$ 2.1700	\$1,757,825		
2004-2005	90,797,650	11%	\$ 9,791,880	2.1500	1,952,148	10.0%	\$ 194,323
2005-2006	99,948,543	9%	9,150,893	2.1500	2,152,981	9.3%	200,833
2006-2007	119,672,147	16%	19,723,604	2.1500	2,572,951	16.3%	419,970
2007-2008	153,978,904	22%	34,306,757	2.1500	3,310,546	22.3%	737,595
2008-2009	199,138,914	23%	45,160,010	1.8300	3,641,733	9.1%	331,187
2009-2010	197,835,849	(1%)	(1,303,065)	1.8300	3,620,397	(0.6%)	(21,336)
2010-2011	176,535,689	(11%)	(21,300,160)	2.0222	3,569,953	(1.4%)	(50,444)
2011-2012	138,076,521	(22%)	(38,459,168)	2.5061	3,460,316	(3.2%)	(109,637)
2012-2013	117,897,949	(15%)	(20,178,572)	2.9312	3,455,880	(0.1%)	(4,436)
2013-2014	106,767,736	(9%)	(11,130,213)	3.2300	3,455,880	0.0%	0
2014-2015	104,308,537	(2%)	(2,459,199)	3.2500	3,390,027	(1.9%)	(65,853)
2015-2016	107,278,693	3%	2,970,156	3.2300	3,465,102	2.2%	75,075
2016-2017*	141,500,667	32%	34,221,974	3.2200	4,556,321	31.5%	1,091,219
2017-2018	149,271,102	5.49%	7,770,435	3.2200	4,806,529	5.49%	250,208
2018-2019	156,887,932	5.1%	7,616,830	3.2200	5,051,791	5.1%	245,262
2019-2020	166,207,309	5.94%	9,319,377	3.2100	5,335,255	5.6%	283,464
2020-2021	174,601,629	5.05%	8,394,320	3.2100	5,604,712	5.05%	269,457
2021-2022	182,831,428	4.71%	8,229,799	3.2100	5,868,889	4.71%	264,177



The charts below show the information in the previous table in a graphical manner. The Assessed Value chart shows the results of the housing market rise and subsequent fall. During the rise of the housing market, several new residences were added to the District resulting in the need to add additional resources to provide services to these residents. Though the assessed values of the properties within the District have declined, the number of residences has not.

It is important to note the consolidation of Clarkdale Fire District on July 1, 2016 (fiscal year 2016-2017) resulting in the large increase in assessed values.

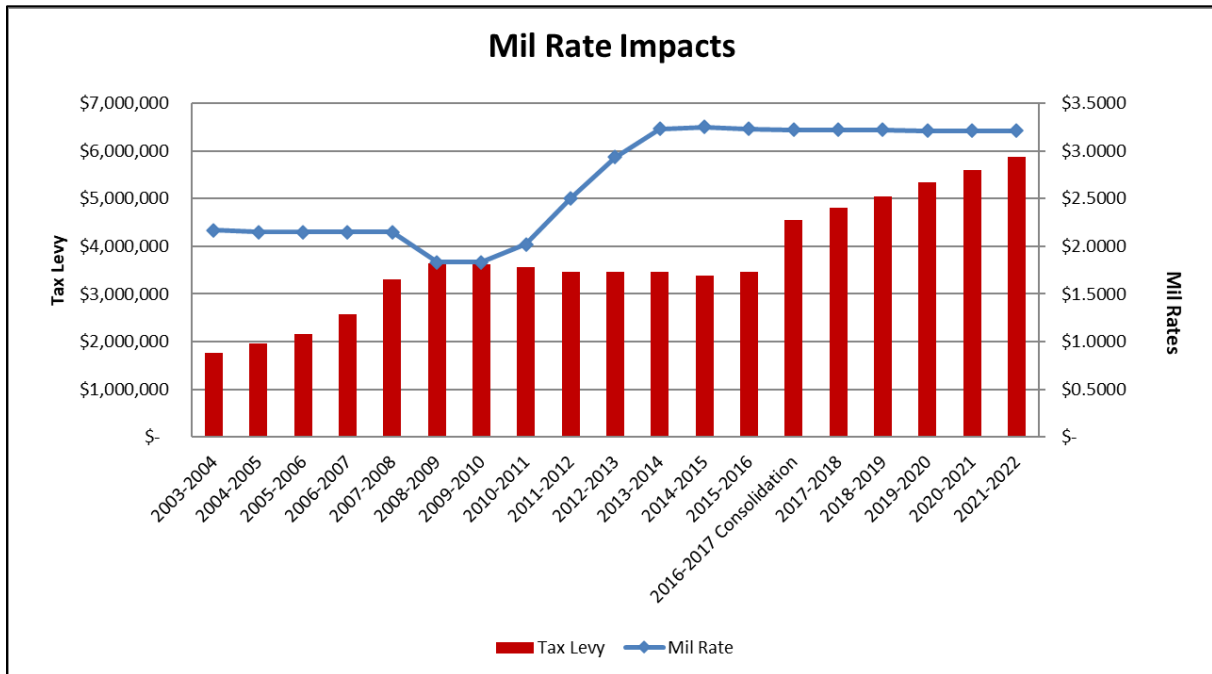


The Mil Rate is the factor used to calculate the Tax Levy. The Mil Rate Impacts chart below shows a sharp increase in the Mil Rate between FY2009-2010 and FY2013-2014 while the Tax Levy shows a gradual decrease. This is a result of the decreases in the Assessed Value of the properties within the District (see chart above). The Mil Rate was adjusted over these years to maintain a somewhat consistent level of funding through the Tax Levy in order to provide the needed services to the residents of the District.

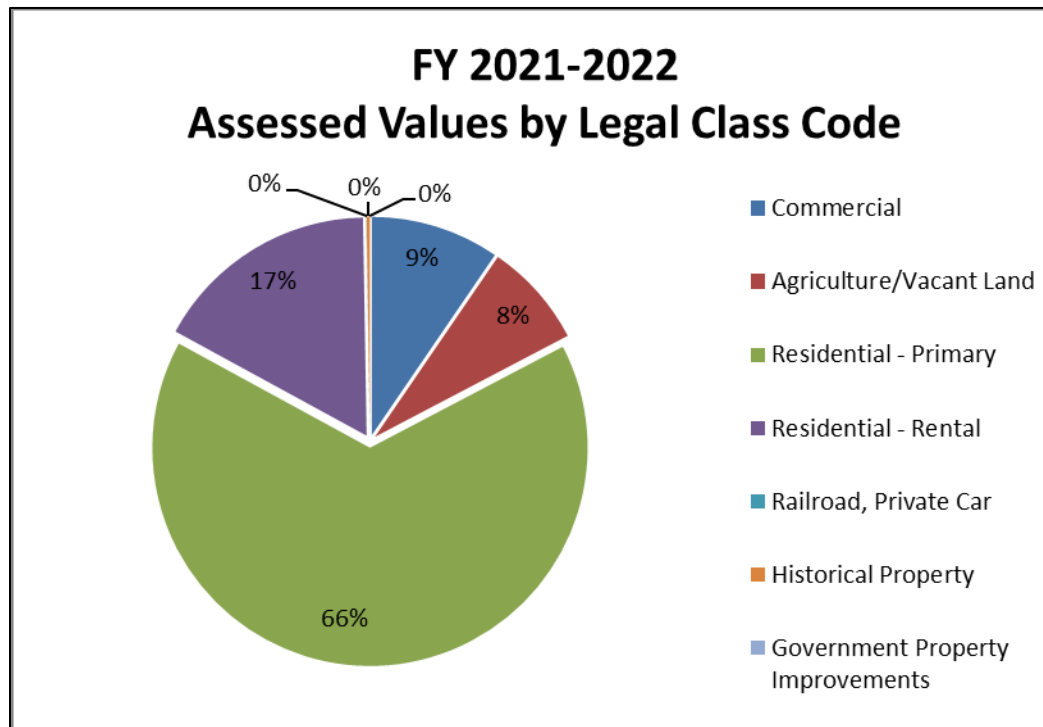
It's important not to confuse an increase in the Mil Rate to an increase in taxes. The charts above show that any increase or reduction in the Mil Rate may have the opposite effect in the tax levy. For example, in FY2008-2009, the mil rate was reduced from 2.15 to 1.83; however the tax levy increased from \$3,310,546 to \$3,641,733. Conversely, the increases in the mil rate beginning in FY2010-2011 created a decrease in the tax levy from year to year. The mil rate is simply a multiplier to determine the tax levy needed to fund operations.



The Mil Rate Impacts chart below shows the relationship between the mil rate and tax levy:

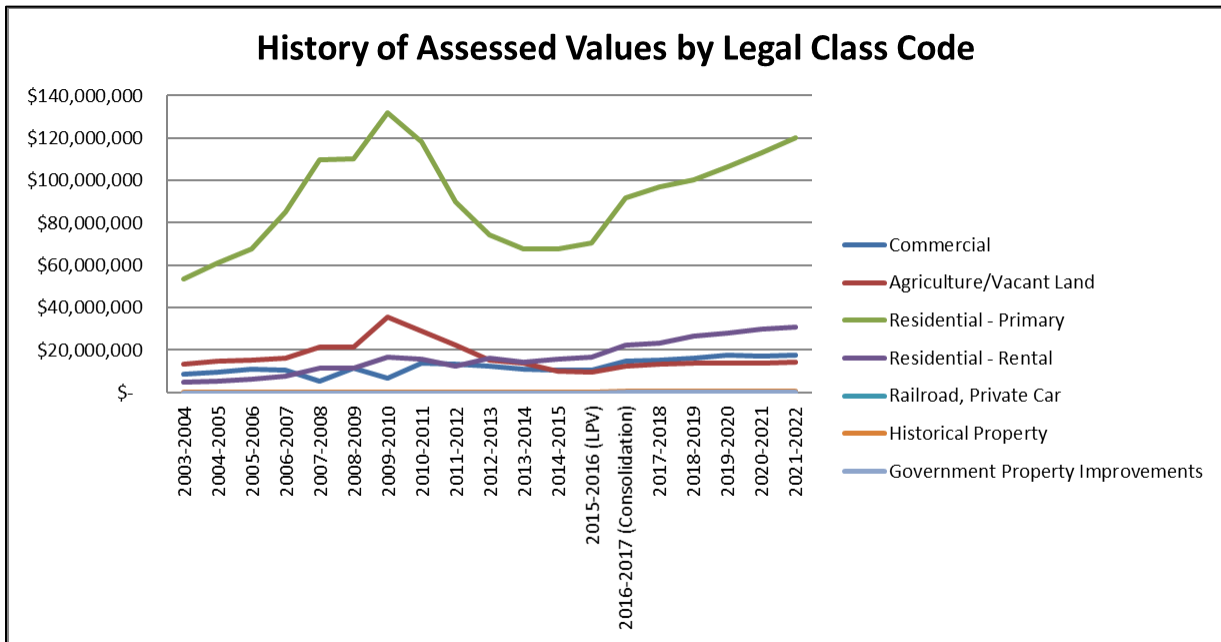


The FY2021-2022 Assessed Values by Legal Class Code graph below details the Net Assessed Values by Legal Class Code for FY2021-2022.





The History of Assessed Values by Legal Class Code chart below shows the fluctuation of assessed values for the District dating back to Fiscal Year 2003-2004. *Please note that beginning in FY2016-2017 the amounts reflect the consolidation of Verde Valley Fire District and Clarkdale Fire District.



On June 30, 2021, Governor Ducey signed Senate Bill 1828 that includes a two-step tax rate cap adjustment for fire districts and a corresponding Class 1 tax assessment ratio adjustments for commercial property.

The commercial tax assessment, currently 18 percent, will be reduced to 16 percent via a four-step process of reducing the percentage by half a percent each year beginning in tax year 2022. The estimated overall reduction in commercial property tax revenues for Verde Valley Fire District is \$62,463.

The commercial tax assessment ratio reductions will be as follows:

1. Beginning Jan. 1, 2022 – 17.5%
2. Beginning Jan. 1, 2023 – 17.0%
3. Beginning Jan. 1, 2024 – 16.5%
4. Beginning Jan. 1, 2025 – 16.0%

To offset the reduction in the commercial tax assessment ratio, Senate Bill 1828 also includes a fire district tax rate cap adjustment, also known as a mil rate cap adjustment. The current fire district rate cap is \$3.25 per \$100 of assessed valuation. This adjustment will increase the fire district tax rate cap to \$3.50 over the next 2 fiscal years. The adjustments will begin in FY22/23.

The fire district tax rate cap adjustments will be as follows:

1. Beginning July 1, 2022 – \$3.375
2. Beginning July 1, 2023 – \$3.50

The Verde Valley Fire District has prided itself in maintaining operations below the fire district rate cap. This allows for flexibility when assessed values decrease to maintain the services provided to the District's residents. This is becoming more and more difficult with the limited revenue increases as costs continue to rise. The District will maintain its focus on fiscal responsibility by continually monitoring revenues and expenses as well as pursuing alternative funding sources.



2021 Fire District Levy Limit Worksheet

The Levy Limit Worksheets are issued by the Yavapai County Assessor to establish the property valuations used to assess the property tax. The Levy Limit Worksheet below was distributed by Yavapai County on February 10, 2021.

This worksheet details the increase in property valuations within the District and the maximum allowable levy limit.

2021 FIRE DISTRICT LEVY LIMIT WORKSHEET

Date: 2/10/2021

YAVAPAI COUNTY - VERDE VALLEY FIRE DISTRICT

ADJUSTMENTS FOR ANNEXED PROPERTY	2020
A.1. Net Assessed Value of Property Annexed for TY 2021	\$0
A.2. A.1. divided by 100	\$0
A.3. Prior Year Actual Tax Rate (excluding debt service tax rate)	\$3.2100
A.4. Adjustment for Annexed Property (A.2. multiplied by A.3.)	\$0

MAXIMUM ALLOWABLE LEVY LIMIT	2021
B.1. Prior Year Maximum Allowable Levy Limit (B.4 from prior year)	\$11,335,414
B.2. Line B.1. multiplied by 1.08	\$12,242,247
B.3. Plus amount attributable to annexed property (Line A.4.)	\$0
B.4. MAXIMUM ALLOWABLE LEVY LIMIT (Line B.2. + B.3.)	\$12,242,247

CURRENT YEAR NET ASSESSED VALUES	2021
C.1. Centrally Assessed Property	\$9,254,408
C.2. Locally Assessed Real Property	\$171,857,865
C.3. Locally Assessed Personal Property	\$1,716,497
C.4. Total Net Assessed Values (C.1. through C.3.)	\$182,828,770
C.5. C.4. divided by 100	\$1,828,288

CURRENT YEAR TAX RATE / LEVY LIMIT CALCULATION	2021
D.1. Current Year Net Assessed Values / 100 (Line C.5.)	\$1,828,288
D.2. Maximum Allowable Levy Limit (Line B.4.)	\$12,242,247
D.3. Tax Rate (D.2. divided by D.1.; rounded to 4 decimals)	\$6.6960
D.4. Maximum Tax Rate (lesser of D.3. or \$3.25)	\$3.2500
D.5. Current Year Allowable Tax Rate¹¹	\$3.2500
D.6. Current Year Allowable Levy Limit (D.5. multiplied by D.1.)	\$5,941,935
D.7. Prior Year Excess Collections	
D.8. Prior Year Excess Levy	
D.9. Current Year Allowable Levy Limit (D.6. - D.7. - D.8.)	\$5,941,935

¹¹ Adjusted D.5. to avoid a levy that exceeds the maximum allowable levy limit (Line B.4.)



Retirement Fund Contributions and Funded Status

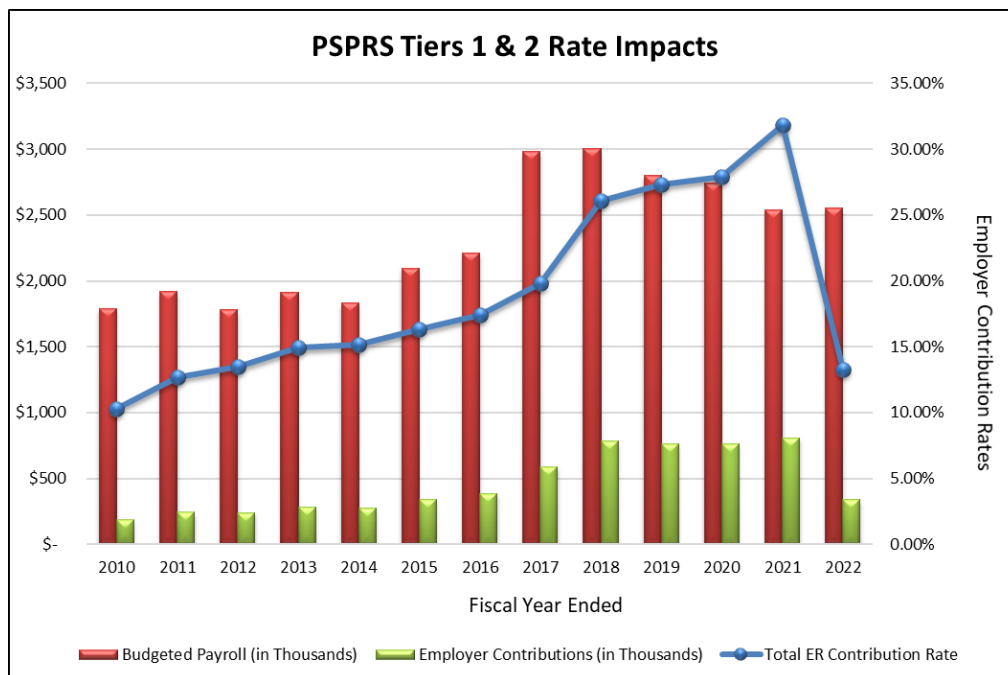
Public Safety Personnel Retirement System (PSPRS)

The Public Safety Personnel Retirement System (PSPRS) is an agent multiple-employer defined benefit pension plan that covers public safety personnel who are regularly assigned hazardous duty. The PSPRS, acting as a common investment and administrative agent, is governed by a nine-member board, known as the Board of Trustees and the participating local boards govern the PSPRS, according to the provisions of ARS Title 38, Chapter 5, Article 4. The PSPRS issues a publicly available financial report that includes financial statements and required supplementary information for PSPRS. The reports are available on the PSPRS website at www.psprs.com.

The Public Safety Personnel Retirement System provides retirement, health insurance premium supplement, disability, and survivor benefits. State statute establishes benefit terms. Retirement, disability, and survivor benefits are calculated on the basis of age, average monthly compensation, and service credit.

Contributions and Annual OPEB Cost

State statutes establish the pension contribution requirements for active PSPRS employees. In accordance with state statutes, annual actuarial valuations determine employer contribution requirements for PSPRS and health insurance premium benefits. The combined active member and employee contribution rates are expected to finance the costs of benefits employees earn during the year, with an additional amount to finance any unfunded accrued liability. Contribution rates are a percentage of active members' annual covered payroll. The PSPRS Tier 1 & 2 Rate Impacts chart below shows the relationship between the budgeted payroll, contribution rate and the required contributions by the District. The increase in employer contribution rates in FY 2020-2021 increased the required contributions by the District even though the total budgeted payroll affected by PSPRS was decreased. The reduction in the employer contribution rate and required employer contributions in FY 2021-2022 are due to the issuance of Certificates of Participation to pay off the District's unfunded liability. The addition of debt service payments in the Capital Fund offset the majority of this reduction.





Proceeds from the annual tax collected by the State of Arizona for the Fire Insurance Premium Tax are contributed to PSPRS and reallocated to participants based on actuarial estimates. For the FY 2021-2022, the amount credited to the District's plan and included in the pension cost total \$58,813,97.

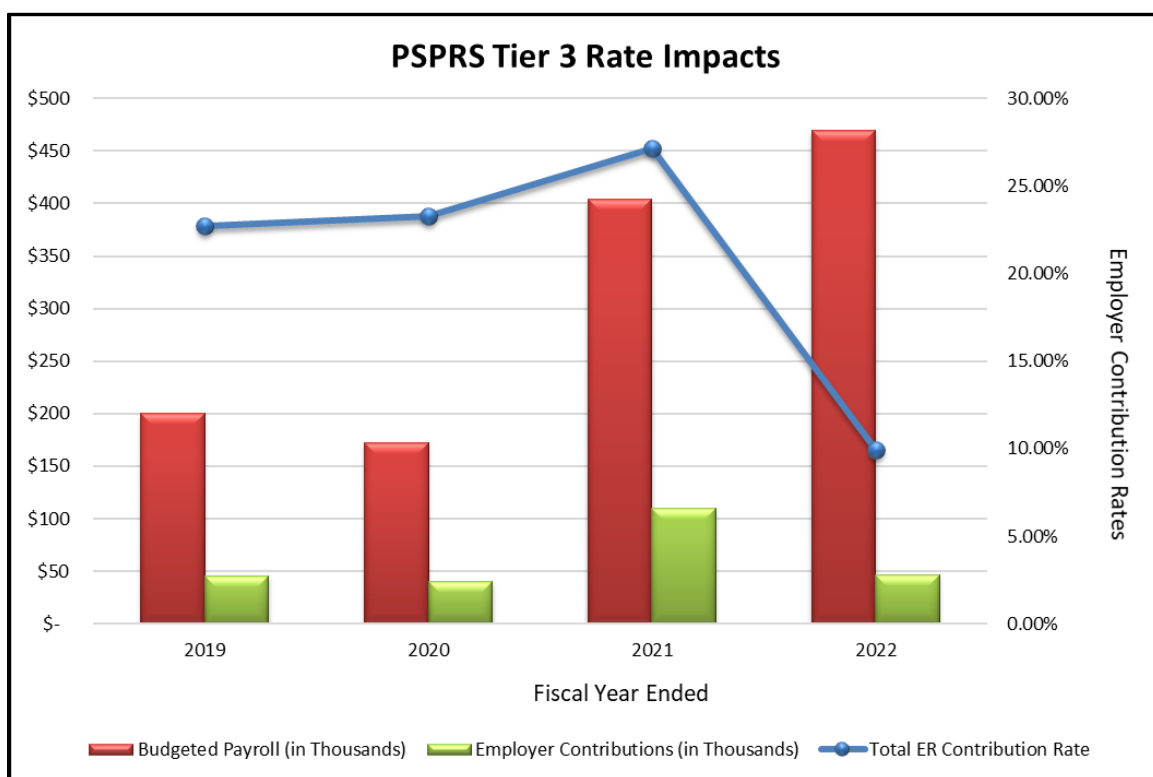
Through the special election held on May 17, 2016, Arizona voters passed Proposition 124 approving modifications to PSPRS. The following modifications were approved:

- New tier of benefits for those hired on or after July 1, 2017.
- Established a defined contribution plan as a benefit option.
- Modifies how the plan provides for permanent base increases.
- Increases the size of the Board of Trustees and representative seats.
- Creates an Advisory Committee to the Board of Trustees.
- Approved the study of risk pooling and local board consolidation for possible future legislation.

Employees hired on or after July 1, 2017 are enrolled in the PSPRS Tier 3 benefits structure. Tier 3 is structured as a cost-sharing plan wherein the employee and employer pay equal rates for the cost of the benefit. The employer is also required to pay an additional percentage to help fund the unfunded liability for Tiers 1 and 2.

Tier 3 allows the employee to choose between two (2) retirement plan options, a defined benefit plan or a defined contribution plan. The defined benefit plan is similar to the retirement benefits provided in Tiers 1 and 2. The defined contribution plan is similar to an individual retirement account such as a 401k or a 457b account where the individual's contributions and the account's performance (investment returns, etc.) determine the funds available for retirement.

The PSPRS Tier 3 Rate Impacts chart below shows the relationship between the budgeted payroll, contribution rate and the required contributions by the District for Tier 3 members. The reduction in the employer contribution rate and required employer contributions in FY 2021-2022 are due to the issuance of Certificates of Participation to pay off the District's unfunded liability. The addition of debt service payments in the Capital Fund offset the majority of this reduction.





Challenges for PSPRS

DROP Contribution Refunds

In December 2018, employers were notified that the PSPRS Board of Trustees ordered a rollback (refund) of contributions made by Tier 1b DROP members to avoid another lawsuit based on the Arizona Supreme Court's guidance in the Fields and Hall cases. This order required all employers to discontinue withholding contributions from Tier 1b members in the DROP effective January 1, 2019. PSPRS notified employers of the DROP contribution refund and applicable interest amounts on May 1, 2019. The total refunds for DROP contributions totaled \$87,028.15. Interest payments totaled \$12,873.59. The District refunded the DROP contribution refund and interest amounts on June 27, 2019 to the affected members. The refund of DROP contributions and interest were used as a credit on the District's PSPRS account to defer employer contributions until the credit was completely used. The reduction of funds in the District's account due to the refunding of the DROP contributions caused an increase in the employer's unfunded liability.

Contribution Rates

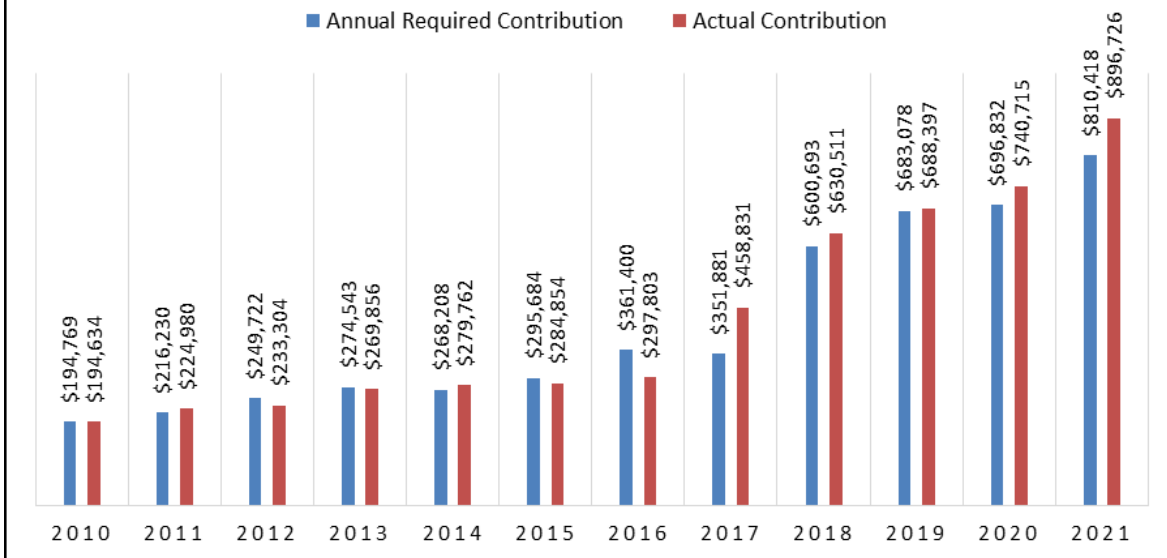
In the FY2020 Actuarial Report, the actuary (Foster & Foster) state that "the computed contribution rates shown in the "Contribution Results" section should be considered minimum contribution rates that comply with the Board's funding policy and Arizona Statutes. Users of this report should be aware that contributions made at that rate do not guarantee benefit security. Given the importance of benefit security to any retirement system, we suggest that contributions to the System in excess of those presented in this report be considered." This comment is in regard to the assumptions used to generate the employers' minimum contribution rates as they may not accurately reflect the employer's actual experience. For example, PSPRS assumes annual payroll growth of three and a half percent (3.5%). If the employer is only able to give a two percent (2.0%) wage increase, the assumption used to calculate the required contribution rate is flawed. PSPRS is working with the actuary to correct some of the assumptions. Revised mortality rates have already been implemented as well as a decrease of 0.10% in the assumed interest earnings rate. These changes both resulted in liability losses. The amortization method was also changed for Tiers 1 and 2 to use a layered amortization approach.

The actuary (Foster & Foster) created a Pension Modeler tool for all employers to use to calculate the employer's contribution rate using revised assumptions. The employer can edit factors such as wage increase rates, new hires, investment interest rates, etc. With this Modeler, and Staff's assumptions on the various factors, Staff is able to calculate what additional funds would need to be contributed on top of the total calculated using the Employer Contribution Rate provided in the FY2019 Actuarial Report to maintain the District's funded status. Please see the Pension Funding Policy section below for the actions approved by the Board of Directors to pay down the District's unfunded liability.

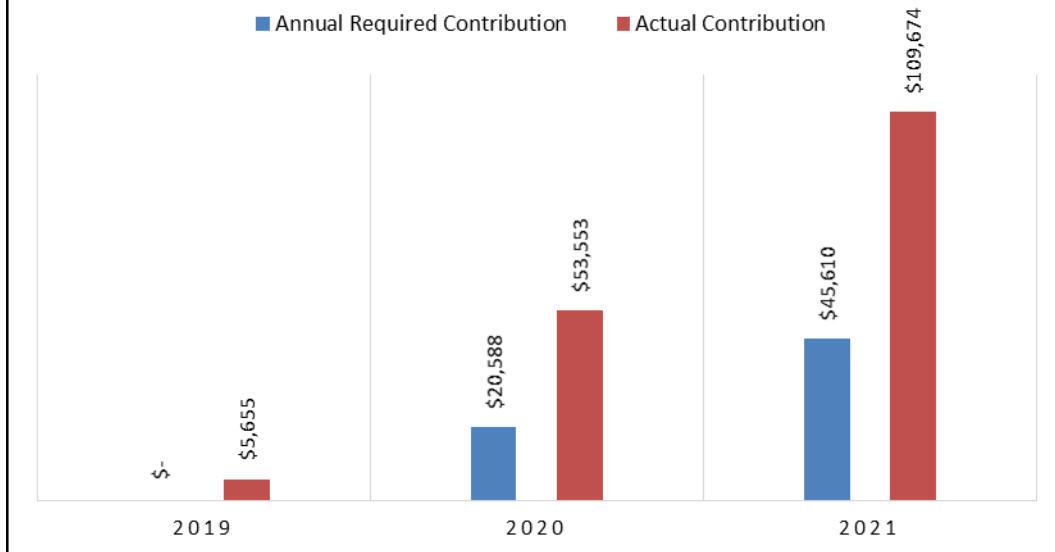
The Tiers 1 & 2 Annual Required Contribution (ARC) Versus Actual Contribution and the Tier 3 Annual Required Contribution (ARC) Versus Actual Contribution charts below show the comparison of the District's Annual Required Contributions (ARC) versus the amounts actually remitted to PSPRS. The amounts shown are for the defined benefit portion only, they do not include contributions to the defined contribution portion of the plan. The defined contribution plan does not incur an unfunded liability as retirement benefits are determined based on contributions and investment earnings on those contributions. There is not a guaranteed benefit as there is with the defined benefit retirement plan.



TIERS 1 & 2 ANNUAL REQUIRED CONTRIBUTION (ARC) VERSUS ACTUAL CONTRIBUTIONS



TIER 3 ANNUAL REQUIRED CONTRIBUTION (ARC) VERSUS ACTUAL CONTRIBUTIONS





Pension Liability

Tier 1 and Tier 2

At June 30, 2020, the District had a net pension liability/(asset) for Tiers 1 and 2 (combined) of \$5,791,298. The District's funded ratio for the fiscal year ended June 30, 2020 for Tier 1 and Tier 2 was 67.2%. A "healthy" pension plan is generally stated as a plan that is funded at a level of 80 percent or higher. "Standard & Poor's report, "U.S. State Ratings Methodology," assigns a "strong" rating for funding levels above 90 percent; a rating of "above average" for levels between 80 percent and 90 percent; "below average" for funded levels 60 percent to 80 percent; and "weak" below 60 percent."

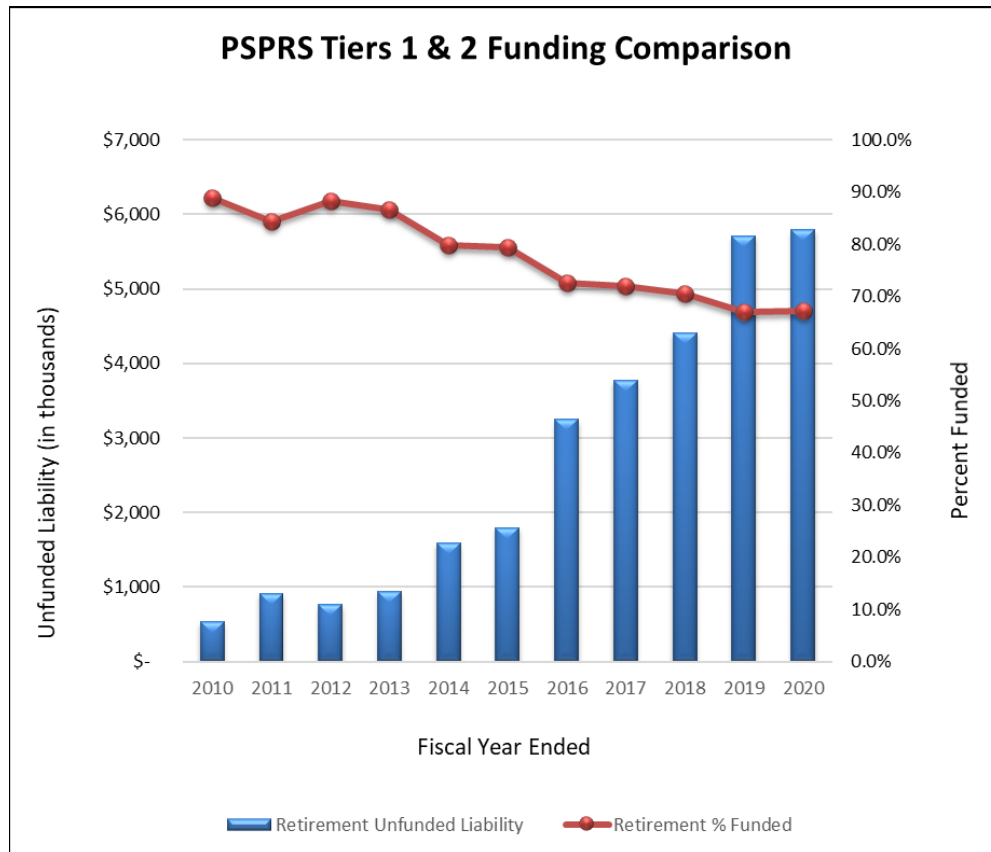
The decrease in the District's funded ratio for the fiscal year ended 2014 is due to an asset transfer from the pension plan to the health plan in accordance with IRS requirements, and the ruling in the *Fields* case that reversed some of the pension reform changes promulgated by SB 1609 in 2011. Specifically, it reversed the new mechanism put in place for determining permanent benefit increases (PBIs) for those retired prior to SB 1609 becoming law. The final disposition of liabilities related to the Hall and Parker court cases decreased the funded status of the plan.

The decrease in the District's funded ratio for the fiscal year ended 2019 is due to interest earnings that were less than the assumed earnings rate and updates to the mortality tables.

The actuarial value of assets recognizes assumed investment income fully each year. Differences between actual and assumed investment income are phased-in over a closed 7-year period. During periods when investment performance exceeds the assumed rate, actuarial value of assets will tend to be less than market value. During periods when investment performance is less than the assumed rate, the actuarial value of assets will tend to be greater than market value. On a smoothed, actuarial value of assets basis, the average return on market value for the year ending June 30, 2020 was 5.4% for Tiers 1 and 2. This fell short of the 2019 assumed earnings rate for Tiers 1 and 2 of 7.3%. Unrecognized investment losses will, in the absence of other gains, cause the District's contribution rate to increase again next year.

Any unfunded amount is amortized as a level percent-of-payroll over a closed period of 16 years.

The PSPRS Tier 1 & 2 Funding Comparison chart below details the increase in the unfunded liability of the District's Tier 1 and Tier 2 funds and the corresponding decrease in the percent funded through the period ending June 30, 2020 (the last Actuarial Valuation Report). The District's funded percentage increased 0.2% in fiscal year 2020 due to additional funds being contributed towards the District's unfunded liability and increased investment earnings as a result of paying the fiscal year's budgeted retirement contributions at the beginning of the fiscal year pursuant to the adopted Pension Funding Policy as described on page 110.



Tier 3

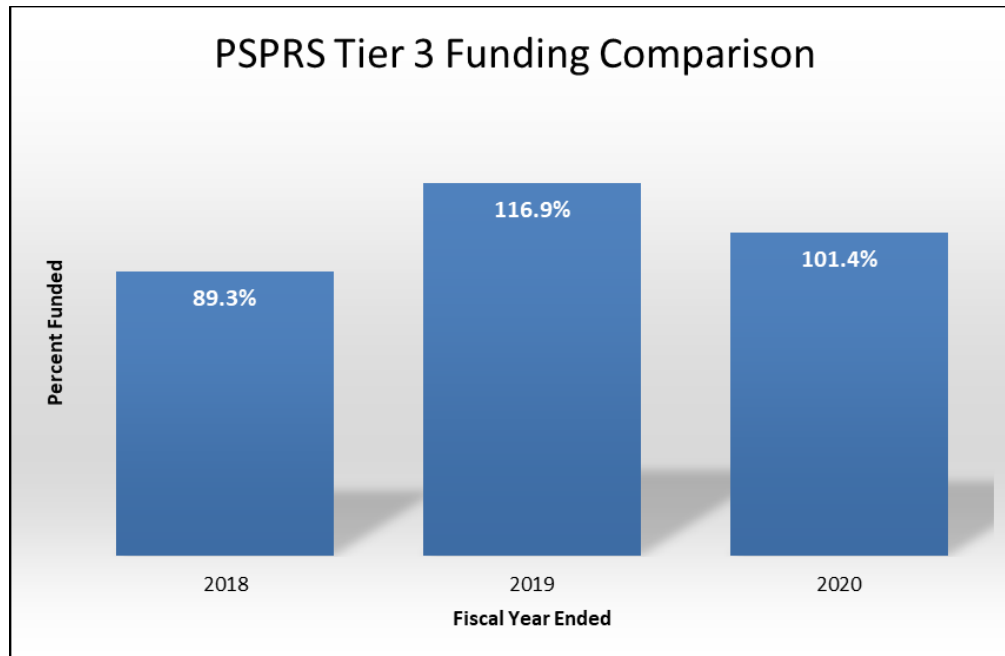
Tier 3 began with employees hired on or after July 1, 2017. The effect of Tier 3 Members will first impact the June 30, 2018 valuation.

As of June 30, 2020, the District had a net pension asset for Tier 3 of \$330,845. The District’s funded ratio for the fiscal year ended June 30, 2020 for Tier 3 was 101.4%. A fully funded pension plan is the best way to achieve taxpayer and member intergenerational equity. The funded status for Tier 3 will stabilize as the population continues to grow, as contributions appear sufficient to keep the liabilities fully funded.

The actuarial value of assets recognizes assumed investment income fully each year. Differences between actual and assumed investment income are phased-in over a closed 5-year period. During periods when investment performance exceeds the assumed rate, actuarial value of assets will tend to be less than market value. During periods when investment performance is less than the assumed rate, the actuarial value of assets will tend to be greater than market value.

Any unfunded amount is amortized as a level dollar amount over a closed period of ten (10) years.

The PSPRS Tier 3 Funding Comparison chart below details the funded status of the District’s Tier 3 fund in both the amount and percent funded. As Tier 3 was first utilized in FY2017-2018, the District only has three (3) years of data to report.



Pension Funding Policy

House Bill 2097, approved by the Governor on April 3, 2018, requires that each governing body of an employer shall annually adopt a pension funding policy that includes funding objectives that address:

- How to maintain stability of the governing body's contributions to the system,
- How and when the governing body's funding requirements of the system will be met,
- Define the governing body's funding ratio target under the system and the timeline for reaching the targeted funded ratio.

The Governing Board of the Verde Valley Fire District adopted Resolution 2021-01 on January 26, 2021 adopting the following pension funding objectives:

- Maintain the Annual Required Contributions as reported in the actuarial report.
- If funds allow, budget for additional funds to be applied to the District's unfunded liability.
- Annually evaluate prior year budget compared to actual expenditures and make an excess payment if funds allow.
- Pay the full amount of the budgeted contributions at the beginning of each fiscal year to maximize the interest earnings allocated to the District's PSPRS trust fund.
- Based on these actions, the Board plans to achieve its goal of 100% funding by June 30, 2036, in accordance with the amortization timeline set forth by the PSPRS June 30, 2020 Actuarial Valuation.

For the fiscal year 2021-2022, the Board has approved the following:

- The District issued Certificates of Participation on July 1, 2021 to pay off the District's unfunded liability for Tiers 1 & 2. Additional information on the Certificates of Participation is listed below.



2021 Certificates of Participation

On April 16, 2021, Governor Ducey signed Senate Bill 1298 amending Arizona Revised Statutes sections 9-955, 48-805 and 48-805.02 to make the changes necessary to allow fire districts to “lease, lease-purchase or grant a lien on any or all of its present or future property to pay amounts to the Public Safety Personnel Retirement System pursuant to Section 38-843, Pension Prefunding Plan Investment Accounts pursuant to Section 35-314.04 and the Arizona Employers’ Pension Prefunding Plan established by Section 38-932 and to create reserves to supplement such payments as deemed necessary by the Board.

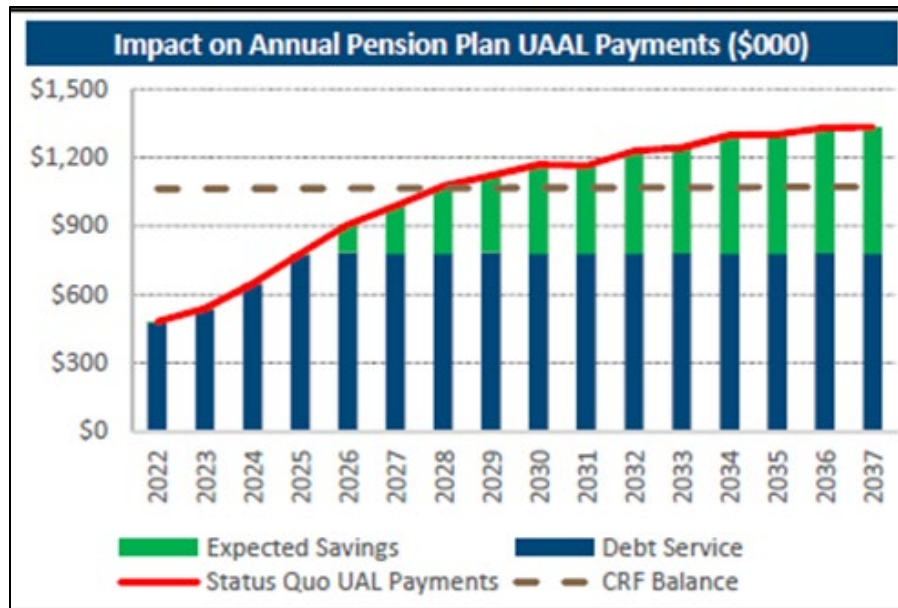
The District contracted with Stifel, Nicolaus & Company, Inc. to assist the District in obtaining a S&P Global Rating and issue Certificates of Participation (COP) to refinance the District’s unfunded pension liability with PSPRS. The District was issued a S&P Global Rating of “A” with a stable outlook for the rating citing the District’s relatively balanced operations and sustained very strong reserves as well as the overall debt profile of less than 1% of full cash value. S&P assigned the “A” stable rating “one notch below their view of the District’s general creditworthiness to take into account the appropriation risk inherent to the lease structure.”

The District issued COPs totaling \$9,495,000 on May 26, 2021 with a combined interest rate of 2.929%. The COPs were funded on July 1, 2021. Of this amount, \$8,144,273.72 was transferred to PSPRS to pay the District’s unfunded pension liability and \$1,062,297 was transferred to Yavapai County to establish the approved contingency reserve fund for future pension liability obligations.

The Analysis Results chart below indicates the expected savings as a result of refinancing the District’s unfunded pension liability versus paying the liability to PSPRS annually through required payroll contributions. The Analysis Results chart shows the Net Present Value (NPV) of the expected gross savings of \$4,686,943; the expected gross savings are \$5,896,375.

Summary Statistics – Taxable Certificates, Series 2021	
Pricing Date	May 26, 2021
Dated Date	July 1, 2021
All-In True Interest Cost	2.929%
Average Life	9.339 years
Par Amount	\$9,495,000
Expected Gross Savings	\$5,896,375
NPV of Expected Savings @ 2.55% (Arb Yield)	\$4,686,943
Total Expected NPV Benefit (%)	57.55%
Funding Status after Pension Certificates	100.00%

The Impact on Annual Pension Plan UAAL Payments graph shows this information by fiscal year. The dark blue line indicates the debt service payments as a result of the COP issuance; these payments were established to ensure a level expense for the District. The red line indicates what the District would have been required to pay to PSPRS for the unfunded pension liability if the refinancing had not been completed. The green line indicates the anticipated savings as a result of the refinancing.



To secure the financing, the District entered into a Lease-Purchase Agreement using Station 31 and Station 32. The District will retain the title on the properties throughout the term of the Agreement. Lease payments are due to the trustee (US Bank) by November 15 and May 15 of each year until the terms of the Agreement have been satisfied (May 15, 2037 if required payments only are made throughout the term of the Agreement). The Schedule of Lease Payments is detailed below:

Lease Payment Date	Principal Component	Interest Component	Total Lease Payment
11/15/2021		\$87,486.17	\$87,486.17
05/15/2022	\$285,000.00	104,983.40	389,983.40
11/15/2022		104,383.48	104,383.48
05/15/2023	325,000.00	104,383.48	429,383.48
11/15/2023		103,455.60	103,455.60
05/15/2024	440,000.00	103,455.60	543,455.60
11/15/2024		101,689.00	101,689.00
05/15/2025	570,000.00	101,689.00	671,689.00
11/15/2025		98,331.70	98,331.70
05/15/2026	585,000.00	98,331.70	683,331.70
11/15/2026		94,213.30	94,213.30
05/15/2027	590,000.00	94,213.30	684,213.30
11/15/2027		89,112.75	89,112.75
05/15/2028	600,000.00	89,112.75	689,112.75
11/15/2028		83,325.75	83,325.75
05/15/2029	615,000.00	83,325.75	698,325.75
11/15/2029		76,486.95	76,486.95
05/15/2030	625,000.00	76,486.95	701,486.95
11/15/2030		69,068.20	69,068.20
05/15/2031	640,000.00	69,068.20	709,068.20
11/15/2031		61,151.40	61,151.40
05/15/2032	655,000.00	61,151.40	716,151.40
11/15/2032		52,721.55	52,721.55



Lease Payment Date	Principal Component	Interest Component	Total Lease Payment
05/15/2033	675,000.00	52,721.55	727,721.55
11/15/2033		43,696.80	43,696.80
05/15/2034	690,000.00	43,696.80	733,696.80
11/15/2034		33,264.00	33,264.00
05/15/2035	710,000.00	33,264.00	743,264.00
11/15/2035		22,528.80	22,528.80
05/15/2036	735,000.00	22,528.80	757,528.80
11/15/2036		11,415.60	11,415.60
05/15/2037	755,000.00	11,415.60	766,415.60

Arizona State Retirement System (ASRS)

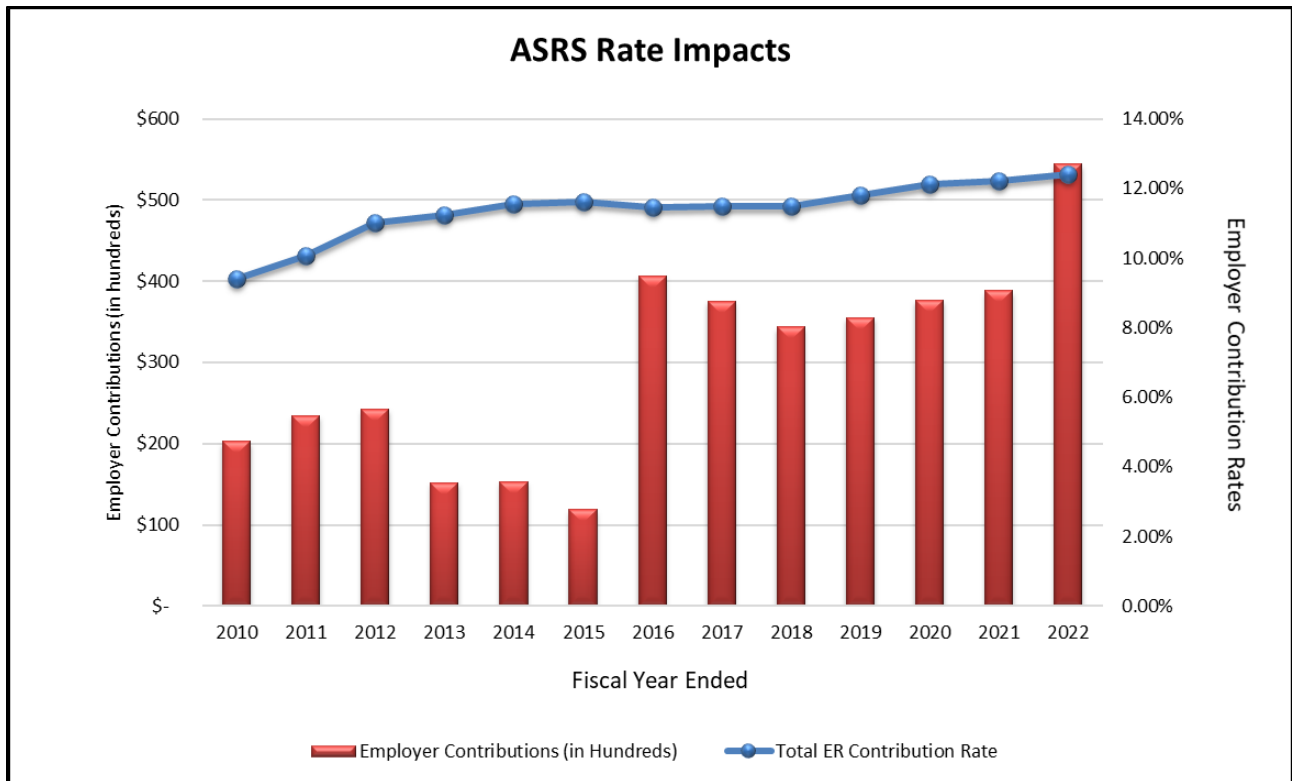
Eligible employees of the District not covered by the Public Safety Personnel Retirement System (PSPRS) participate in the Arizona State Retirement System (ASRS). The ASRS administers a cost-sharing multiple-employer defined benefit pension plan, a cost-sharing multiple-employer defined benefit health insurance premium benefit (OPEB) plan, and a cost-sharing multiple-employer defined benefit long term disability (OPEB) plan. The Arizona State Retirement Board governs the ASRS according to the provisions of A.R.S. Title 38, Chapter 5, Articles 2 and 2.1. The ASRS issues a publicly available financial report that includes its financial statements and required supplementary information. The report is available on its website at www.azasrs.gov.

The ASRS provides retirement, health insurance premium supplement, long-term disability and survivor benefits. State statute establishes benefit terms. Retirement benefits are calculated on the basis of age, average monthly compensation, and service credit.

In the Second Regular Session for 2014, the Arizona State House of Representatives passed House Bill 2050 (HB 2050) which removes the Section 218 Agreement requirement for employees to be eligible for retirement benefits through the Arizona State Retirement System (ASRS). Before HB 2050 was passed, a position with an ASRS employer had to be included / covered under the employer’s Section 218 Agreement with the Social Security Administration in order to be eligible to be included in ASRS. Up until this passage, public safety positions have always been excluded from ASRS. Effective July 24, 2014, the effective date for HB 2050, if a member is not enrolled in another state retirement plan (i.e. PSPRS) and the member meets the eligibility requirements of ASRS per the Arizona Revised Statutes, they are required to be enrolled in ASRS. The main requirement for eligibility is working twenty (20) hours per week for twenty (20) or more weeks during the year (20/20 rule). This change in membership requirements allowed the District to enroll the Reserve Firefighters and a part-time position in ASRS.

Contributions

In accordance with state statutes, annual actuarial valuations determine active member and employer contribution requirements. The combined active member and employer contribution rates are expected to finance the costs of benefits employees earn during the year, with an additional amount to finance any unfunded accrued liability. The chart below shows the relation of the contribution rate and the employer contributions by fiscal year.



The increase in contributions for FY ended 2020 is due to the Fire Chief's wages being included in Arizona State Retirement (ASRS). This is due to the current Fire Chief being retired from Public Safety Personnel Retirement System (PSPRS).

Pension Liability

At June 30, 2020, the District reported a liability of \$397,247 for its proportionate share of the ASRS' net pension liability. The net pension liability was measured as of June 30, 2019. The total pension liability used to calculate the net pension liability was determined using update procedures to roll forward the total pension liability from an actuarial valuation as of June 30, 2018, to the measurement date of June 30, 2019. The total pension liability as of June 30, 2018 reflects the changes in actuarial assumptions based on the results of an actuarial experience study for the 5-year period ended June 30, 2016, including decreasing the investment rate of return from 8 percent to 7.5 percent, changing the projected salary increases from 3-6.75 percent to 2.7-7.2 percent, decreasing the inflation rate from 3 percent to 2.3 percent, and changing the mortality rates. The District's proportion of the net pension asset or net pension liability was based on the District's actual contributions to the plan relative to the total of all participating employers' contributions for the year ended June 30, 2019.



Financial Structure

Fund Structure

Verde Valley Fire District currently uses four (4) separate funds for the tracking of revenues, expenditures, and assets of the District. The funds used are the General Fund, Capital Projects Fund, Employee Benefits Liability Fund, and Wildland Fund. Budgets are prepared for the General Fund, Capital Fund and Wildland Fund.

A major fund is defined as any fund whose revenues or expenditures, excluding other financing sources and uses, constitutes more than 10% of the revenues or expenditures of the appropriated budget. Major funds for budgetary purposes differ from the major funds reported in the audited financial statements.

The District's fund structure is as follows:

	<u>Fund Type</u>	<u>Major Fund</u>	<u>Non-Major Fund</u>
General Fund	Governmental	X	
Capital Projects Fund	Governmental	X	
Employee Benefits Liability Fund	Governmental		X
Wildland Fund	Governmental		X

All funds are included in the audited financial statements. A description of the funds is as follows:

General Fund

The General Fund is the main operating fund for the District. It is used to account for all resources used to finance District services except those required to be accounted for in other fund types (ex: Capital Projects Fund).

At the completion of the annual financial audit, the Board identifies any available General Fund revenues in excess of expenditures from the prior fiscal year, less any amounts used for carryover in the next fiscal year's budget and approves the transfer of these funds to the Capital Projects Fund for support future capital needs.

Capital Projects Fund

The Capital Projects Fund is used to track financial resources to be used for the acquisition or construction of capital assets. A capital asset is defined by the District as any item with an extended useful life of three (3) years or more whose purchase price (or value if donated) is \$5,000 or more. The use of a Capital Projects Fund allows the District to set aside funds in anticipation of future needs rather than having to finance purchases and pay interest on the loans.

The Capital Projects Fund is also used to track debt service. Funds required for debt service payments are transferred from the General Fund to the Capital Projects Fund as needed.

Beginning in FY2021-2022, the Capital Fund has an approved budget for all capital and debt service related revenues and expenses. In prior fiscal years, capital expenses were approved in the General Fund budget and reimbursements for actual expenses were transferred to the General Fund from the Capital Fund account.



Employee Benefits Liability Fund

The Employee Benefits Liability Fund is used to track financial resources set aside in relation to the total estimated liability of accumulated vacation and sick time to be paid out to an employee upon termination of employment from the District. These funds are used when resources are not available in the current year's budget to fund the termination pay out.

Wildland Fund

The Wildland Fund was created in FY2019-2020 to set aside wildland revenues over and above wildland expenses to use these funds to replace apparatus and equipment used in wildland deployments. This fund is anticipated to supplement the Capital Fund in capital equipment replacements.

Beginning in FY2021-2022, the Wildland Fund has an approved budget for all related revenues and expenses. Wildland revenues and expenses were previously approved in the General Fund budget and net revenues transferred to the Wildland Fund after all expenses were reimbursed to the General Fund.

Basis of Accounting

The term "basis of accounting" is used to describe the timing of recognition, that is, when the effects of transactions or events should be recognized.

Beginning with the fiscal year ending June 30, 2015, the audited financial statements are presented using the modified accrual basis of accounting. Prior to this time, the audited financial statements were presented using the cash basis of accounting.

The modified accrual basis of accounting recognizes revenues in the fiscal period in which they become measurable and available to pay for the expenditures of the fiscal period. Available is defined as expected to be collected within twelve (12) months after the fiscal period ended. Expenditures are recognized in the fiscal period in which the liability is incurred, measurable, and expected to be paid within twelve (12) months of the fiscal period end.

Modified accrual basis of accounting is used for all governmental funds (general, federal special revenue, other special revenue, general debt service, debt service and capital projects).

The District made the transition to the modified accrual basis of accounting to provide a more complete and transparent financial picture for its constituents. The modified accrual basis of accounting recognizes liabilities still owed by the District as well as funds still due to the District at fiscal year-end. It also recognizes capital assets owned by the District. These items were not previously reported on the cash basis financial statements.

Basis of Budgeting

The annual budget is created using a traditional-based budget basis of budgeting. Traditional budgeting is accounting oriented. It references previous levels of expenditures as well as known increases due to need, pricing increases, etc.

This method works effectively with the modified accrual basis of accounting.

The fund structure used in the financial statements is the same as the fund structure used for budgetary purposes. Prior to FY2021-2022, capital purchases were budgeted for in the General Fund for budgetary purposes and expenses were recorded in the General Fund when paid. A transfer from the Capital Projects Fund was then made to the General Fund for reimbursement. This transfer was coded as an "Operating Transfer In – Capital Fund" in the General Fund. Fiscal year 2021-2022 is the first year that the Capital Projects Fund and the Wildland Fund had adopted budgets separate from the General Fund.



Financial Policies

The District has established standard policies and procedures relating to the general overview and accountability of the District's finances. The following contains summaries of the major policies and procedures:

Accounting

1. The District's accounting and financial reporting systems will be maintained in accordance with Generally Accepted Accounting Principles and standards of the Government Accounting Standards Board.
2. The District uses the modified accrual basis of accounting.
3. A capital asset system will be maintained to identify all District assets, their condition, historical cost, depreciation, replacement value and useful life.

Audit

Pursuant to ARS §48-253, the District will have an annual audit performed by an independent public accounting firm with the subsequent issue of an official audited financial report, including an audit opinion. Such report shall be filed with the County Treasurer and Board of Supervisors within two hundred forty days (240) after the close of the fiscal year.

Pursuant to ARS §48-805.02, the audit report shall be delivered by the independent public accounting firm to the Fire Board at a scheduled public meeting. The Board will take formal action at the public meeting to review and receive the audit report. The audit shall include an attestation by the auditor of the District as to all of the following:

1. That the District has not incurred any debt or liability in excess of taxes levied and to be collected and the monies actually available and unencumbered at that time in the District general fund except for those liabilities as prescribed in ARS §48-805, subsection B, paragraph 2 and ARS §48-806 and ARS §48-807.
2. That the District complies with ARS §48-805.02, subsection F.
3. Whether the audit disclosed any information contrary to the certification made as prescribed by ARS §48-805.02, subsection D, paragraph 1.

Budget

The District adopted a Budget Policy (included as Appendix D on page 98) to establish policies and procedures to carefully account for public funds, manage the finances wisely and plan for adequate funding of services that are desired by the public. The Budget Policy provides guidance for preparing the District's annual budget (all funds) as well as adoption, implementation, and monitoring of the budget in accordance with ARS §48-805.02.

The District's Budget Philosophy includes funding the service delivery system using the resources provided through current revenue collection while planning for future needs through capital funding and maintenance.

The Budget Policy also states that the District will strive to budget Contingency Funds at a rate of fifteen percent (15%) of the budgeted operating expenditures for the fiscal year. This amount will be adjusted annually based on changes in the total operating expenditures. The change in Contingency Funding was implemented in the FY2019-2020 Budget. In FY2021-2022, Contingency Funding was not included in the Administrative Division budget as in prior fiscal years; instead, it is shown as "Designated Reserves per Budget Policy" on the General Fund Budget Summary on page 54.



Financial

1. Stability
 - a. To maintain a financially viable District that can maintain an adequate level of services.
 - b. To maintain financial flexibility in order to be able to continually adapt to local and regional economic changes.
 - c. To maintain and enhance the sound fiscal condition of the District.
2. Reporting
 - a. Monthly financial reports will be submitted to the Fire Board and will be made available to the public. The financial reports will include, at a minimum:
 - i. Bank Reconciliations for each account held by the District
 - ii. Register of checks, warrants and deposits
 - iii. Statement of Financial Activities (Income Statement) including budget versus actual
 - iv. Statement of Net Assets (Balance Sheet)
 - v. Annual Cash Flow Projection Report (updated monthly with actual revenues/expenditures)
 - vi. Ambulance Billing Report
 - b. Full and continuing disclosure will be provided in the general financial statements.

Purchasing

The District has adopted a Purchasing Policy (included as Appendix E on page 103) to establish standard policies and procedures for the procurement of goods and services for the District to ensure that all goods and services received are properly authorized. This policy details expenditure levels and the methods to which items are to be purchased.

Debt

The District is bound by Arizona State Statute on the types and limits of debt the District is able to issue. A.R.S. §48-805.02 limits the indebtedness of a fire district to the amount of taxes levied and to be collected and the money actually available and unencumbered at the time in the fire district fund. Exceptions include:

- A.R.S. §48-805.B.2, Construct, purchase, lease, lease-purchase or otherwise acquire the following or any interest in the following and, in connection with the construction or other acquisition, purchase, lease, lease-purchase or grant a lien on any or all of its present or future property, including:
 - a) Apparatus, water and rescue equipment, including ambulances and equipment related to any of the foregoing.
 - b) Land, buildings, equipment and furnishings to house equipment and personnel necessary or appropriate to carry out its purposes.
- A.R.S. §48-805.B.3, Lease, lease-purchase or grant a lien on any or all of its present or future property to pay amounts to the public safety personnel retirement system pursuant to section 38-843, pension prefunding plan investment accounts pursuant to section 35-314.04 and the Arizona employers' pension prefunding plan established by section 38-932 and to create reserves to supplement such payments as deemed necessary by the board.
- A.R.S. §48-806, Bond election; issuance and sale of bonds; security.
- A.R.S. §48-807, County fire district assistance tax; annual budget; override; monthly financial reports.



Budget Process

Budget Development and Adoption

The development of the budget relies on contributions from all ranks throughout the District. Contributors include the Governing Board, Fire Chief, Battalion Chiefs, Administrative Staff, Division and line-item managers (suppression staff), state and local governmental agencies (i.e., Yavapai County, City of Cottonwood, etc.), as well as District residents and property owners.

The budget development begins each year with the receipt of the Levy Limit Worksheet (net assessed values of properties within the District) from Yavapai County. Staff reviews the worksheet to ensure that all annexed properties have been added and any other information is correct. Revenue estimates are calculated and provided to the Board at the regular Board meeting in February along with any other significant changes over the previous year's budget, if known.

Administrative staff and line-item managers develop their budgets using historical information as well as known needs for the next fiscal year. Staff is also required to project their budget for two (2) additional fiscal years. Upon submission, the proposed line-item budgets are reviewed by the Battalion Chiefs with the line-item managers and subsequently with the Fire Chief and Administrative Manager. If necessary, modifications are made and the amounts are included in the draft tentative budget.

Meetings are held with Labor / Union Representatives from the suppression staff to discuss the draft tentative budget and requests from staff. Any requests from these meetings are taken to the Board for discussion.

The draft tentative budget is presented to the Board at the regular Board meeting in April (or May if delayed). After this time, the Budget Committee, consisting of the Fire Chief, Administrative Manager and at least two (2) Board Members, meets to discuss in detail the budget line items and requests from staff. The Budget Committee may make changes as desired.

The tentative budget is adopted by the Board in May after the completion of the above-mentioned workshops and meetings. The adoption of the tentative budget establishes the expenditure limitation for the budget. The budget can be reduced or line items can be modified after this time, but the total budget amount cannot be increased. The tentative budget and notice of public hearing is required to be posted on the District's website and in three (3) public locations at least twenty (20) days prior to the public hearing for final adoption.

The public hearing and final adoption of the budget is completed at the regular Board meeting in June (or July if delayed). After the final adoption of the budget, complete copies are posted on the District's website. Printed versions can be obtained at the District's Administrative Offices located at 2700 E Godard Road, Cottonwood, AZ 86326.

Due to unforeseen items, the budget calendar may be adjusted.

Budget Calendar

The District follows the calendar set forth below for the development and adoption of the budget:

February

- Limited Assessed Values Received
- Staff Begins Work on Budget Estimates
- Board Overview of Budget Process

March

- Complete Staff Line-Item Workshops
- Meetings with Labor / Union Representatives



April

- Budget Proposal Discussion with Board

May

- Budget Committee Meeting(s)
- Tentative Budget Adoption
- Posting of Tentative Budget

June

- Public Hearing
- Final Budget Adoption

Reporting Requirements

Pursuant to Arizona Revised Statutes §48-805.02, Verde Valley Fire District has certain requirements that must be met when adopting the annual budget. These requirements are as follows:

After the Board approves the tentative budget, the District must post the tentative budget on the District's website for twenty (20) days prior to the final adoption of the budget. The District also must post the tentative budget in three (3) public places. Because of the remote locations of the District, notifications are posted in five (5) public places. The District posts all notices at Station 31 located at 2700 E Godard Road in Cottonwood, Station 32 located at 1120 S Page Springs Road in Cornville, Station 36 located at 895 1st South Street in Clarkdale, at the Verde Villages Clubhouse located at 4855 E Broken Saddle Drive in Cottonwood, and at the Town of Clarkdale Community Development Building located at 890 Main Street in Clarkdale.

A public hearing on the tentative budget is required to be held prior to the Board's final adoption of the budget. At this same meeting, after the public hearing, the Board may adopt the final budget.

After the adoption of the final budget, the document must be posted on the District's website within seven (7) days of adoption and it must be maintained on the District's website for sixty (60) months.

A copy of the final budget must be submitted to Yavapai County no later than August 1. Certifications stating that the District has not incurred any debt or liability in excess of taxes levied or to be collected and that the District has not violated registered warrants requirements must also be submitted to the County along with the final budget. This certification is located on the cover page of this budget document.

Budget Amendment

Per A.R.S. §48-805.02.E, any district that amends its budget after its initial adoption, the district board shall hold a public hearing on the proposed revision of the budget. The proposed revised budget must be considered and adopted immediately following the public hearing on the proposal during a public meeting. The public hearing on the proposed revised budget may be held at a regularly scheduled public meeting of the board of directors of the district. A fire district that proposes to amend its budget after its initial adoption shall comply with the posting, publishing and hearing notice requirements prescribed in A.R.S. §48-805.02.A.

Budget Oversight

Individual line-item managers are responsible for maintaining their budget appropriations. The Fire Chief and Administrative Manager provide oversight of the entire budget and provide assistance to the line-item managers. The Board's level of budgetary control is at the division level, meaning that individual line items within a division may exceed the adopted appropriation as long as the total budget adopted for that division is not exceeded (total expenses). Should the total division expenditures be exceeded, prior approval from the Board is required, assuming there are funds available elsewhere in the budget.



Budget Summary

Verde Valley Fire District's combined budget for the Fiscal Year 2021-2022 is a balanced budget that maintains services within the revenues received. The District's total budgeted expenses for FY2021-2022 are \$17,812,710. The operating expenditures only for FY2021-2022 are \$6,443,561. Operating expenditures provide for the regular operations and maintenance of the District such as wages, supplies, utilities, fleet maintenance, etc. They do not include grants, capital expenses, debt service, and other financing uses.

The General Fund accounts for all resources used to finance District services except those required to be accounted for in other fund types. Beginning in FY2021-2022, the Capital and Wildland Funds have approved budgets separate from the General Fund. In prior years, all expenses (including Capital) were budgeted for in the General Fund budget.

Revenue Assumptions

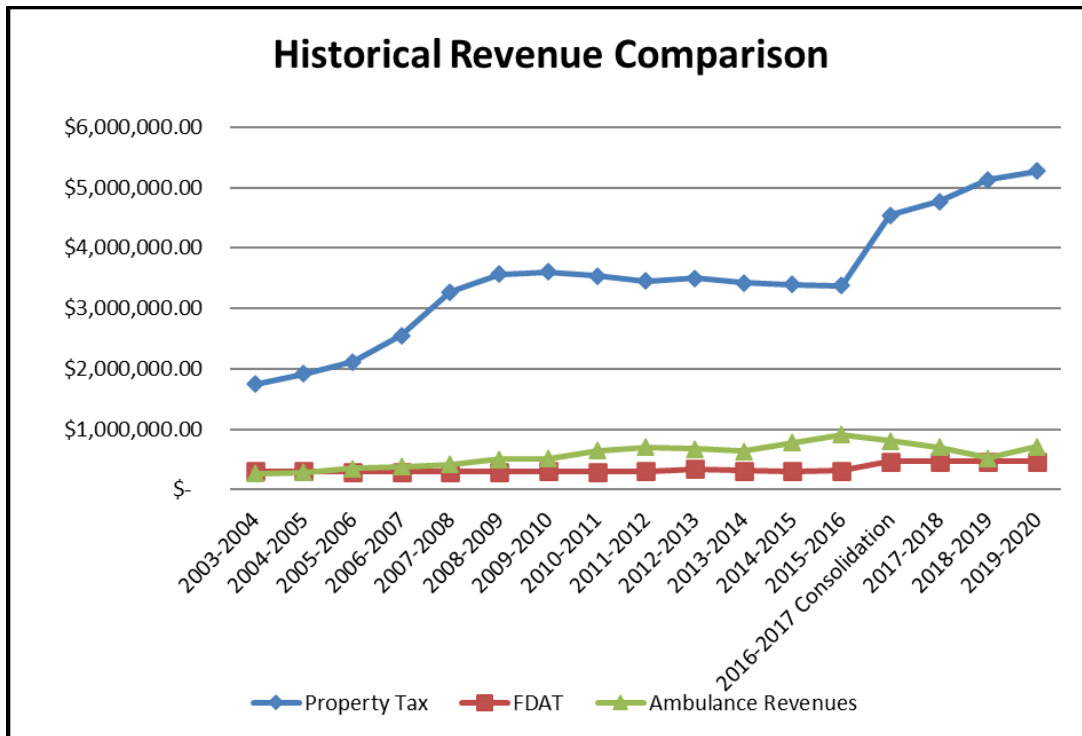
Of the \$7.9 million of General Fund revenues, 79% comes from property tax collections. As such, these line items are the primary focus for the District's revenue forecasting. To do this, Staff relies on information from Yavapai County as well as information received through annexations and development within the District.

Net Assessed Values for properties within the District have increased 4.71% over the prior year. Proposition 117 limits the increase of limited assessed values at 5% however, development and annexations are not included in the 5% limit. At the Mil Rate of \$3.21 per \$100 of assessed value, this increase in Net Assessed Values resulted in a combined increase in revenues of approximately \$264,177 over FY2020-2021 revenues.

Fire District Assistance Tax (FDAT) revenues are expected to increase 6% over FY2020-2021. However, due to the consolidation with Clarkdale Fire District and the passage of S1244 and H2197 in the 2016 Legislative Session, the FDAT revenues received by the District for the FY2020-2021 will not increase until the FDAT pool (county wide) reaches full funding status.

Ambulance revenues account for approximately 9% of the General Fund revenues. The budgeted amount for Ambulance revenues remained consistent with FY2020-2021 due to a stabilization of billable calls for ambulance transports. The District's last rate increase for ambulance transports was in FY2018-2019; the rate increase was 2.65%. During the COVID-19 pandemic, calls for ambulance service decreased slightly during the months of March 2020 through September 2020. Since this time, calls for ambulance services have returned to normal. FY2020-2021 had an overall increase in ambulance billable transports (calls that were transported to the hospital) of 75 calls over FY2019-2020.

The Historical Revenue Comparison chart below compares revenue collections for the three (3) main revenue categories listed above. This chart shows revenues beginning with the fiscal year 2003-2004 through fiscal year 2019-2020 (the last audited year at the time of creation of the budget document). The 2016-2017 fiscal year was when the consolidation with Clarkdale Fire District occurred resulting in the large increase of property tax revenues.



Economic Outlook & Direction

With the continued improvement in the housing market, the limited assessed value of properties within the Verde Valley Fire District increased an average of four and 71 hundredths percent (4.71%) in 2021. The maximum increase allowable by law is five percent (5%) not including annexations or development (Proposition 117).

Home values continue to increase due mostly to shortages in housing inventory. “With inventory already low, buyers started showing up from California and big cities all over the country looking to escape from forest fires and the pandemic resulting in a 15% year or year increase in the median sales price. The median sales price for a single-family home in all markets in the Verde Valley are at all-time highs. The median sales price for single family homes in the Cottonwood-Cornville area for 2020 was \$325,000 up 12% over 2019. This is the highest median sales price in this area ever. The number of sales in 2020 was up 7% over 2019 to 601 sales contributing to the all-time high price.” (Sedona and Verde Valley Real Estate 2020 in Review, Randy Crewse).

While the sales of existing homes do not affect the property tax revenues received by the District, the limited supply of homes driving the cost of the homes upward does affect the limited assessed value of all properties within the District. While the limited assessed value is limited to a maximum increase of five percent (5%) annually, the increase in the sales price of the homes is not limited.

Verde Valley Fire District is experiencing a fair amount of development with new home construction and a few commercial developments. This development will assist the District with continued financial stability to fund services and needed capital improvements.

During the FY2020-2021, there was one (1) request for annexation into the District.

As the COVID-19 pandemic has lasted longer than any initial assumptions, the effect of the COVID-19 pandemic on the District has continued. While the District experienced a reduction in ambulance billing revenues due to a decrease in EMS calls for a few



months at the onset of the pandemic in 2020, the request for EMS services quickly returned to normal call volumes. The District continues to experience increased expenditures for personal protective equipment such as gloves, masks, gowns, disinfectants, and other pandemic related expenses. The District will continue to pursue grants and other funding to help offset the costs of the pandemic.

Arizona experienced job loss of 12.6% from between February 2020 through April 2020 compared to the national average of 14.7%. After this loss, Arizona has generated 236,700 new jobs through April 2021, a replacement rate of 71.4%. This was better than the US replacement rate of 63.6% but still left Arizona jobs 3.2% lower than the pre-pandemic peak. As of April 2021, Arizona's unemployment rate was 6.7%, slightly above the US rate of 6.1%.

(Economic sources include updates by George W Hammond, Ph.D., Director and Research Professor, EBRC)

Budget Challenges

Verde Valley Fire District is faced with several challenges with regards to balancing the budget for Fiscal Year (FY) 2021-2022. Limited growth in property tax revenues combined with increased expenditures continues to make it particularly challenging to find the proper balance in order to provide the services needed by the community.

One of the biggest challenges faced by the District continues to be staffing. NFPA 1710 establishes a crew size of four (4) personnel on a fire engine for adequate response. This is a challenge for fire agencies across the nation. Verde Valley Fire District's current scheduled staffing is five (5) firefighters at Station 31 (3 on the fire engine and 2 on an ambulance), four (4) firefighters at Station 32 (2 on the fire engine and 2 on an ambulance), and three (3) firefighters at Station 36 (all on the fire engine). When firefighters are off for sick leave, vacation or training, the minimum staffing falls to four (4) firefighters at Station 31 (2 on the fire engine and 2 on an ambulance), the scheduled staffing levels are maintained at Stations 32 and 36. It is the District's desire to increase scheduled staffing to five (5) firefighters at Station 31, five (5) firefighters at Station 32, and three (3) at Station 36. This would require hiring an additional three (3) full-time firefighters. In addition to increasing the scheduled staffing levels, the District would also like to maintain these levels for minimum staffing to ensuring three (3) full-time firefighters on the fire engines at all times. This would result in the need for additional reserve firefighters (part-time firefighters) and / or additional overtime funding to backfill when firefighters are off on leave or training. Though funding remains limited, adequate staffing to provide the services needed to the community is of utmost importance to the District. This issue will continue to be a top priority as funding allows.

Planning for future capital needs remains a challenge in FY2021-2022. The District historically has had sufficient funds remaining at the end of each fiscal year to transfer these funds to the Capital Fund to save up for the purchase of capital needs (fire engines, buildings, etc.). Because of the implementation of Proposition 117 at the bottom of the housing market crash, the current limited assessed values of homes within the District are lower than FY2007-2008 values. Though the increases to the limited assessed values (property tax) are limited, expenditure increases are not. Because of this, the District's budget has not allowed for much, if any, funds remaining at the end of the fiscal year to transfer to the Capital Fund to provide for future needs. The District is now struggling with the need to replace old equipment and plan for a fire station in the Clarkdale area with limited funds. In FY2018-2019, the District secured a loan to purchase two (2) new fire engines. This method was chosen by the Fire Board in an effort to maintain the resources in the Capital Fund for future purposes. To help with funding capital needs, the District will be increasing contributions through the budget to the Capital Fund each fiscal year.

Another challenge faced by the District is the need for remodeling at Stations 31 and 32. Station 31 houses all of the Administrative functions of the District and does not have enough office space for all Administrative Staff. Both Stations 31 and 32 are in need of remodeling to provide for cancer preventative measures to protect the Firefighters as well as other staff and citizens that utilize the buildings. This item needs to be evaluated for potential costs and inclusion in the Capital Plan.

Uncertainty about the impacts that the COVID-19 pandemic may have on the District's property tax revenues and expenditures for increased usage of personal protective equipment (PPE), etc. continue to be a concern for the District. The District will continue monitoring these items to insure that adjustments are made as necessary to maintain District operations within revenues received.



The District has applied for COVID relief grant funds from FEMA, local community organizations as well as reimbursement through the American Rescue Plan Act.

Budget Requests

During the FY2021-2022 budget process, labor representatives from the Sworn Personnel (firefighters) met with the Fire Chief and Administrative Manager in a process titled “Meet and Confer.” Meet and Confer is a style of negotiations that is generally more collaborative and is intended for managers and workers to be upfront and work together on common solutions. Not all items discussed in the Meet and Confer meetings are financial in nature. The following is a list of the items discussed in the Meet and Confer process during the FY2021-2022 budget process:

Requested By	Request Title	Description	Anticipated Cost / (Savings)	Approved (Yes or No)
Labor	Wage Increases	2.5% wage increase (1 step)	\$83,138	Yes
Labor	Revise Step Scale	Revise Step Scale to make sustainable. The Step Scale was revised to a 10-step scale (from a 20-step scale). Step 1 was increased 2.5% (old step 2 rate).	Projected long-term savings.	Yes
Labor	Revised HSA Contributions	Reduce employer contributions to Tier 1 employee (hired before July 1, 2019) HSA accounts by \$750.00 annually.	(\$28,500)	Yes
Administration	Medic Rate	Change to a flat rate of \$2.20 instead of being tied to Step 10 Engineer.	\$962	Yes

Budget Changes

For FY2021-2022, the following changes were made to the budget:

1. Established a separate budget for the Capital Fund and Wildland Fund separating the revenue and expenses for these funds from the General Fund.
2. Combined similar expense line items in Division budgets for simplification of expense tracking and reporting. For example, in the Building Maintenance Division, line items such as lighting supplies, paint, appliance repair and maintenance, etc. were all combined into individual station repair and maintenance line items reducing the number of budgeted expenses line items from thirty-one (31) to twelve (12).

Significant Events

During the FY2020-2021, the District experienced the following significant events:

1. **New Fire Chief** – Fire Chief Joe Moore retired on March 15, 2021. The Fire Board engaged Human Resource Strategies to conduct a Fire Chief hiring process for the District. On March 9, 2021, the Fire Board hired Daniel Johnson to be the new Fire Chief. Chief Johnson’s biography is included on page 6.
2. **COVID-19** – The District continues to experience hardships as a result of the COVID-19 pandemic. While adequate supplies of personal protective equipment (PPE) for firefighters have been available, staffing challenges due to infection



rates have been difficult. The overtime budget was exceeded as a result of higher than normal sick leave usage as a result of the COVID-19 pandemic.

During the FY2021-2022, the District will face a few known significant events. These events are:

1. **COVID-19** – The duration of the COVID-19 pandemic and its effects on the economy are unknown. The District will continue to monitor the number of cases as well as any known or potential fiscal impacts.
2. **Station 36** – The progress on the design of the station has been placed on hold due to challenges faced as a result of the construction of the APS Substation on the property next to the future station property. Challenges include placement and construction of septic options, and possible complications due to utility easements.
3. **New Brush Truck** – The purchase of an additional brush truck was anticipated for the FY2020-2021 however, due to the difficulties in getting truck chassis, the purchase will not be completed until FY2021-2022. This truck will be an addition to the fleet to ensure adequate apparatus remains in District when units are dispatched to wildland assignments.
4. **New Ambulance** – The purchase of a new ambulance was anticipated for the FY2020-2021 however, due to the difficulties in getting truck chassis, the purchase will not be completed until FY2021-2022. This ambulance is anticipated to be at Station 32.

Budget & Strategic Planning

In creating the budget, Staff projects revenues and expenses for the next three (3) years based on historical information as well as known needs. These projections help to determine the sustainability of the District’s operations as well as to identify possible areas for savings.

Strategic Financial Plan

During the FY2018-2019, the District created a five (5) year Strategic Financial Plan. The information from the Strategic Financial Plan is summarized below. The full report can be viewed on the District’s website at www.verdevalleyfire.org on the Finance / Administrative Services page.

The Strategic Financial Plan was created in conjunction with Willdan Financial Services and Pat Walker Consulting (the Willdan Team). The goal of a Strategic Financial Plan is to continue to achieve financial stability and sustainability in conjunction with continuing to provide quality services to Verde Valley Fire District Customers. In creating the Plan, the Board of Directors wanted to include and receive feedback from citizens, Sworn Personnel and Administrative Staff. The groups identified the following as the top five (5) funding priorities: apparatus replacement, wages, capital equipment replacement, new fire station in Clarkdale, and staffing levels. The action plans for the items identified in the Strategic Financial Plan are as follows:

Funding Priorities	Recommendations	Measurable Actions	Timeframe for Completion	Responsible Party
Apparatus Replacement	Compare on-going repair & maintenance costs of the apparatus to the cost of replacing the apparatus.	Evaluate apparatus replacement based on ongoing cost of maintenance instead of a set estimated useful life to determine when / if cost to maintain apparatus exceeds the value of the apparatus.	Evaluated annually.	Fire Chief, Fleet Maintenance Battalion Chief, Apparatus Committee and Fleet Maintenance Managers



<p>Wages</p>	<p>Conduct a wage and benefit comparison to include comparing individuals at other agencies that are in the same position with the same years of service.</p>	<p>Obtain information from comparable agencies to conduct a wage and benefit comparison. Develop a plan for implementation.</p> <p>NOTE: AFDA is considering conducting a wage and benefit study. Discussion should include transitioning to a range wage system to allow for more flexibility.</p>	<p>Wage and benefit comparison possible completion within 1 year.</p> <p>3-5 year possible for implementation of proposed wage / benefit changes based on funding ability.</p>	<p>Fire Chief, Administrative Manager, Labor Meet and Confer Committee</p>
<p>Capital Equipment Replacement</p>	<p>Discuss in more detail the capital asset replacement needs to include proposed funding.</p>	<p>Implement a revised capital purchase program that would include capital request forms, meetings with Capital Committee (members of the Board, Fire Chief, Administrative Manager and Sworn Personnel) and requesting parties to discuss items, rank priorities, and determine funding for projects.</p>	<p>Implementation of the new program prior to FY2020-2021 Budget process. The process would be conducted annually.</p> <p>The project has not been completed. Staff hopes to implement it during the FY2021-2022.</p>	<p>Administrative Manager</p>
<p>New Fire Station in Clarkdale</p>	<p>Re-evaluate the need, location, timing, and funding for a new station in Clarkdale.</p>	<p>Evaluate call volume and response times to various areas in the Clarkdale area of the District, meet with the Town of Clarkdale regarding timeframe for termination of lease, procure Construction Manager at Risk (CMAR) to assist with completion of the architectural design of the station and create cost estimates for construction, evaluate funding options based on determination of whether or not to move forward with construction by the Board.</p>	<p>Call volume analysis, meeting with the Town of Clarkdale, and procurement of the CMAR to be completed in the FY2019-2020.</p> <p>Completion of architectural design, cost estimates, and decision on moving forward possible in the FY2020-2021.</p> <p>Funding options dependent on the decision to build.</p> <p>The project was placed on hold by the Fire Board.</p>	<p>Fire Chief</p>



Staffing Levels	Develop a committee of Sworn Personnel and Administrative Staff to prioritize staffing levels with the other funding priorities and develop the information needed to present to the Board.	Formation of a committee to develop cost (ongoing), safety, response and meeting industry standards. Evaluate staffing levels compared to other funding priorities (apparatus, wages, etc.). Present information to the Board.	Develop information prior to the FY2020-2021 budget development for possible implementation in budget. This item is still being evaluated.	Fire Chief, Administrative Manager, Labor Meet and Confer Committee
-----------------	---	--	---	---

The overall recommendation from the Willdan Team is that the District form a committee of Sworn Personnel and Administrative Staff to discuss the priorities, prioritize them as a team, develop objectives and completion dates, and develop findings to present to the Board.

Items of concern discussed with the Willdan Team included cash versus financing of capital equipment, ambulance billing write offs versus balance billing, employee retention and succession planning, and ways to move towards financial sustainability. Recommendations included the need to develop a more in-depth capital replacement schedule including recommendations on what to purchase with cash versus financing in order to balance the competing needs, review the ambulance billing and collection processes as well as updating the contracts with the billing and collection agencies, continue evaluating the cost and sustainability for additional staffing with on-going revenues and develop training for succession planning. Ideas discussed to enhance financial sustainability included eliminating District subsidies on ambulance transport billings, acquiring enhanced financial software for better tracking and reporting capabilities, and consolidation / joint power authority & shared services with other agencies.

A long-term financial plan will help to support the sustainability of all components of the District by assuring that the District is pursuing multiple strategies not only for the financial stability of current financial operations, but also to provide a stabilization factor to all operations in times of economic downturn or crisis situations that may arise unexpectedly.

Capital Expenditures

Capital Expenditures are defined by the District as any item (property, vehicle, equipment, etc.) that has a purchase price or valuation (at the time of acquisition for donated items) of \$5,000 or more that have a useful life of at least three (3) years.

Each year the District creates a 5-Year Capital Projects Plan. This plan is used to project the capital needs of the District and develop a plan to finance these needs. The 5-Year Capital Projects Plan is included on page 91.

The District has budgeted for nearly \$9.4 million in capital expenditures for FY2021-2022. This is an increase of \$7.6 million from last year's budget. The significant expenditures for this year include:

- 1) \$160K for the purchase of four (4) heart monitors. Grant applications have also been submitted for the monitors. The capital funds will only be used if the grant funds are not awarded.
- 2) \$210K for the purchase of an ambulance approved by the Board on February 23, 2021, but not complete by the end of FY2020-2021.
- 3) \$243K for the purchase of a Type 6 brush truck approved by the Board on February 23, 2021, but not complete by the end of FY2020-2021.
- 4) \$8.1 million for the disbursement of the 2021 Certificates of Participation loan proceeds to the Public Safety Personnel Retirement System to pay the unfunded pension liability.
- 5) \$500K for 2021 Certificates of Participation loan payments.



Personnel

The budget for FY2021-2022 includes a 2.5% increase for employees.

Due to the issuance of the 2021 Certificates of Participation that paid the District's unfunded pension liability, the employer's contribution rate for Public Safety Personnel Retirement System (PSPRS) Tier 1 and 2 members decreased by 18.58% for the FY2021-2022. The employer's contribution rate for Tier 3 members decreased by 17.21% for the FY2021-2022.

The employer's contribution rate for Arizona State Retirement System (ASRS) increased by 0.19% for the FY2021-2022.

Health insurance premiums increased 9% whereas dental premiums increased 3% and vision premiums remained the same. In the FY2019-2020, a competitive alternate benefits package was instituted for employees hired on or after July 1, 2019. This benefits package, while remaining competitive with other agencies, will save the District money over time as it reduces the amount that the District pays for dependent coverage as well as reducing the contributions to the employee's health savings account and post-employment health plan. Effective July 1, 2021, the contributions to the health savings accounts for employees hired before July 1, 2019 were reduced by \$750. The intent is to change all employees to the same benefit structure using a phased-in approach.

Revenues

Approximately fifty-four percent (79%) of the District's General Fund revenues are generated through the secondary property tax levy. As a result, the ability of the District to maintain a constant level of service is dependent on the economy, namely the housing market.

There are several factors that determine the consistency of the various revenues generated by the District; none of these factors are within the District's control. For example, Ambulance Revenues are dependent on the number of calls for service as well as insurance contracted rates, etc.

The General Fund's revenues are classified into seven (7) categories:

Property Tax Revenues - Revenues used to support the general operations of the District. These revenues are derived through secondary property tax assessments on District resident properties.

Intergovernmental Revenues – Revenues received from other governmental agencies for services provided. .

Fees for Services – Revenues generated through services such as CPR classes, inspection and plan reviews, and out of District billings for services received.

Ambulance Revenues - Revenues generated through providing ambulance services. The ambulance revenues consist of amounts paid by insurance companies and billings to out of District residents.

If a District resident utilizes the ambulance services, they will not be personally billed for the services. Their medical insurance, if available, will pay a portion of the billing and the remainder is written off. If the resident does not have medical insurance, there is no amount collected by the District for the ambulance services.

If an out of District resident utilizes the ambulance services, they will be billed for the full amount of the service. Any amount not paid by their medical insurance, if available, will be billed to the individual.

Other Income – Includes revenues received for items such as donations, sale of surplus property and interest.



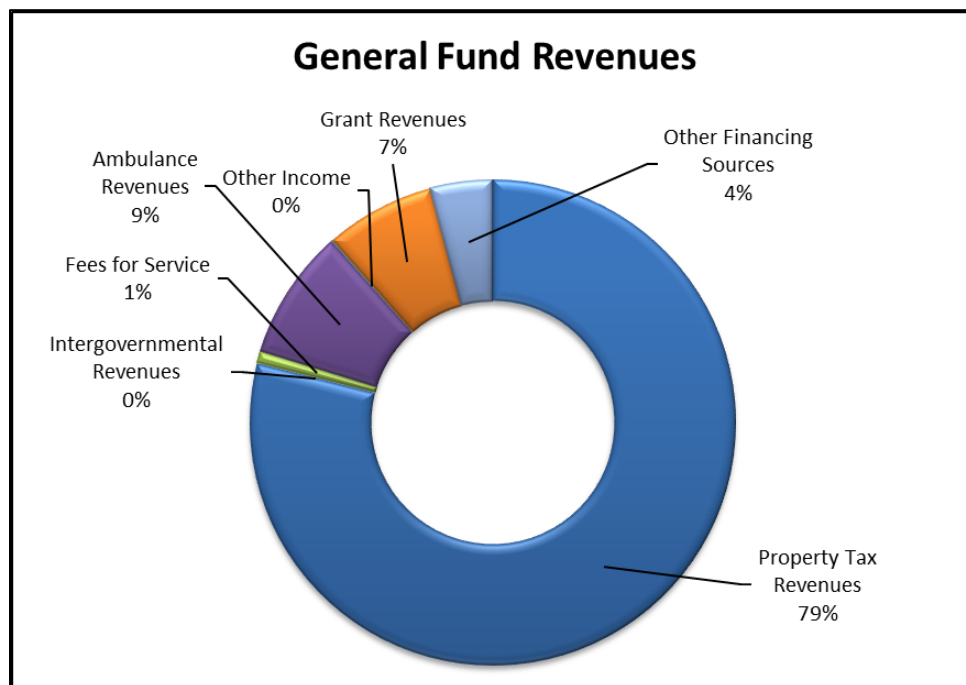
Grant Revenues - Monies budgeted in anticipation of receiving grant funds. Some of the grant revenues may be known at the time of budget adoption, but the District always includes extra grant revenue (and expense) funds in anticipation of receiving unknown grants. If an allocation is not made for unknown grants, the District would not be able to spend the grant funds if received.

The amount budgeted for grant revenues are offset by corresponding expenditures. If grant monies are not received, the expenditures are not used.

Other Financing Sources - Transfers from other funds (Capital Projects Fund, Wildland Fund, or Employee Benefit Fund) to reimburse the General Fund for expenses paid on the other funds' behalf. Each revenue is a direct offset of the budgeted expenses for each fund. The Operating Transfers In – Employee Benefits Fund offsets the amount listed in account 01-5100-515800 – Conversion of Leave to PEHP.

Carry over funds are monies remaining from the prior fiscal year that were allocated for certain expenses that have not yet been paid/expended. These expenses are anticipated to be paid in the current fiscal year. Simply stated, revenues came into the various funds in a prior year but a portion of the expenses against those revenues will occur in this fiscal year.

The General Fund Revenues chart below depicts the composition of the revenues in the General Fund for the 2021-2022 fiscal year:



Expenses

Most government agencies are considered service oriented as they provide a public need rather than producing a product. This results in the majority of expenditures being related to personnel expenses. For FY2021-2022, approximately sixty-six percent (66%) of the District's total expenditures, are comprised of personnel expenses. When compared to operating expenses only (total expenses less grant expenses and other financing uses), personnel expenses are approximately eighty-three percent (83%) of the District's operating expenses.



General Fund expenditures are broken out by Personnel, Divisions, Grants, and Other Financing Uses. These categories include the following:

Personnel – Contains all wages paid to District employees as well as taxes, retirement contributions, health insurance premiums, uniform allowances, and other employee related expenses.

Divisions:

Fire Board – Contains training, travel, election, and general expenses for the Fire Board Members.

Administration – Comprised of general administration expenses including utilities, insurance, legal and auditing fees, office supplies, contingency and other miscellaneous expenses.

Fire Prevention – Contains expenses for the Fire Marshal / Fire Inspector duties as well as mapping, public education programs, burn permit supplies, and the smoke detector program.

Building Maintenance – Covers the repair and maintenance of all District facilities including items such as pest control, janitorial supplies, landscape maintenance, HVAC, bay doors, etc.

EMS Services – Accounts for the fees paid for ambulance billing services and other costs necessary to provide ambulance services. This category does not include costs to maintain the ambulances.

Operations – Contains expenses for all firefighting equipment as well as safety supplies, personal protective equipment (turn outs, SCBA supplies, etc.), extrication supplies, technical rescue supplies, physical fitness supplies as well as training.

Fleet Maintenance – Tracks all expenses for apparatus and vehicles including items such as fuel, tires, batteries, and repair and maintenance.

Wildland – The Wildland Division in the General Fund, separate from the Wildland Fund, provides for in-District wildland response needs and training.

Communications – Contains the budgeted amounts for dispatch services as well as cell phones and communication repair equipment.

Grant Expenditures – Grant expenditures are required to be tracked separately from regular operation expenditures. This is to ensure that only approved grant expenditures are reimbursed by grant funds.

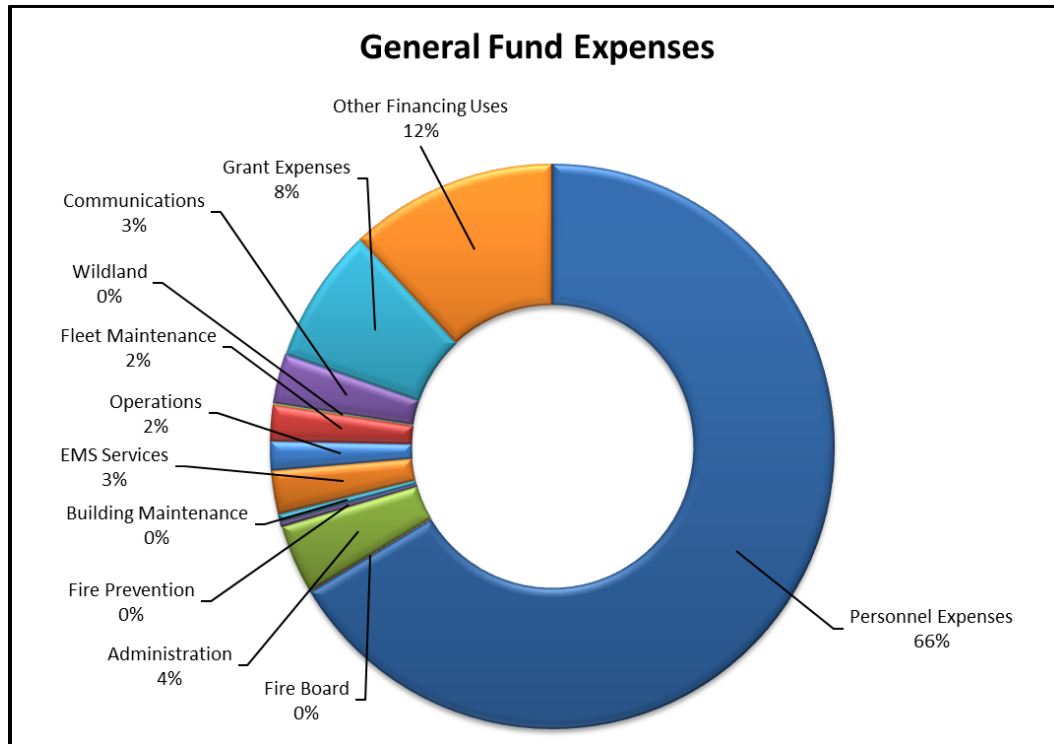
Other Financing Uses – Transfers to the Capital Projects Fund include monies set aside in anticipation of future capital purchases and monies to cover the debt service payments for the 2021 Certificates of Participation. It is the District's practice to set aside funds with which to purchase items such as fire trucks, ambulances, etc. rather than financing the items.

Transfers to the Employee Liability Fund are monies set aside in anticipation employee liabilities incurred as a result of accrued leave time that would be paid out upon an employee's termination. It is the District's practice to set aside funds to pay for employee liabilities not covered by the current budget. As of June 20, 2021, the fund was seventy-six percent (76%) funded. Staff recommended, and the Board approved, no budgeted transfer for FY2021-2022.

Each division contains multiple individual line items that detail the expenditures of each division. The detail for each division is included in the General Fund Budget section beginning on page 54.

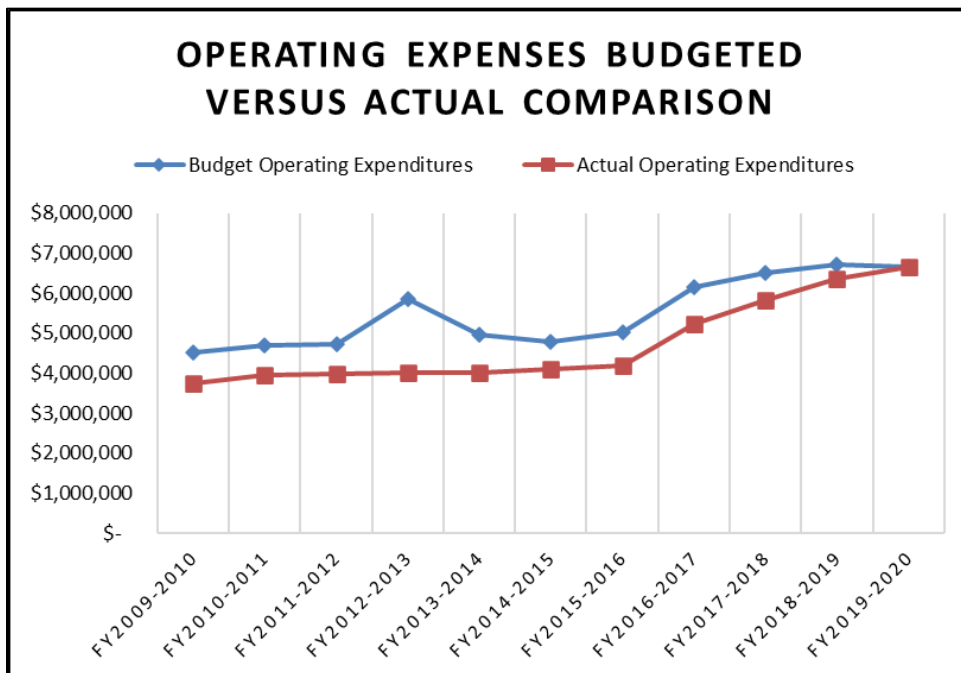
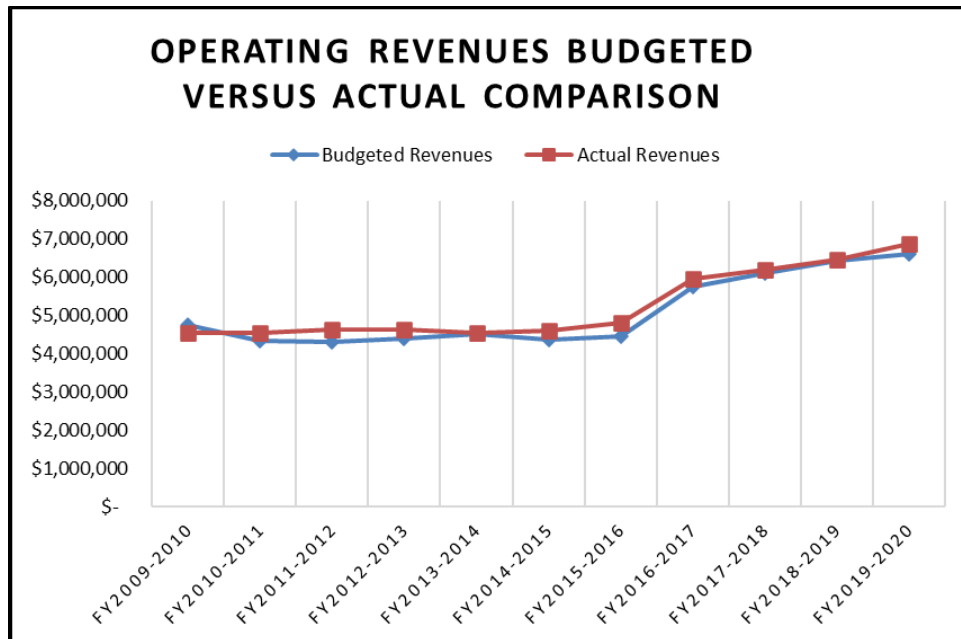


The General Fund Expenses chart below depicts the composition of the expenses in the General Fund for the 2021-2022 fiscal year:



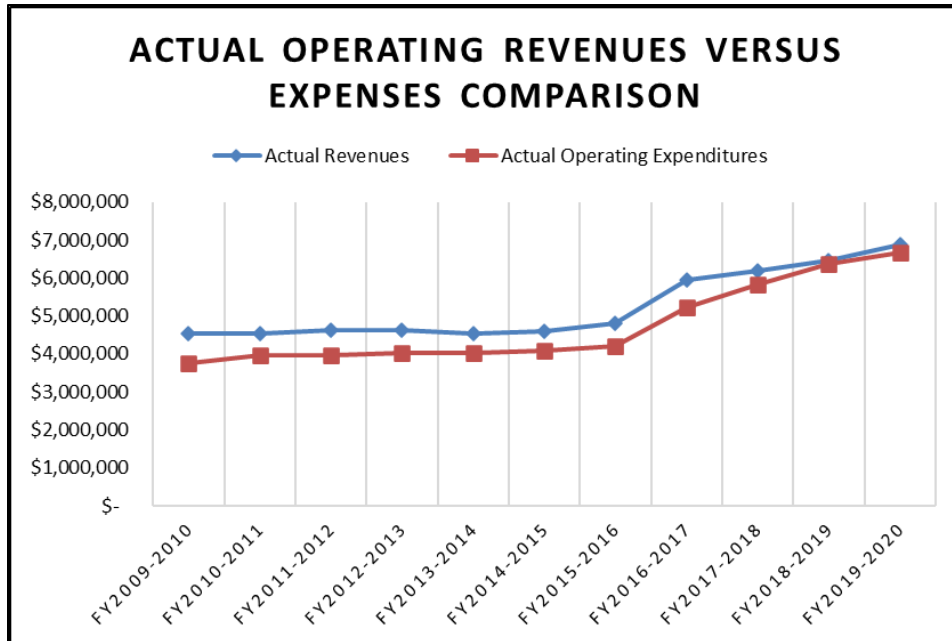
Budget Performance Indicators

Accuracy in budgeting can be determined by comparing how close the actual revenues and expenditures were to the budgeted amounts. The Operating Revenues Budgeted Versus Actual Comparison and the Operating Expenses Budgeted Versus Actual Comparison charts below are comparisons of the District's budgeted versus actual operating revenues and expenditures for the past eleven (11) audited fiscal years:



As indicated in the above charts, the District's actual revenue collection has been higher than budgeted and the actual expenses have been lower than budgeted. This is a good indication of conservative budgeting practices used to prevent spending more funds than the District receives.

The Actual Operating Revenues Versus Expense Comparison chart below shows the comparison of actual operating revenues versus expenses for the past eleven (11) audited fiscal years.



The chart above shows that the District has supported operating expenses with on-going revenues for the past eleven (11) years and has remained within the adopted budgets set forth by the Fire Board.



Budget Tutorial

Budget Tutorial

The spreadsheets beginning on page 53 detail the budget based upon the estimated revenues and expenditures required to provide the needed services. The budget spreadsheets are set up to show the final audited amounts (audited actuals) for the prior fiscal year, the adopted budget for the current fiscal year along with the amount estimated to be spent by the end of the current fiscal year (estimated actuals). The spreadsheet then shows the budget approved for the new fiscal year and the estimated budgets for the following two (2) fiscal years. This detail allows for not only a comparison of historical amounts, but it also allows the District to prepare for future needs. The estimated budgets for the following fiscal years are based solely on historical trends as well as known items that will occur in that fiscal year such as increases in employee benefit rates and expenses that only occur every few years.

Below is an excerpt from the Budget Worksheet with explanations of what each column represents:

Line Item Name and Account Number	Final Amounts After Audit	Prior Fiscal Year Budget	Amount Estimated to be Spent			Budget for the New Fiscal Year Shows the Amounts Requested by Staff, Recommended by the Fire Chief and Approved by the Board.			Following fiscal year estimates	
			Account Number	FY2019-2020 Audited Actuals	FY2020-2021 Adopted Budget	FY2020-2021 Estimated Actuals	FY2021-2022 Requested	FY2021-2022 Fire Chief Recommend	FY2021-2022 Board Approved	FY2022-2023 Projected
Property Tax Revenues										
Real Estate / Personal Property Taxes	01-411000	\$ 5,276,536	\$ 5,604,712	\$ 5,604,712	\$ 5,868,889	\$ 5,868,889	\$ 5,868,889	\$ 6,103,645	\$ 6,347,791	
Fire District Assistance Tax	01-412000	\$ 465,450	\$ 464,313	\$ 464,313	\$ 464,313	\$ 464,313	\$ 464,313	\$ 464,313	\$ 464,313	
		\$ 5,741,986	\$ 6,069,025	\$ 6,069,025	\$ 6,333,202	\$ 6,333,202	\$ 6,333,202	\$ 6,567,958	\$ 6,812,104	
Intergovernmental Revenues										
Wildland Revenue	01-421000	\$ 308,337	\$ 200,000	\$ 557,042	\$ -	\$ -	\$ -	\$ -	\$ -	
SCBA Calibration	01-422000	\$ 2,100	\$ 2,000	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200	
In-Lieu Taxes	01-423000	\$ 1,459	\$ 1,441	\$ 1,395	\$ 1,423	\$ 1,423	\$ 1,423	\$ 1,451	\$ 1,480	
		\$ 311,896	\$ 203,441	\$ 560,637	\$ 3,623	\$ 3,623	\$ 3,623	\$ 3,651	\$ 3,680	
Fees For Services										
Fees for Services - Other	01-430000	\$ 282	\$ 400	\$ -	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	
Fire Protection Service Agreements	01-431000	\$ 32,407	\$ 48,022	\$ 48,533	\$ 50,342	\$ 50,342	\$ 50,342	\$ 52,356	\$ 54,450	
Out of District Billings	01-432000	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	
First Aid / CPR Classes	01-433000	\$ 7,645	\$ 4,000	\$ 2,612	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	
Inspection / Plan Review Fees	01-434000	\$ 7,050	\$ 5,000	\$ 5,735	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
BlueCard Training Fees	01-435000	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	
		\$ 48,884	\$ 61,922	\$ 56,880	\$ 64,242	\$ 64,242	\$ 64,242	\$ 66,256	\$ 68,350	
Ambulance Revenues										
Ambulance Revenue	01-441000	\$ 713,300	\$ 700,000	\$ 737,364	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	
Ambulance Refunds	01-442000	\$ (4,929)	\$ (3,000)	\$ -	\$ (3,000)	\$ (3,000)	\$ (3,000)	\$ (3,000)	\$ (3,000)	
		\$ 708,371	\$ 697,000	\$ 737,364	\$ 697,000	\$ 697,000	\$ 697,000	\$ 697,000	\$ 697,000	



FY2021-2022 Budget Summary by Fund

	General Fund	Capital Projects Fund	Wildland Fund	Total Funds
Revenues by Source				
Property Tax Revenues	\$ 6,333,202	\$ -	\$ -	\$ 6,333,202
Intergovernmental Revenues	\$ 3,623	\$ 70,000	\$ 300,000	\$ 373,623
Fees for Services	\$ 64,242	\$ -	\$ -	\$ 64,242
Ambulance Revenues	\$ 697,000	\$ -	\$ -	\$ 697,000
Other Income	\$ 7,500	\$ 180	\$ 180	\$ 7,860
Grant Revenue	\$ 586,150	\$ -	\$ -	\$ 586,150
Other Financing Sources	\$ 250,000	\$ 9,495,000	\$ -	\$ 9,745,000
Total Revenues	\$ 7,941,717	\$ 9,565,180	\$ 300,180	\$ 17,807,077
Expenses by Type				
Personnel Expenses	\$ 5,328,133	\$ -	\$ 229,000	\$ 5,557,133
Operating Expenses	\$ 1,115,428	\$ -	\$ 114,800	\$ 1,230,228
Grant Expenses	\$ 625,603	\$ -	\$ -	\$ 625,603
Capital Outlay	\$ -	\$ 717,161	\$ -	\$ 717,161
Debt Service	\$ -	\$ 8,644,274	\$ -	\$ 8,644,274
Other Financing Uses	\$ 250,000	\$ -	\$ -	\$ 250,000
Total Expenses by Type	\$ 7,319,164	\$ 9,361,435	\$ 343,800	\$ 17,024,399
Operating Transfers				
Operating Transfers Out	\$ 705,432	\$ 39,453	\$ -	\$ 744,885
Operating Transfers In	\$ 82,879	\$ 705,432	\$ -	\$ 788,311
Total Operating Transfers	\$ 788,311	\$ 744,885	\$ -	\$ 1,533,196
Net Increase / (Decrease) In Fund Balance	\$ 0	\$ 869,724	\$ (43,620)	\$ 826,104
Changes in Fund Balance				
Beginning Fund Balance Estimate	\$ 1,423,578	\$ 3,281,762	\$ 125,631	\$ 4,830,971
Ending Fund Balance (Estimate)	\$ 1,423,579	\$ 4,151,486	\$ 82,011	\$ 5,657,075
Percentage Change in Fund Balance	0%	27%	-35%	17%



General Fund Budget Summary

	FY2019-2020 Audited Actuals	FY2020-2021 Adopted Budget	FY2020-2021 Estimated Actuals	FY2021-2022 Fire Chief Recommend	FY2021-2022 Board Approved	Adjustment Over Previous Year	% of Change	FY2022-2023 Projected	FY2023-2024 Projected
Revenues									
Property Tax Revenues	\$ 5,741,986	\$ 6,069,025	\$ 6,069,025	\$ 6,333,202	\$ 6,333,202	\$ 264,177	4%	\$ 6,567,958	\$ 6,812,104
Intergovernmental Revenues	\$ 311,896	\$ 203,441	\$ 560,637	\$ 3,623	\$ 3,623	\$ (199,818)	-98%	\$ 3,651	\$ 3,680
Fees For Services	\$ 48,884	\$ 61,922	\$ 56,880	\$ 64,242	\$ 64,242	\$ 2,320	4%	\$ 66,256	\$ 68,350
Ambulance Revenues	\$ 708,371	\$ 697,000	\$ 737,364	\$ 697,000	\$ 697,000	\$ -	0%	\$ 697,000	\$ 697,000
Other Income	\$ 60,437	\$ 20,100	\$ 57,242	\$ 7,500	\$ 7,500	\$ (12,600)	-63%	\$ 8,100	\$ 8,100
Grant Revenue	\$ 24,075	\$ 695,873	\$ 105,154	\$ 586,150	\$ 586,150	\$ (109,723)	-16%	\$ 341,000	\$ 341,000
Other Financing Sources	\$ 952,315	\$ 3,560,779	\$ 662,793	\$ 332,879	\$ 332,879	\$ (3,227,900)	-91%	\$ 312,229	\$ 313,571
Total Revenues	\$ 7,847,965	\$ 11,308,140	\$ 8,249,096	\$ 8,024,596	\$ 8,024,596	\$ (3,283,544)	-29%	\$ 7,996,194	\$ 8,243,805
Expenses									
Personnel Expenses									
Wages	\$ 3,484,016	\$ 3,443,379	\$ 3,561,563	\$ 3,453,711	\$ 3,453,711	\$ 10,332	0%	\$ 3,557,322	\$ 3,664,043
Employment Taxes	\$ 181,625	\$ 245,873	\$ 238,587	\$ 194,841	\$ 194,841	\$ (51,032)	-21%	\$ 208,754	\$ 223,202
Retirement Benefits	\$ 928,876	\$ 1,095,098	\$ 1,088,623	\$ 408,504	\$ 408,504	\$ (686,594)	-63%	\$ 427,401	\$ 446,602
Health Benefits	\$ 986,884	\$ 1,168,444	\$ 1,080,790	\$ 1,235,827	\$ 1,235,827	\$ 67,383	6%	\$ 1,168,396	\$ 1,226,788
Uniforms	\$ 33,392	\$ 33,600	\$ 33,600	\$ 35,250	\$ 35,250	\$ 1,650	5%	\$ 35,250	\$ 35,250
Total Personnel Expenses	\$ 5,614,794	\$ 5,986,394	\$ 6,003,164	\$ 5,328,133	\$ 5,328,133	\$ (658,261)	-11%	\$ 5,397,123	\$ 5,595,885
Division Expenses									
Fire Board	\$ 1,455	\$ 54,782	\$ 31,057	\$ 4,700	\$ 4,700	\$ (50,082)	-91%	\$ 64,171	\$ 5,000
Administraton	\$ 309,779	\$ 1,487,238	\$ 307,668	\$ 317,676	\$ 317,676	\$ (1,169,562)	-79%	\$ 315,295	\$ 320,448
Fire Prevention	\$ 14,549	\$ 23,191	\$ 10,735	\$ 22,317	\$ 22,317	\$ (874)	-4%	\$ 22,262	\$ 22,317
Building Maintenance	\$ 45,438	\$ 35,226	\$ 35,354	\$ 37,266	\$ 37,266	\$ 2,040	6%	\$ 60,265	\$ 42,246
EMS Services	\$ 178,995	\$ 198,249	\$ 187,695	\$ 199,967	\$ 199,967	\$ 1,718	1%	\$ 203,853	\$ 202,027
Operations	\$ 100,751	\$ 145,128	\$ 86,711	\$ 133,914	\$ 133,914	\$ (11,214)	-8%	\$ 116,271	\$ 122,091
Fleet Maintenance	\$ 150,599	\$ 150,290	\$ 157,910	\$ 162,500	\$ 162,500	\$ 12,210	8%	\$ 184,688	\$ 166,660
Wildland Expenses	\$ 35,414	\$ 42,832	\$ 55,940	\$ 8,200	\$ 8,200	\$ (34,632)	-81%	\$ 6,720	\$ 3,420
Communications	\$ 212,629	\$ 217,193	\$ 216,118	\$ 228,888	\$ 228,888	\$ 11,695	5%	\$ 237,046	\$ 250,211
Total Division Expenses	\$ 1,049,609	\$ 2,354,129	\$ 1,089,187	\$ 1,115,428	\$ 1,115,428	\$ (1,238,701)	-53%	\$ 1,210,571	\$ 1,134,420
Grant Expenses	\$ 35,118	\$ 768,378	\$ 105,154	\$ 625,603	\$ 625,603	\$ (142,775)	-19%	\$ 388,500	\$ 388,500
Capital Expenses	\$ 946,096	\$ 1,737,947	\$ 662,793	\$ -	\$ -	\$ (1,737,947)	-100%	\$ -	\$ -
Other Financing Uses	\$ 198,319	\$ 461,292	\$ 615,934	\$ 955,432	\$ 955,432	\$ 494,140	107%	\$ 1,000,000	\$ 1,125,000
Total Expenses	\$ 7,843,936	\$ 11,308,140	\$ 8,476,232	\$ 8,024,596	\$ 8,024,596	\$ (3,283,544)	-29%	\$ 7,996,194	\$ 8,243,805
Net Revenues versus Expenditures	\$ 4,029	\$ -	\$ (227,136)	\$ 0	\$ -	\$ -	0%	\$ (0)	\$ 0
Beginning Fund Balance	\$ 1,646,686	\$ 1,650,715	\$ 1,650,715	\$ 1,423,578	\$ 1,423,578			\$ 1,423,579	\$ 1,423,578
Contribution To / (Use Of) Fund Balance	\$ 4,029	\$ -	\$ (227,136)	\$ 0	\$ -			\$ (0)	\$ 0
Estimated Ending Fund Balance	\$ 1,650,715	\$ 1,650,715	\$ 1,423,578	\$ 1,423,579	\$ 1,423,578			\$ 1,423,578	\$ 1,423,579
Designated Reserves per Budget Policy	\$ 1,267,232	\$ 1,200,000	\$ 1,200,000	\$ 1,067,784	\$ 1,072,349			\$ 1,122,404	\$ 1,009,546
Contingency Funds in Budget				\$ 250,000	\$ 250,000			\$ 250,000	\$ 250,000
Undesignated Fund Balance	\$ 383,483	\$ 450,715	\$ 223,578	\$ 355,794	\$ 351,229			\$ 301,174	\$ 414,033

Fiscal Year 2021-2022 Budget Document



Revenues

	Account Number	FY2019-2020 Audited Actuals	FY2020-2021 Adopted Budget	FY2020-2021 Estimated Actuals	FY2021-2022 Requested	FY2021-2022 Fire Chief Recommend	FY2021-2022 Board Approved	FY2022-2023 Projected	FY2023-2024 Projected	
Property Tax Revenues										
	Real Estate / Personal Property Taxes	01-411000	\$ 5,276,536	\$ 5,604,712	\$ 5,604,712	\$ 5,868,889	\$ 5,868,889	\$ 5,868,889	\$ 6,103,645	\$ 6,347,791
	Fire District Assistance Tax	01-412000	\$ 465,450	\$ 464,313	\$ 464,313	\$ 464,313	\$ 464,313	\$ 464,313	\$ 464,313	\$ 464,313
			\$ 5,741,986	\$ 6,069,025	\$ 6,069,025	\$ 6,333,202	\$ 6,333,202	\$ 6,333,202	\$ 6,567,958	\$ 6,812,104
Intergovernmental Revenues										
	Wildland Revenue	01-421000	\$ 308,337	\$ 200,000	\$ 557,042	\$ -	\$ -	\$ -	\$ -	\$ -
	SCBA Calibration	01-422000	\$ 2,100	\$ 2,000	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200
	In-Lieu Taxes	01-423000	\$ 1,459	\$ 1,441	\$ 1,395	\$ 1,423	\$ 1,423	\$ 1,423	\$ 1,451	\$ 1,480
			\$ 311,896	\$ 203,441	\$ 560,637	\$ 3,623	\$ 3,623	\$ 3,623	\$ 3,651	\$ 3,680
Fees For Services										
	Fees for Services - Other	01-430000	\$ 282	\$ 400	\$ -	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
	Fire Protection Service Agreements	01-431000	\$ 32,407	\$ 48,022	\$ 48,533	\$ 50,342	\$ 50,342	\$ 50,342	\$ 52,356	\$ 54,450
	Out of District Billings	01-432000	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
	First Aid / CPR Classes	01-433000	\$ 7,645	\$ 4,000	\$ 2,612	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
	Inspection / Plan Review Fees	01-434000	\$ 7,050	\$ 5,000	\$ 5,735	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	BlueCard Training Fees	01-435000	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
			\$ 48,884	\$ 61,922	\$ 56,880	\$ 64,242	\$ 64,242	\$ 64,242	\$ 66,256	\$ 68,350
Ambulance Revenues										
	Ambulance Revenue	01-441000	\$ 713,300	\$ 700,000	\$ 737,364	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000
	Ambulance Refunds	01-442000	\$ (4,929)	\$ (3,000)	\$ -	\$ (3,000)	\$ (3,000)	\$ (3,000)	\$ (3,000)	\$ (3,000)
			\$ 708,371	\$ 697,000	\$ 737,364	\$ 697,000	\$ 697,000	\$ 697,000	\$ 697,000	\$ 697,000
Other Income										
	Interest Income	01-451000	\$ 32,773	\$ 15,000	\$ 7,242	\$ 2,400	\$ 2,400	\$ 2,400	\$ 3,000	\$ 3,000
	Donations	01-452000	\$ 1,060	\$ 600	\$ 1,000	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600
	Sale of Surplus Property	01-453000	\$ 5,249	\$ 500	\$ 29,500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
	Other Income	01-455000	\$ 21,355	\$ 4,000	\$ 19,500	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
			\$ 60,437	\$ 20,100	\$ 57,242	\$ 7,500	\$ 7,500	\$ 7,500	\$ 8,100	\$ 8,100
Grant Revenue										
	Assistance to Firefighters Grant	01-471000	\$ -	\$ 320,332	\$ 48,424	\$ 192,127	\$ 192,127	\$ 192,127	\$ 50,000	\$ 50,000
	AZ Governor's Office of Highway Safety	01-472000	\$ 21,404	\$ 43,816	\$ 28,687	\$ 66,032	\$ 66,032	\$ 66,032	\$ 11,000	\$ 11,000
	Miscellaneous Grant Revenues	01-479000	\$ 2,671	\$ 331,725	\$ 28,043	\$ 327,991	\$ 327,991	\$ 327,991	\$ 280,000	\$ 280,000
			\$ 24,075	\$ 695,873	\$ 105,154	\$ 586,150	\$ 586,150	\$ 586,150	\$ 341,000	\$ 341,000
Other Financing Sources										
	Operating Transfer In - Capital Fund	01-492000	\$ 946,096	\$ 1,737,947	\$ 662,793	\$ 39,453	\$ 39,453	\$ 39,453	\$ 17,500	\$ 17,500
	Operating Transfer In - Wildland Fund	01-493000	\$ 6,219	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Operating Transfer In - Employee Benefits Liability Fund	01-494000	\$ -	\$ 42,518	\$ -	\$ 43,426	\$ 43,426	\$ 43,426	\$ 44,729	\$ 46,071
	Carryover Funds	01-499000	\$ -	\$ 1,780,314	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
			\$ 952,315	\$ 3,560,779	\$ 662,793	\$ 332,879	\$ 332,879	\$ 332,879	\$ 312,229	\$ 313,571
	Total Revenues		\$ 7,847,965	\$11,308,140	\$ 8,249,096	\$ 8,024,596	\$ 8,024,596	\$ 8,024,596	\$ 7,996,194	\$ 8,243,805



Personnel

Description

The Personnel Division contains the costs associated with employees such as wages, taxes, benefits, physicals and uniform allowances.

Responsibilities

Track and project employee related expenses for the current fiscal year as well as sustainability for future years.

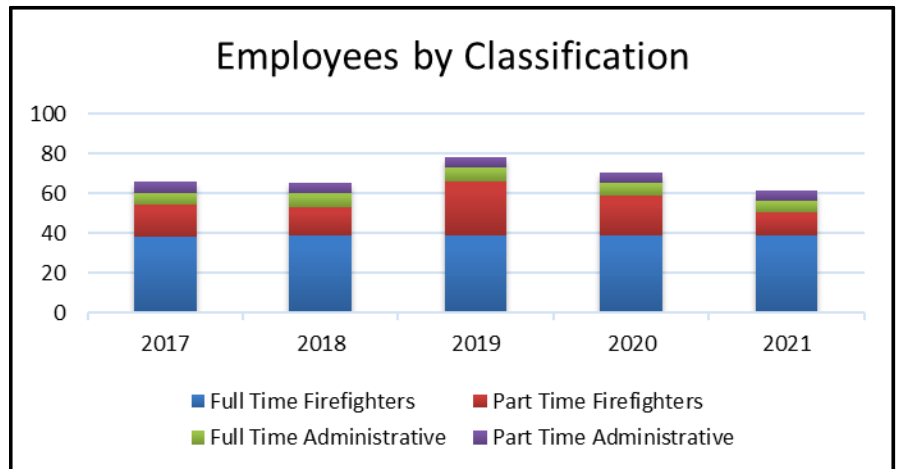
SMK-HCMDO
VERDE VALLEY
FIRE DISTRICT

Accomplishments for Fiscal Year 2020-2021:

1. Hired four (4) new Firefighters.
2. Hired and trained five (5) new Reserve Firefighters (part time firefighters).
3. Hired one (1) new Fire Chief.
4. Implemented a reduction of \$750 per employee in HSA contributions for employees hired before July 1, 2019 to reduce the cost of employer provided health related benefits.

Goals for Fiscal Year 2021-2022:

1. Conduct testing processes as needed.
2. Hire and train additional Reserve Firefighters (part time firefighters).
3. Review / revise the wage scale.
4. Review / update job descriptions as needed.
5. Review / revise employer provided health insurance benefits as needed.



Fiscal Year 2021-2022 Budget Document



Personnel

	Account Number	FY2019-2020 Audited Actuals	FY2020-2021 Adopted Budget	FY2020-2021 Estimated Actuals	FY2021-2022 Requested	FY2021-2022 Fire Chief Recommend	FY2021-2022 Board Approved	FY2022-2023 Projected	FY2023-2024 Projected
Wages									
	Fire Chief	01-5000-501000	\$ 98,374	\$ 99,872	\$ 114,076	\$ 99,873	\$ 99,873	\$ 102,869	\$ 105,955
	Battalion Chiefs	01-5000-501300	\$ 233,016	\$ 238,059	\$ 263,305	\$ 244,044	\$ 244,044	\$ 251,365	\$ 258,906
	Fire Inspector	01-5000-502100	\$ 49,392	\$ 50,152	\$ 16,920	\$ 50,153	\$ 50,153	\$ 51,658	\$ 53,208
	Captains	01-5000-503000	\$ 581,202	\$ 599,851	\$ 596,549	\$ 614,330	\$ 614,330	\$ 632,760	\$ 651,743
	Engineers	01-5000-503100	\$ 463,584	\$ 465,646	\$ 435,206	\$ 477,347	\$ 477,347	\$ 491,667	\$ 506,417
	Firefighters	01-5000-503200	\$ 771,571	\$ 794,793	\$ 703,734	\$ 801,826	\$ 801,826	\$ 825,881	\$ 850,657
	Reserve Firefighters	01-5000-503300	\$ 136,189	\$ 157,680	\$ 142,588	\$ 162,844	\$ 162,844	\$ 167,729	\$ 172,761
	Administrative Staff	01-5000-504000	\$ 178,467	\$ 181,595	\$ 193,739	\$ 234,374	\$ 234,374	\$ 241,405	\$ 248,647
	Support Staff	01-5000-504100	\$ 63,276	\$ 69,052	\$ 51,458	\$ 29,795	\$ 29,795	\$ 30,689	\$ 31,610
	FLSA Overtime	01-5000-505000	\$ 175,228	\$ 177,582	\$ 174,309	\$ 180,898	\$ 180,898	\$ 186,325	\$ 191,915
	Overtime	01-5000-506000	\$ 265,155	\$ 201,938	\$ 227,194	\$ 246,662	\$ 246,662	\$ 254,062	\$ 261,684
	Medic Differential	01-5000-507000	\$ 216,079	\$ 204,494	\$ 224,902	\$ 209,565	\$ 209,565	\$ 215,852	\$ 222,328
	Wildland	01-5000-508000	\$ 153,305	\$ 100,000	\$ 318,434	\$ -	\$ -	\$ -	\$ -
	Holiday Pay	01-5000-509000	\$ 99,178	\$ 102,665	\$ 99,149	\$ 102,000	\$ 102,000	\$ 105,060	\$ 108,212
	Total Wages		\$ 3,484,016	\$ 3,443,379	\$ 3,561,563	\$ 3,453,711	\$ 3,453,711	\$ 3,557,322	\$ 3,664,043
Employee Benefits									
Employment Taxes									
	Social Security	01-5100-511400	\$ 28,309	\$ 29,283	\$ 25,092	\$ 36,704	\$ 36,704	\$ 37,805	\$ 38,939
	Medicare	01-5100-511600	\$ 50,280	\$ 49,465	\$ 51,643	\$ 49,470	\$ 49,470	\$ 51,581	\$ 53,129
	Unemployment	01-5100-511700	\$ 6,554	\$ 8,138	\$ 2,866	\$ 2,753	\$ 2,753	\$ 2,863	\$ 2,978
	Workers' Compensation Insurance	01-5100-511800	\$ 96,483	\$ 158,987	\$ 158,987	\$ 102,775	\$ 105,914	\$ 116,505	\$ 128,156
			\$ 181,625	\$ 245,873	\$ 238,587	\$ 191,702	\$ 194,841	\$ 208,754	\$ 223,202
Retirement Benefits									
	PSPRS Retirement	01-5100-512200	\$ 837,739	\$ 1,006,400	\$ 1,006,400	\$ 306,352	\$ 306,352	\$ 321,670	\$ 337,753
	PSPRS Cancer Insurance	01-5100-512201	\$ 2,000	\$ 2,150	\$ 2,000	\$ 2,150	\$ 2,150	\$ 2,150	\$ 2,150
	PSPRS Defined Contribution	01-5100-512202	\$ 50,720	\$ 46,205	\$ 44,304	\$ 44,609	\$ 44,609	\$ 45,947	\$ 47,326
	ASRS Retirement	01-5100-512600	\$ 37,439	\$ 38,809	\$ 35,794	\$ 54,413	\$ 54,413	\$ 56,100	\$ 57,839
	Support Staff Pension	01-5100-512900	\$ 978	\$ 1,534	\$ 126	\$ 980	\$ 980	\$ 1,534	\$ 1,534
			\$ 928,876	\$ 1,095,098	\$ 1,088,623	\$ 408,504	\$ 408,504	\$ 427,401	\$ 446,602
Health Benefits									
	Health Insurance	01-5100-515010	\$ 486,578	\$ 587,700	\$ 558,183	\$ 682,025	\$ 682,025	\$ 694,045	\$ 763,450
	Dental Insurance	01-5100-515011	\$ 42,224	\$ 47,729	\$ 43,531	\$ 52,327	\$ 52,327	\$ 53,133	\$ 54,727
	Vision Insurance	01-5100-515012	\$ 10,287	\$ 11,273	\$ 10,990	\$ 12,228	\$ 12,228	\$ 12,226	\$ 12,593
	Life Insurance	01-5100-515013	\$ 2,804	\$ 3,051	\$ 2,965	\$ 3,051	\$ 3,051	\$ 3,143	\$ 3,237
	Health Savings Account Contributions	01-5100-515014	\$ 254,424	\$ 287,750	\$ 261,299	\$ 259,600	\$ 259,600	\$ 222,500	\$ 222,500
	Post Employment Health Plan Contributions	01-5100-515015	\$ 125,180	\$ 131,575	\$ 116,103	\$ 126,886	\$ 126,886	\$ 67,500	\$ 67,500
	Accidental Death & Dismemberment Insurance	01-5100-515020	\$ 7,262	\$ 7,635	\$ 7,483	\$ 8,221	\$ 8,221	\$ 8,632	\$ 9,064
	Craig Tiger Act Counseling Services	01-5100-515030	\$ 250	\$ 7,740	\$ 2,750	\$ 7,740	\$ 7,740	\$ 7,740	\$ 7,740
	Conversion of Accrued Leave to PEHP	01-5100-515800	\$ 43,176	\$ 42,518	\$ 41,889	\$ 43,426	\$ 43,426	\$ 44,729	\$ 44,729
	Physicals / Vaccinations / Testing	01-5100-517000	\$ 3,407	\$ 5,148	\$ 5,148	\$ 5,148	\$ 5,148	\$ 5,148	\$ 5,148
	Full-Time Suppression	01-5100-517001	\$ 1,802	\$ 21,075	\$ 21,000	\$ 21,075	\$ 21,075	\$ 22,000	\$ 22,000
	Reserve Firefighters	01-5100-517002	\$ 4,052	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	Administrative Staff	01-5100-517003	\$ -	\$ 3,800	\$ 500	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
	Support Staff	01-5100-517004	\$ 258	\$ 2,850	\$ 55	\$ 1,500	\$ 1,500	\$ 15,000	\$ 1,500
	New Hire Physicals	01-5100-517005	\$ 3,180	\$ 2,000	\$ 2,295	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
	New Hire Exams	01-5100-517006	\$ 2,000	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600
			\$ 986,884	\$ 1,168,444	\$ 1,080,790	\$ 1,235,827	\$ 1,235,827	\$ 1,168,396	\$ 1,226,788



Personnel (continued)

	Account Number	FY2019-2020 Audited Actuals	FY2020-2021 Adopted Budget	FY2020-2021 Estimated Actuals	FY2021-2022 Requested	FY2021-2022 Fire Chief Recommend	FY2021-2022 Board Approved	FY2022-2023 Projected	FY2023-2024 Projected
Uniforms									
	Miscellaneous Uniform Expenses	\$ 949	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550
	Full-Time Suppression	\$ 30,294	\$ 23,400	\$ 23,400	\$ 23,400	\$ 25,350	\$ 25,350	\$ 25,350	\$ 25,350
	Reserve Firefighters	\$ 1,189	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750
	Administrative Staff	\$ 882	\$ 3,900	\$ 3,900	\$ 3,900	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400
	Support Staff	\$ 78	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
	New Hire Suppression	\$ -	\$ -	\$ -	\$ 3,600	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
		<u>\$ 33,392</u>	<u>\$ 33,600</u>	<u>\$ 33,600</u>	<u>\$ 37,200</u>	<u>\$ 35,250</u>	<u>\$ 35,250</u>	<u>\$ 35,250</u>	<u>\$ 35,250</u>
	Total Employee Benefits	<u>\$ 2,130,778</u>	<u>\$ 2,543,015</u>	<u>\$ 2,441,601</u>	<u>\$ 1,873,233</u>	<u>\$ 1,874,422</u>	<u>\$ 1,874,422</u>	<u>\$ 1,839,801</u>	<u>\$ 1,931,842</u>
	Total Personnel Expenses	<u>\$ 5,614,794</u>	<u>\$ 5,986,394</u>	<u>\$ 6,003,164</u>	<u>\$ 5,326,944</u>	<u>\$ 5,328,133</u>	<u>\$ 5,328,133</u>	<u>\$ 5,397,123</u>	<u>\$ 5,595,885</u>



Fire Board

Description

The Fire Board advocates for and represents the citizens of the District, regardless of candidate or party affiliation. The Board performs legislative, budgetary, and policy-making functions while directing the responsible use of District resources. The Board establishes the vision and sets the direction for District activities to plan for future challenges and opportunities.

Responsibilities

The Fire Board administers the affairs of the Fire District. The Board is responsible to hold monthly public meetings, approve a budget and set the tax rate, approve monthly financial reports, hire a fire chief, determine compensation for District personnel, set policy, and many other duties.

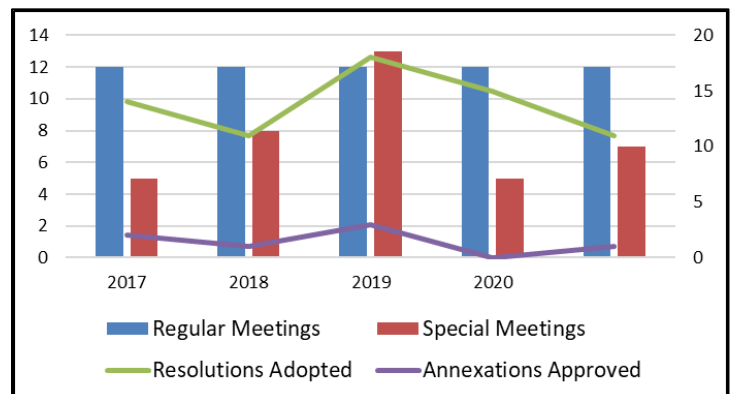
503-345-1100
 WWW.VVFD.COM

Accomplishments for Fiscal Year 2020-2021:

1. Seated three (3) elected Fire Board Members.
2. Adopted revisions to four (4) policies.

Goals for Fiscal Year 2021-2022:

1. Fiscal responsibility.
2. Complete Personnel Policy Revisions.
3. Continued implementation of 5-Year Strategic Financial Plan.
4. Creation of a Strategic Plan for the District.





Fire Board

	Account Number	FY2019-2020 Audited Actuals	FY2020-2021 Adopted Budget	FY2020-2021 Estimated Actuals	FY2021-2022 Requested	FY2021-2022 Fire Chief Recommend	FY2021-2022 Board Approved	FY2022-2023 Projected	FY2023-2024 Projected
Outside Services									
	Election Expenses 01-6000-602000	\$ -	\$ 49,482	\$ 30,207	\$ -	\$ -	\$ -	\$ 58,871	\$ -
		<u>\$ -</u>	<u>\$ 49,482</u>	<u>\$ 30,207</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 58,871</u>	<u>\$ -</u>
Supplies									
	Fire Board Supplies 01-6000-604000	\$ 192	\$ 900	\$ 400	\$ 300	\$ 300	\$ 300	\$ 900	\$ 600
		<u>\$ 192</u>	<u>\$ 900</u>	<u>\$ 400</u>	<u>\$ 300</u>	<u>\$ 300</u>	<u>\$ 300</u>	<u>\$ 900</u>	<u>\$ 600</u>
Training									
	Registration Fees 01-6000-609100	\$ 400	\$ 1,600	\$ 450	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600
	Travel Expenses 01-6000-609200	\$ 863	\$ 2,800	\$ -	\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800
		<u>\$ 1,263</u>	<u>\$ 4,400</u>	<u>\$ 450</u>	<u>\$ 4,400</u>	<u>\$ 4,400</u>	<u>\$ 4,400</u>	<u>\$ 4,400</u>	<u>\$ 4,400</u>
	Total Fire Board	<u>\$ 1,455</u>	<u>\$ 54,782</u>	<u>\$ 31,057</u>	<u>\$ 4,700</u>	<u>\$ 4,700</u>	<u>\$ 4,700</u>	<u>\$ 64,171</u>	<u>\$ 5,000</u>



Administration

Description

The Administration Division encompasses areas such as finance, payroll, budget preparation and monitoring, human resources, records management, Fire Board administrative functions, annual audit, and other general administrative duties.

The Administration Division coordinates with outside service providers such as legal and IT (information technology) to provide services to the District.

The Administration Division strives to maintain partnerships with local stakeholders and community associations to maintain positive relations between the Fire District and the community.

Responsibilities

Responsibilities include, but are not limited to: accounts payable, accounts receivable, payroll, human resources, budget preparation and monitoring, financial reporting, records management, revisions to policies / procedures, and other general administrative duties.

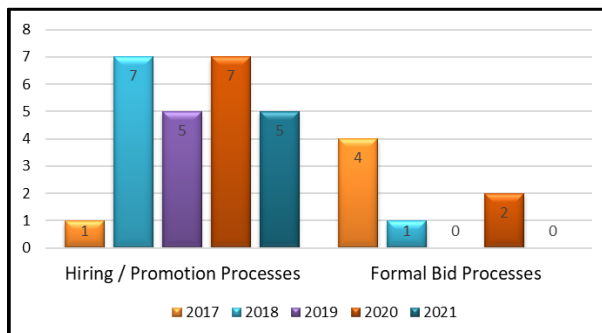


Accomplishments for Fiscal Year 2020-2021:

1. Updated the PSPRS Pension Funding Policy as required by law.
2. Received an unqualified opinion on the FY2019-2020 audit.
3. Transitioned to a new financial software system.

Goals for Fiscal Year 2021-2022:

1. Complete the revisions of the Personnel Policy Manual.
2. Complete the Financial Operations Guide.
3. Receive an unqualified opinion on the FY2020-2021 audit.
4. Issue a Request for Proposals for Billing Collection Services.
5. Update the District's website.





Administration

	Account Number	FY2019-2020 Audited Actuals	FY2020-2021 Adopted Budget	FY2020-2021 Estimated Actuals	FY2021-2022 Requested	FY2021-2022 Fire Chief Recommend	FY2021-2022 Board Approved	FY2022-2023 Projected	FY2023-2024 Projected
Insurance									
	General Liability, Crime, Property & Auto	\$ 26,924	\$ 28,172	\$ 26,824	\$ 29,581	\$ 29,581	\$ 29,581	\$ 30,468	\$ 31,382
	Excess Liability	\$ 3,278	\$ 5,778	\$ 5,702	\$ 6,067	\$ 6,067	\$ 6,067	\$ 6,249	\$ 6,436
		\$ 30,202	\$ 33,950	\$ 32,526	\$ 35,648	\$ 35,648	\$ 35,648	\$ 36,717	\$ 37,818
Outside Services									
	Legal Services	\$ 64,686	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
	Consulting Services	\$ 3,780	\$ 5,000	\$ 7,575	\$ 5,000	\$ 10,000	\$ 10,000	\$ 5,000	\$ 5,000
	Accounting / Auditing Services	\$ 10,710	\$ 10,671	\$ 10,671	\$ 14,000	\$ 14,000	\$ 14,000	\$ 10,938	\$ 11,074
	IT Services	\$ 44,556	\$ 46,656	\$ 45,066	\$ 76,766	\$ 76,766	\$ 76,766	\$ 76,766	\$ 76,766
	Support Services	\$ 7,035	\$ 7,035	\$ 7,035	\$ 7,035	\$ 7,035	\$ 7,035	\$ 7,035	\$ 7,035
	Bank Service Fees	\$ 2,172	\$ 3,360	\$ 3,318	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,900	\$ 4,200
	Shredding Services	\$ 220	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
	Fingerprinting Fees	\$ 257	\$ 836	\$ 773	\$ 704	\$ 704	\$ 704	\$ 550	\$ 616
	Publishing Fees	\$ 1,298	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
	Website Hosting Fees	\$ 293	\$ 480	\$ 480	\$ 624	\$ 624	\$ 624	\$ 624	\$ 624
	Hiring / Promotion Testing Fees	\$ 2,057	\$ 1,800	\$ 16,500	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
		\$ 137,064	\$ 92,588	\$ 113,168	\$ 131,479	\$ 136,479	\$ 136,479	\$ 128,563	\$ 129,065
Memberships / Subscriptions									
	AZ Fire District Association	\$ 1,015	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
	AZ Fire Chiefs Association	\$ 250	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
	Verde Valley Fire/EMS Chiefs Association	\$ 2,660	\$ 3,160	\$ 3,160	\$ 3,660	\$ 3,660	\$ 3,660	\$ 4,160	\$ 4,660
	Yavapai Fire Chiefs Association	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125
	International Fire Chiefs Association	\$ -	\$ 254	\$ 254	\$ 254	\$ 254	\$ 254	\$ 254	\$ 254
	Verde Independent	\$ 41	\$ 186	\$ 269	\$ 186	\$ 186	\$ 186	\$ 186	\$ 186
	Government Finance Officers Association of AZ	\$ 30	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60
	International Critical Incident Stress Foundation	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60
	Financial Software Annual Fees	\$ 60	\$ 8,894	\$ 6,258	\$ 9,480	\$ 9,480	\$ 9,480	\$ 9,480	\$ 9,480
	Incident Reporting Software Annual Fees	\$ 4,476	\$ 4,483	\$ 4,748	\$ 5,150	\$ 5,150	\$ 5,150	\$ 5,500	\$ 5,500
	Staffing Program Annual Fees	\$ 3,601	\$ 3,903	\$ 3,601	\$ 3,601	\$ 3,601	\$ 3,601	\$ 3,601	\$ 3,601
	Lexipol Policy Manual	\$ 5,315	\$ 7,833	\$ 9,072	\$ -	\$ -	\$ -	\$ -	\$ -
	Video Conferencing Network Fees	\$ 566	\$ 1,200	\$ 479	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600
	National Testing Network Annual Fees	\$ 458	\$ 500	\$ 542	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600
	Archive Social Annual Fees	\$ -	\$ 2,388	\$ 2,388	\$ 2,988	\$ 2,988	\$ 2,988	\$ 2,988	\$ 2,988
	Human Resources Association Annual Fees	\$ -	\$ 100	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
		\$ 18,657	\$ 35,146	\$ 33,015	\$ 28,864	\$ 28,864	\$ 28,864	\$ 29,714	\$ 30,214
Supplies									
	Office Supplies	\$ -	\$ -	\$ -	\$ 4,944	\$ 4,944	\$ 4,944	\$ 4,950	\$ 4,950
	Copy Paper	\$ 1,091	\$ 1,400	\$ 1,400	\$ -	\$ -	\$ -	\$ -	\$ -
	Filing Supplies	\$ 746	\$ 600	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -
	Envelopes	\$ 263	\$ 344	\$ 344	\$ -	\$ -	\$ -	\$ -	\$ -
	Checks	\$ 642	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650
	Tax Forms	\$ 198	\$ 200	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275
	Batteries	\$ 972	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Pens, Pencils, Highlighters, Etc.	\$ 184	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -
	Labor Law Posters	\$ -	\$ 300	\$ 300	\$ -	\$ -	\$ -	\$ 300	\$ -
	Shift Calendars	\$ 107	\$ 180	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125
	Post-It Notes, Paper Tablets, Etc.	\$ 313	\$ 200	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -
	Miscellaneous	\$ 997	\$ 900	\$ 900	\$ -	\$ -	\$ -	\$ -	\$ -
	Ink / Toner	\$ 7,170	\$ 4,100	\$ 4,100	\$ -	\$ -	\$ -	\$ -	\$ -
	Postage	\$ 1,083	\$ 1,800	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
	Office Furniture	\$ 1,185	\$ 2,250	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
	Office Equipment	\$ 9,176	\$ 4,355	\$ 6,000	\$ 10,100	\$ 10,100	\$ 10,100	\$ 10,100	\$ 10,100
	Hiring/Promotional Testing Supplies	\$ 480	\$ 750	\$ 1,977	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
	Department Meetings / Employee Recognition	\$ 2,527	\$ 2,000	\$ 767	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
		\$ 27,134	\$ 21,529	\$ 24,638	\$ 31,594	\$ 31,594	\$ 31,594	\$ 31,900	\$ 31,600



Administration (continued)

	Account Number	FY2019-2020 Audited Actuals	FY2020-2021 Adopted Budget	FY2020-2021 Estimated Actuals	FY2021-2022 Requested	FY2021-2022 Fire Chief Recommend	FY2021-2022 Board Approved	FY2022-2023 Projected	FY2023-2024 Projected
Utilities									
Electricity		\$ 30,944	\$ 37,485	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Station 31	01-6100-616131	\$ -	\$ -	\$ 14,568	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,500	\$ 16,000
Station 32	01-6100-616132	\$ -	\$ -	\$ 10,487	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,500	\$ 12,000
Station 33	01-6100-616133	\$ -	\$ -	\$ 682	\$ 700	\$ 700	\$ 700	\$ 750	\$ 800
Station 36	01-6100-616136	\$ -	\$ -	\$ 4,507	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,500	\$ 6,000
Station 37	01-6100-616137	\$ -	\$ -	\$ 528	\$ 550	\$ 550	\$ 550	\$ 600	\$ 650
Propane / Natural Gas		\$ 6,744	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Station 31	01-6100-616231	\$ -	\$ -	\$ 3,417	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,200	\$ 4,400
Station 32	01-6100-616232	\$ -	\$ -	\$ 2,703	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,200	\$ 3,400
Station 36	01-6100-616236	\$ -	\$ -	\$ 990	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,300	\$ 1,500
Station 37	01-6100-616237	\$ -	\$ -	\$ 358	\$ 500	\$ 500	\$ 500	\$ 600	\$ 700
Water	01-6100-616336	\$ 1,940	\$ 2,900	\$ 2,258	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,600	\$ 2,700
Sewer	01-6100-616436	\$ 693	\$ 700	\$ 794	\$ 900	\$ 900	\$ 900	\$ 950	\$ 1,000
Telephone		\$ 7,922	\$ 1,440	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Station 31	01-6100-616531	\$ -	\$ -	\$ 11,488	\$ 10,800	\$ 10,800	\$ 10,800	\$ 11,000	\$ 11,200
Station 32	01-6100-616532	\$ -	\$ -	\$ 6,969	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,400	\$ 7,600
Station 36	01-6100-616536	\$ -	\$ -	\$ 3,953	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,200	\$ 3,400
Phone System Lease	01-6100-616501	\$ 2,493	\$ 9,537	\$ 1,894	\$ -	\$ -	\$ -	\$ -	\$ -
Trash Services		\$ 1,380	\$ 1,380	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Station 31	01-6100-616631	\$ -	\$ -	\$ 720	\$ 720	\$ 720	\$ 720	\$ 720	\$ 720
Station 32	01-6100-616632	\$ -	\$ -	\$ 680	\$ 660	\$ 660	\$ 660	\$ 660	\$ 660
Station 36	01-6100-616636	\$ -	\$ -	\$ -	\$ 456	\$ 456	\$ 456	\$ 456	\$ 456
Internet		\$ 5,030	\$ 5,418	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Station 31	01-6100-616731	\$ -	\$ -	\$ 2,788	\$ 1,920	\$ 1,920	\$ 1,920	\$ 2,000	\$ 2,100
Station 32	01-6100-616732	\$ -	\$ -	\$ 3,483	\$ 2,040	\$ 2,040	\$ 2,040	\$ 2,100	\$ 2,200
Station 36	01-6100-616736	\$ -	\$ -	\$ 3,035	\$ 1,980	\$ 1,980	\$ 1,980	\$ 2,100	\$ 2,200
		\$ 57,146	\$ 70,860	\$ 76,303	\$ 73,026	\$ 73,026	\$ 73,026	\$ 76,336	\$ 79,686
Repair & Maintenance									
Copier Maintenance Agreement	01-6100-617101	\$ 2,603	\$ 3,465	\$ 3,000	\$ 3,465	\$ 3,465	\$ 3,465	\$ 3,465	\$ 3,465
Copier Repair & Maintenance	01-6100-617102	\$ 760	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Telephone System Repair & Maintenance	01-6100-617200	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 3,363	\$ 4,165	\$ 3,200	\$ 3,665	\$ 3,665	\$ 3,665	\$ 3,665	\$ 3,665
Miscellaneous									
Contingency Reserve	01-6100-618100	\$ 17,652	\$ 1,200,000	\$ 13,628	\$ -	\$ -	\$ -	\$ -	\$ -
COVID-19 Expenses	01-6100-618101	\$ 15,084	\$ 20,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 32,736	\$ 1,220,000	\$ 23,628	\$ -	\$ -	\$ -	\$ -	\$ -
Training									
Registration Fees	01-6100-619100	\$ 175	\$ 2,200	\$ 840	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200
AFDA / AFCA Conferences	01-6100-619101	\$ 844	\$ 1,600	\$ -	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800
GFOAz Conferences	01-6100-919102	\$ 390	\$ 400	\$ 350	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
Travel Expenses	01-6100-619200	\$ 2,067	\$ 4,800	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
		\$ 3,476	\$ 9,000	\$ 1,190	\$ 8,400	\$ 8,400	\$ 8,400	\$ 8,400	\$ 8,400
Total Administration		\$ 309,779	\$ 1,487,238	\$ 307,668	\$ 312,676	\$ 317,676	\$ 317,676	\$ 315,295	\$ 320,448



Fire Prevention

Description

The Fire Prevention division maintains, interprets and enforces the 2018 International Fire Code (IFC), reviews building plans for new construction and existing tenant improvements and completes inspections on the construction.

The Fire Prevention division assists with Life and Fire Safety programs that teach children fire and safety messages.

Responsibilities

1. Process and issue building permits for commercial and residential fire suppression and notification systems as required by the IFC.
2. Annual inspections of commercial and assisted living properties to ensure fire and life safety.
3. Conduct community life and fire safety programs to all demographics.

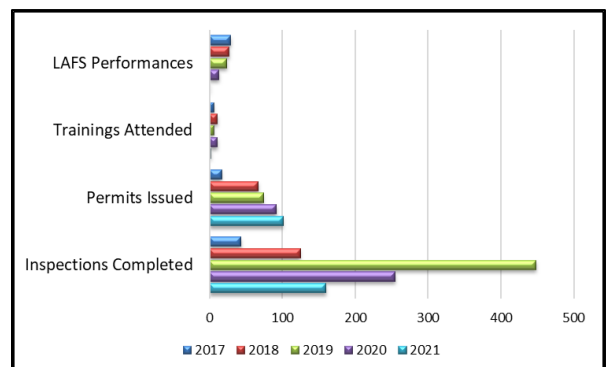
SMK-HOMEBO

Accomplishments for Fiscal Year 2020-2021:

1. Adopted revisions to the 2018 edition of the International Fire Code.

Goals for Fiscal Year 2021-2022:

1. Improve and develop Fire Prevention forms.
2. Complete the joint Fire and Life Safety Standards Packet with Cottonwood Fire and Medical Department and Copper Canyon Fire and Medical District.
3. Further develop Engine Company Inspection training and forms.
4. Revise the burn permit process in connection with area agencies.





Fire Prevention

Account Number	FY2019-2020 Audited Actuals	FY2020-2021 Adopted Budget	FY2020-2021 Estimated Actuals	FY2021-2022 Requested	FY2021-2022 Fire Chief Recommend	FY2021-2022 Board Approved	FY2022-2023 Projected	FY2023-2024 Projected
Memberships / Subscriptions								
AZ Fire Marshals Association	01-6200-623001	\$ -	\$ 60	\$ -	\$ 20	\$ 20	\$ 20	\$ 20
AZ Fire / Burn Educators Association	01-6200-623002	\$ 35	\$ 70	\$ -	\$ 35	\$ 35	\$ 35	\$ 35
NFPA	01-6200-623003	\$ 29	\$ 2,175	\$ 1,614	\$ 1,721	\$ 1,721	\$ 1,721	\$ 1,721
International Code Council	01-6200-623004	\$ 34	\$ 270	\$ 247	\$ 135	\$ 135	\$ 135	\$ 135
International Association of Arson Investigators	01-6200-623005	\$ 146	\$ 135	\$ 259	\$ 270	\$ 270	\$ 270	\$ 270
ArcView GIS Annual Subscription	01-6200-623006	\$ 439	\$ 440	\$ 788	\$ 440	\$ 440	\$ 440	\$ 440
First Due Software Annual Subscription	01-6200-623007	\$ 5,300	\$ 5,400	\$ 6,327	\$ 6,527	\$ 6,527	\$ 6,527	\$ 6,527
Drop Box Fee	01-6200-623009	\$ 84	\$ 99	\$ 174	\$ 174	\$ 174	\$ 174	\$ 174
Car Seat Technician Certifications	01-6200-623010	\$ -	\$ 110	\$ -	\$ 55	\$ 55	\$ -	\$ 55
		\$ 6,068	\$ 8,759	\$ 9,409	\$ 9,377	\$ 9,377	\$ 9,322	\$ 9,377
Supplies								
Miscellaneous Supplies	01-6200-624000	\$ 342	\$ 500	\$ 318	\$ 500	\$ 500	\$ 500	\$ 500
Disposable Supplies	01-6200-624001	\$ 70	\$ 250	\$ 183	\$ 250	\$ 250	\$ 250	\$ 250
Non-Disposable Supplies	01-6200-624002	\$ 1,161	\$ 500	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
Books	01-6200-624003	\$ 285	\$ 300	\$ -	\$ 300	\$ 300	\$ 300	\$ 300
Personal Protective Equipment	01-6200-624004	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
File of Life Supplies	01-6200-624100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Burn Permit Supplies	01-6200-624200	\$ -	\$ 90	\$ -	\$ 90	\$ 90	\$ 90	\$ 90
Smoke Detector Batteries	01-6200-624300	\$ 383	\$ 500	\$ 825	\$ 500	\$ 500	\$ 500	\$ 500
Miscellaneous Childrens Handouts	01-6200-624400	\$ 3,395	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Childrens Plastic Fire Helmets	01-6200-624401	\$ 529	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Pens / Pencils	01-6200-624402	\$ 425	\$ 500	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
Bags	01-6200-624403	\$ -	\$ 300	\$ -	\$ 300	\$ 300	\$ 300	\$ 300
		\$ 6,588	\$ 7,440	\$ 1,326	\$ 7,440	\$ 7,440	\$ 7,440	\$ 7,440
Training								
Registration Fees	01-6200-629100	\$ 840	\$ 2,644	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Certifications	01-6200-629101	\$ 265	\$ 250	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
Travel Expenses	01-6200-629200	\$ 788	\$ 4,098	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
		\$ 1,893	\$ 6,992	\$ -	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500
Total Fire Prevention		\$ 14,549	\$ 23,191	\$ 10,735	\$ 22,317	\$ 22,317	\$ 22,262	\$ 22,317



Building Maintenance

Description

Building Maintenance Division schedules, completes and reviews preventative and repair maintenance of all Verde Valley Fire District stations. The Building Maintenance Division is responsible for the upkeep and repair of the stations.

Responsibilities

1. Scheduling service such as HVAC service, generator maintenance, ice machine maintenance, carpet and mattress cleaning, pest control, weed control, water softener / reverse osmosis service, and appliance maintenance as needed.
2. Crews perform maintenance such as evaporative cooler service, landscape maintenance, and other general maintenance.

SMK-HOMEBO

Accomplishments for Fiscal Year 2020-2021:

1. Replaced the living quarter's HVAC unit at Station 31.
2. Started replacement of all bay doors and hardware at Station 31.

Goals for Fiscal Year 2021-2022:

1. Complete the replacement of all bay doors and hardware at Station 31, including safety features.
2. Continue to evaluate all building mechanical items for determination of future replacement needs.
3. Evaluate procurement methods for facilities projects.



Building Maintenance

	Account Number	FY2019-2020 Audited Actuals	FY2020-2021 Adopted Budget	FY2020-2021 Estimated Actuals	FY2021-2022 Requested	FY2021-2022 Fire Chief Recommend	FY2021-2022 Board Approved	FY2022-2023 Projected	FY2023-2024 Projected
Outside Services									
	Pest Control	01-6300-632100	\$ 793	\$ 850	\$ 867	\$ 870	\$ 870	\$ 880	\$ 890
	Carpet Cleaning	01-6300-632200	\$ 44	\$ 950	\$ 850	\$ 950	\$ 950	\$ 950	\$ 950
	Weed Spray Service	01-6300-632300	\$ 410	\$ 360	\$ 373	\$ 380	\$ 380	\$ 380	\$ 380
	Fire Extinguisher Service	01-6300-632400	\$ 784	\$ 650	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800
			\$ 2,031	\$ 2,810	\$ 2,890	\$ 3,000	\$ 3,000	\$ 3,010	\$ 3,020
Supplies									
	Building Maintenance Supplies		\$ 330	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Lighting Supplies	01-6300-634101	\$ 468	\$ 750	\$ 801	\$ -	\$ -	\$ -	\$ -
	Appliance Replacement	01-6300-634102	\$ 3,348	\$ 2,000	\$ 3,615	\$ -	\$ -	\$ -	\$ -
	Paint	01-6300-634103	\$ 131	\$ 200	\$ 200	\$ -	\$ -	\$ -	\$ -
	Building Signage	01-6300-634104	\$ 1,027	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Landscape Maintenance Supplies	01-6300-634105	\$ 186	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -
	Flags	01-6300-634106	\$ -	\$ 250	\$ 160	\$ -	\$ -	\$ -	\$ -
	Station Supplies	01-6300-634200	\$ -	\$ 170	\$ 170	\$ 9,416	\$ 9,416	\$ 9,416	\$ 9,416
	Consumable Items	01-6300-634201	\$ 1,100	\$ 1,400	\$ 1,400	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800
	Dishes / Pots & Pans	01-6300-634202	\$ 708	\$ -	\$ 162	\$ -	\$ -	\$ -	\$ -
	Water	01-6300-634203	\$ 966	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700
	Janitorial Supplies	01-6300-634300	\$ 973	\$ 1,746	\$ 1,746	\$ -	\$ -	\$ -	\$ -
	Cleaning Supplies	01-6300-634301	\$ 3,530	\$ 2,750	\$ 2,750	\$ -	\$ -	\$ -	\$ -
	Laundry Supplies	01-6300-634302	\$ 210	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -
	Paper Supplies	01-6300-634303	\$ 2,427	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -
	Station Furnishings	01-6300-634400	\$ 113	\$ 750	\$ 750	\$ -	\$ -	\$ -	\$ -
			\$ 15,515	\$ 18,216	\$ 16,954	\$ 12,916	\$ 12,916	\$ 12,916	\$ 12,916
Repair and Maintenance									
	Miscellaneous Repair & Maintenance	01-6300-637100	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Station 31	01-6300-637131	\$ 15,395	\$ 3,000	\$ 3,000	\$ 10,575	\$ 10,575	\$ 10,575	\$ 15,535
	Station 32	01-6300-637132	\$ 3,927	\$ 2,000	\$ 2,000	\$ 7,050	\$ 7,050	\$ 7,050	\$ 7,050
	Station 33	01-6300-637133	\$ -	\$ 100	\$ -	\$ 100	\$ 100	\$ 100	\$ 100
	Station 36	01-6300-637136	\$ 450	\$ 1,000	\$ 1,000	\$ 3,525	\$ 3,525	\$ 3,525	\$ 3,525
	Station 37	01-6300-637137	\$ 8	\$ 100	\$ -	\$ 100	\$ 100	\$ 100	\$ 100
	Bay Door Repair & Maintenance	01-6300-637200	\$ 3,094	\$ 2,000	\$ 3,094	\$ -	\$ -	\$ -	\$ -
	Electrical Repair & Maintenance	01-6300-637300	\$ 436	\$ 500	\$ 143	\$ -	\$ -	\$ -	\$ -
	HVAC Repair & Maintenance	01-6300-637400	\$ 1,844	\$ 2,000	\$ 3,026	\$ -	\$ -	\$ -	\$ -
	Generator Repair & Maintenance	01-6300-637500	\$ 2,154	\$ 1,500	\$ 2,154	\$ -	\$ -	\$ -	\$ -
	Appliance Repair & Maintenance	01-6300-637600	\$ 164	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -
	Ice Machine Repair & Maintenance	01-6300-637700	\$ 420	\$ 1,000	\$ 1,093	\$ -	\$ -	\$ -	\$ -
	Roof Repair & Maintenance	01-6300-637800	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ 27,893	\$ 14,200	\$ 15,510	\$ 21,350	\$ 21,350	\$ 44,339	\$ 26,310
	Total Building Maintenance		\$ 45,438	\$ 35,226	\$ 35,354	\$ 37,266	\$ 37,266	\$ 60,265	\$ 42,246



Emergency Medical Services

Description

The Emergency Medical Services Division coordinates of all the EMS services provided to the residents of the Verde Valley Fire District. This includes initial and continued EMS training, Continuous Quality Improvement, public education in First Aid and CPR, and ambulance transportation of the sick and injured.

Responsibilities

Responsibilities of the EMS Division include, but are not limited to, assuring that all EMS certifications are kept up to date, training of all EMS personnel, improving patient care provided, maintaining ambulances to ADHS / BEMS requirements, managing patient care reporting and billing information, and teaching CPR, AED, First Aid and Stop the Bleed.

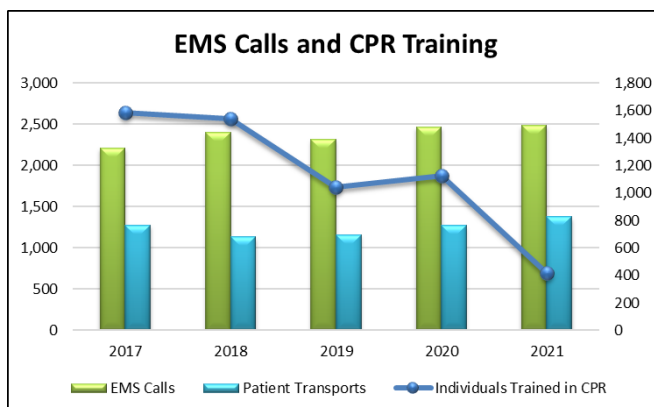
EMERGENCY MEDICAL SERVICES

Accomplishments for Fiscal Year 2020-2021:

1. Trained 418 persons in CPR and Stop the Bleed.
2. Replaced two (2) LP12 heart monitors with LP1000 heart monitors.
3. Replaced one (1) power gurney.
4. Assisted Fleet Maintenance in ordering a new ambulance.
5. Purchased two (2) AEDs for Yavapai County Sheriff's Office through a grant from the Arizona Community Foundation of Yavapai County.

Goals for Fiscal Year 2021-2022:

1. Update EMS protocols.
2. Place new ambulance in service for first out calls at Station 31.
3. Hire new CPR Instructors (3 of the CPR Instructors are retiring this FY).
4. Update Exposure Control Plan.
5. Continue to supply AEDs to Yavapai County Sheriff's Office through grants.





Emergency Medical Services

Account Number	FY2019-2020 Audited Actuals	FY2020-2021 Adopted Budget	FY2020-2021 Estimated Actuals	FY2021-2022 Requested	FY2021-2022 Fire Chief Recommend	FY2021-2022 Board Approved	FY2022-2023 Projected	FY2023-2024 Projected	
Outside Services									
Ambulance Billing	01-6400-642100	\$ 51,037	\$ 57,500	\$ 50,062	\$ 57,500	\$ 57,500	\$ 57,500	\$ 58,500	\$ 59,000
		\$ 51,037	\$ 57,500	\$ 50,062	\$ 57,500	\$ 57,500	\$ 57,500	\$ 58,500	\$ 59,000
Memberships / Subscriptions									
Northern Arizona EMS	01-6400-643001	\$ 27	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 60	\$ 60
Arizona Ambulance Association	01-6400-643002	\$ 347	\$ 520	\$ 520	\$ 520	\$ 520	\$ 520	\$ 520	\$ 520
CLIA Lab (ID#03D1030141)	01-6400-643003	\$ 75	\$ 70	\$ 87	\$ 87	\$ 87	\$ 87	\$ 87	\$ 87
Ambulance Registration Fees	01-6400-643004	\$ 200	\$ 200	\$ 200	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Ambulance Regulatory Fees	01-6400-643005	\$ 800	\$ 800	\$ 800	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600
Ambulance Billing Interface Annual Fee	01-6400-643006	\$ 700	\$ 500	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667
CAD Interface Annual Fee	01-6400-643007	\$ 2,030	\$ 2,060	\$ 2,850	\$ 2,850	\$ 2,850	\$ 2,850	\$ 2,850	\$ 2,850
CON Renewal	01-6400-643008	\$ -	\$ 50	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ 50
AZ Board of Pharmacy Renewal Fee	01-6400-643009	\$ 100	\$ 176	\$ 176	\$ -	\$ -	\$ -	\$ 176	\$ -
Pulse Point Subscription	01-6400-643010	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Stryker Annual Fee	01-6400-643011	\$ 1,157	\$ 1,575	\$ 1,575	\$ 1,575	\$ 1,575	\$ 1,575	\$ 1,575	\$ 1,575
Handtevy Annual Fees	01-6400-643012	\$ 71	\$ -	\$ 496	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
		\$ 6,507	\$ 7,001	\$ 8,471	\$ 7,999	\$ 7,999	\$ 7,999	\$ 8,185	\$ 8,059
Supplies									
EMS Supplies		\$ 902				\$ -	\$ -		
Annual Infection Control Updates	01-6400-644101	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
BlitzPacks / Back Country Drug Boxes	01-6400-644102	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EZ-IO Drill	01-6400-644103	\$ 329	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ 500	\$ 500
Auto-Pulse Life Bands	01-6400-644104	\$ 391	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Oxygen Bottle Valves	01-6400-644105	\$ -	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
IV Bag Warmers	01-6400-644106	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Suction Units & Batteries	01-6400-644107	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Backboards	01-6400-644108	\$ 411	\$ 600	\$ -	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600
Backboard Straps	01-6400-644109	\$ 305	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
Pulse Ox	01-6400-644110	\$ -	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240
Auto Vents	01-6400-644111	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Drug Box Constant Temp Compartment	01-6400-644112	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -
Intubation Sets	01-6400-644113	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vac-U-Splints	01-6400-644114	\$ 533	\$ 1,000	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250
Gurney Equipment & Supplies	01-6400-644115	\$ 173	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
LP15 Accessories	01-6400-644116	\$ 9,312	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,500	\$ 9,000
Lift Binder	01-6400-644117	\$ -	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	\$ -
Reusable Equipment	01-6400-644118	\$ 8,827	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
Disposable Medical Supplies	01-6400-644119	\$ 19,302	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500
Safety Control Seals	01-6400-644120	\$ 628	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700
Drug Box Service Charge	01-6400-644121	\$ 5,588	\$ 5,590	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Pyxis Cell Usage	01-6400-644122	\$ 8,563	\$ 10,500	\$ 10,000	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600
EZ-IO Needles	01-6400-644123	\$ 3,582	\$ 3,500	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ 4,000	\$ 4,000
Oxygen Tank Rental	01-6400-644124	\$ 1,234	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Oxygen Tank Refills	01-6400-644125	\$ 504	\$ 950	\$ 950	\$ 950	\$ 950	\$ 950	\$ 950	\$ 950
Cyanokit Antidote	01-6400-644126	\$ -	\$ 2,700	\$ 2,700	\$ -	\$ -	\$ -	\$ 2,700	\$ -
CPR Supplies	01-6400-644200	\$ 7,320	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,500	\$ 8,500
AED Equipment	01-6400-644300	\$ -	\$ -	\$ -	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200
AED Batteries & Supplies	01-6400-644301	\$ 227	\$ 400	\$ 865	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
AED Combi-Pads	01-6400-644302	\$ 2,794	\$ 1,640	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
AED Equipment (Operations)	01-6400-644310	\$ 6,057	\$ 7,000	\$ 5,932	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
EPCR Equipment	01-6400-644400	\$ 123	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
		\$ 77,106	\$ 82,920	\$ 89,937	\$ 84,840	\$ 84,840	\$ 84,840	\$ 88,040	\$ 85,840



Emergency Medical Services (continued)

	Account Number	FY2019-2020 Audited Actuals	FY2020-2021 Adopted Budget	FY2020-2021 Estimated Actuals	FY2021-2022 Requested	FY2021-2022 Fire Chief Recommend	FY2021-2022 Board Approved	FY2022-2023 Projected	FY2023-2024 Projected
Repair and Maintenance									
	EMS Equipment Repair & Maintenance	01-6400-647100	\$ 85	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
	Gurney Service Contract	01-6400-647200	\$ 3,709	\$ 3,200	\$ -	\$ -	\$ -	\$ -	\$ -
	Monitor Service Contract	01-6400-647300	\$ 14,121	\$ 18,500	\$ 18,500	\$ 19,500	\$ 19,500	\$ 20,000	\$ 20,000
	Auto Pulse Service Contract	01-6400-647400	\$ 3,150	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200
			\$ 21,065	\$ 25,200	\$ 22,000	\$ 23,000	\$ 23,000	\$ 23,500	\$ 23,500
Training									
	Registration Fees	01-6400-649100	\$ 2,436	\$ 2,500	\$ 500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
	ALS Refresher	01-6400-649101	\$ 7,925	\$ 6,000	\$ 5,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
	ACLS Refresher	01-6400-649102	\$ 313	\$ 500	\$ 400	\$ 500	\$ 500	\$ 500	\$ 500
	PALS Refresher	01-6400-649103	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125
	EMT Refresher	01-6400-649104	\$ 3,235	\$ 2,400	\$ 1,500	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400
	Paramedic Course Tuition	01-6400-649105	\$ 5,898	\$ 10,000	\$ 7,200	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
	EMS 24/7 Training Program	01-6400-649106	\$ 2,711	\$ 2,603	\$ 2,500	\$ 2,603	\$ 2,603	\$ 2,603	\$ 2,603
	Arizona Ambulance Association Conferences	01-6400-649107	\$ 200	\$ 500	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
	Travel Expenses	01-6400-649200	\$ 439	\$ 1,000	\$ -	\$ 2,000	\$ 2,000	\$ 1,000	\$ 1,000
			\$ 23,280	\$ 25,628	\$ 17,225	\$ 26,628	\$ 26,628	\$ 25,628	\$ 25,628
	Total EMS Services		\$ 178,995	\$ 198,249	\$ 187,695	\$ 199,967	\$ 199,967	\$ 203,853	\$ 202,027



Operations

Description

The Operations Division provides fire protection and rescue services to the citizens and visitors of the Verde Valley Fire District. The division handles over 3,800 emergency incidents a year. The division is responsible for ensuring adequate training of all operational members to maintain and develop skills.

Responsibilities

1. Operational readiness, including personnel readiness.
2. Training
3. Fire Protection
4. Technical rescue services

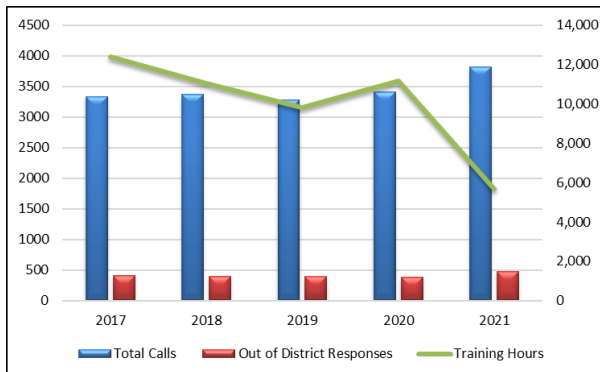
OPERATIONS
VERDE VALLEY
FIRE DISTRICT

Accomplishments for Fiscal Year 2020-2021:

1. Hired and trained five (5) new Reserve Firefighters.
2. Implemented New Hire Task Books and orientation process.

Goals for Fiscal Year 2021-2022:

1. Revise Standard Operating Procedures (SOPs).
2. Standardize training and operating tactics.
3. Revise and update run cards for the District.
4. Establish promotional lists and standards for Captain and Engineer.



Fiscal Year 2021-2022 Budget Document



Operations

Account Number	FY2019-2020 Audited Actuals	FY2020-2021 Adopted Budget	FY2020-2021 Estimated Actuals	FY2021-2022 Requested	FY2021-2022 Fire Chief Recommend	FY2021-2022 Board Approved	FY2022-2023 Projected	FY2023-2024 Projected
Outside Services								
Ladder Testing	\$ -	\$ 1,000	\$ 850	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Extrication Tools Service Agreement	\$ 448	\$ 2,650	\$ -	\$ 1,665	\$ 1,665	\$ 1,665	\$ 1,665	\$ 1,665
PosiChek3 Annual Calibration	\$ 885	\$ 750	\$ 875	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900
Hydrostatic Testing - Cascade Bottles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ -
Hydrostatic Testing - SCBA Bottles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -
Air Quality Checks	\$ 371	\$ 400	\$ 375	\$ 400	\$ 400	\$ 400	\$ 375	\$ 380
	\$ 1,703	\$ 4,800	\$ 2,100	\$ 3,965	\$ 3,965	\$ 3,965	\$ 6,240	\$ 3,945
Memberships / Subscriptions								
Training Program Subscription	\$ 7,634	\$ 6,493	\$ -	\$ 5,736	\$ 5,736	\$ 5,736	\$ 6,000	\$ 6,000
Fire Department Safety Officers Association	\$ -	\$ 385	\$ 385	\$ 385	\$ 385	\$ 385	\$ 385	\$ 385
Physical Fitness Equipment Subscriptions	\$ 1,414	\$ 1,550	\$ 1,545	\$ 1,545	\$ 1,545	\$ 1,545	\$ 1,545	\$ 1,545
	\$ 9,048	\$ 8,428	\$ 1,930	\$ 7,666	\$ 7,666	\$ 7,666	\$ 7,930	\$ 7,930
Supplies								
Firefighting Supplies	\$ 2,885	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Class A Foam	\$ -	\$ 3,000	\$ 2,539	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
PAR System Supplies	\$ 474	\$ 350	\$ 50	\$ 350	\$ 400	\$ 400	\$ 350	\$ 350
Hose	\$ 8,805	\$ 2,500	\$ 2,230	\$ 3,000	\$ 3,300	\$ 3,300	\$ 3,000	\$ 3,000
Hand / Small Tools	\$ 485	\$ 500	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Nozzels	\$ 824	\$ 1,000	\$ 900	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Fittings & Appliances	\$ 3,936	\$ 3,500	\$ 4,908	\$ 6,700	\$ 6,700	\$ 6,700	\$ 2,000	\$ 2,000
Flashlights / Batteries	\$ 1,775	\$ 425	\$ -	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
TIC Batteries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sawall Batteries	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gas Monitors & Supplies	\$ -	\$ 3,000	\$ 3,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	\$ -
Mixed Fuel	\$ 356	\$ 250	\$ 26	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
Positive Pressure Ventilation Fan	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HCN Monitor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Protective Clothing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Turn-Outs	\$ 12,066	\$ 14,260	\$ 14,260	\$ 14,703	\$ 14,703	\$ 14,703	\$ 18,000	\$ 22,250
Boots	\$ 1,761	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200	\$ 1,750	\$ 4,000
Helmets	\$ 717	\$ 1,375	\$ 1,153	\$ 4,150	\$ 4,150	\$ 4,150	\$ 1,600	\$ 1,000
Hoods	\$ 286	\$ 1,872	\$ 1,872	\$ 3,800	\$ 3,800	\$ 3,800	\$ 430	\$ 450
Structure Gloves	\$ 953	\$ 960	\$ 960	\$ 3,416	\$ 3,416	\$ 3,416	\$ 400	\$ 420
Gear Bags	\$ 576	\$ 560	\$ 622	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Reflective Helmet Decals & Crescents	\$ 119	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Helmet Shields	\$ 549	\$ 240	\$ 420	\$ 300	\$ 300	\$ 300	\$ 320	\$ 320
Safety Supplies	\$ 68	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
Safety Glasses	\$ 935	\$ 216	\$ 1,000	\$ 216	\$ 216	\$ 216	\$ 200	\$ 250
Ear Plugs	\$ 194	\$ 180	\$ 180	\$ 180	\$ 180	\$ 180	\$ 180	\$ 180
Backup Cameras	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
First Aid Station	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Eye Wash Station	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Extrication Gloves	\$ 334	\$ 640	\$ 640	\$ 640	\$ 640	\$ 640	\$ 750	\$ 150
Work Gloves	\$ 357	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360
Safety Signs	\$ 184	\$ 168	\$ 168	\$ 168	\$ 168	\$ 168	\$ 200	\$ -
Safety Vests	\$ 333	\$ 200	\$ 316	\$ 200	\$ 200	\$ 200	\$ 500	\$ 150
Traffic Cones	\$ 105	\$ 144	\$ 144	\$ 144	\$ 144	\$ 144	\$ 200	\$ -
Door Mats	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Flashlights / Batteries	\$ 1,241	\$ 825	\$ 825	\$ 825	\$ 825	\$ 825	\$ 2,000	\$ 200
Respirators and Replacement Cartridges	\$ -	\$ 1,575	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SCBA Supplies	\$ 55	\$ -	\$ 400	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
SCBA Batteries	\$ -	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SCBA Bottle Thread Protectors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mask Bags	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SCBA Bottles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Extend Aire	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SCBA Eyeglass Inserts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



Operations (continued)

	Account Number	FY2019-2020 Audited Actuals	FY2020-2021 Adopted Budget	FY2020-2021 Estimated Actuals	FY2021-2022 Requested	FY2021-2022 Fire Chief Recommend	FY2021-2022 Board Approved	FY2022-2023 Projected	FY2023-2024 Projected
Extrication Supplies	01-6500-654500	\$ 1,038	\$ 1,000	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,750	\$ 2,000
SEF Fuel	01-6500-654501	\$ -	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hydraulic Mineral Oil	01-6500-654502	\$ -	\$ 45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Extrication Tools	01-6500-6545.03	\$ -	\$ 300	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -
Technical Rescue Supplies	01-6500-654600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rope Rescue Supplies	01-6500-654602	\$ 5,129	\$ 6,340	\$ 6,340	\$ 5,256	\$ 5,256	\$ 5,256	\$ 5,256	\$ 5,256
Swift Water Supplies	01-6500-654602	\$ -	\$ 450	\$ 450	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Physical Fitness Supplies	01-6500-654700	\$ 2,097	\$ 2,000	\$ 900	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Knox Box Supplies	01-6500-654800	\$ -	\$ 7,840	\$ 6,373	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 48,635	\$ 63,525	\$ 54,936	\$ 63,908	\$ 64,258	\$ 64,258	\$ 49,046	\$ 52,136

Repair and Maintenance

Firefighting Equipment Repair & Maintenance	01-6500-657100	\$ 569	\$ 750	\$ 100	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750
Turnout Repair & Maintenance	01-6500-657200	\$ -	\$ 3,400	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
SCBA Repair & Maintenance	01-6500-657301	\$ 2,741	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400
SCBA Compressor Repair & Maintenance	01-6500-657302	\$ 3,736	\$ 2,000	\$ 2,235	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Extrication Tools Repair & Maintenance	01-6500-657400	\$ 20	\$ 1,000	\$ -	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
Physical Fitness Equipment Repair & Maintenance	01-6500-657500	\$ 900	\$ 1,500	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100
		\$ 7,966	\$ 9,650	\$ 5,435	\$ 7,250	\$ 7,650	\$ 7,650	\$ 7,650	\$ 7,650

Training

Registration Fees	01-6500-659100	\$ 250	\$ 7,500	\$ 4,085	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Arizona State Fire School	01-6500-659101	\$ 464	\$ 750	\$ -	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750
AFDA Conference	01-6500-659102	\$ 225	\$ 800	\$ -	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800
Officer Development	01-6500-659103	\$ 7,498	\$ 8,000	\$ 3,031	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Rope Rescue Training	01-6500-659104	\$ -	\$ 2,100	\$ 600	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 1,000
Extrication Training	01-6500-659105	\$ 1,400	\$ 1,000	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
TRT Instructor Certification	01-6500-659106	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275	\$ -
Trench Rescue Training	01-6500-659107	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Swift Water Training	01-6500-659108	\$ -	\$ 2,400	\$ -	\$ 2,400	\$ 2,400	\$ 2,400	\$ -	\$ 2,400
SCBA Technician Training	01-6500-659109	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800
College Tuition Reimbursements	01-6500-659111	\$ 3,300	\$ 5,250	\$ 6,000	\$ 5,250	\$ 5,250	\$ 5,250	\$ 5,250	\$ 5,250
Blue Card Continuing Education	01-6500-659112	\$ 325	\$ -	\$ 4,500	\$ 5,750	\$ 5,750	\$ 5,750	\$ 6,905	\$ 6,905
Travel Expenses	01-6500-659200	\$ 273	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Arizona State Fire School	01-6500-659201	\$ 466	\$ 1,325	\$ -	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325
AFDA Conference	01-6500-659202	\$ 391	\$ 3,200	\$ -	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200
Officer Development	01-6500-659203	\$ 6,135	\$ 10,000	\$ 3,390	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
Rope Rescue Training	01-6500-659204	\$ -	\$ 1,500	\$ 240	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 300
Extrication Training	01-6500-659205	\$ 993	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TRT Instructor Certification	01-6500-659206	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trench Rescue Training	01-6500-659207	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Swift Water Training	01-6500-659208	\$ -	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	\$ 4,000
SCBA Technician Training	01-6500-659209	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300
Training Materials	01-6500-659300	\$ 247	\$ 1,000	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Rehab for Drills	01-6500-659301	\$ 883	\$ 400	\$ -	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
Materials for Drills	01-6500-639302	\$ 10,551	\$ 2,500	\$ 464	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
		\$ 33,399	\$ 58,725	\$ 22,310	\$ 50,375	\$ 50,375	\$ 50,375	\$ 45,405	\$ 50,430

Total Operations

		\$ 100,751	\$ 145,128	\$ 86,711	\$ 133,164	\$ 133,914	\$ 133,914	\$ 116,271	\$ 122,091
--	--	-------------------	-------------------	------------------	-------------------	-------------------	-------------------	-------------------	-------------------



Fleet Maintenance

Description

The Fleet Maintenance Division ensures that all daily, weekly, semi-annual and annual inspections are completed and that all repairs needed are made. The Division also ensures that all NFPA Compliant Pump Testing is performed and that all pumps are in compliance.

Responsibilities

The Fleet Maintenance Division is responsible for the maintenance of the District's fleet, including fire apparatus, administrative vehicles, UTVs and a light tower.

VERDE VALLEY
FIRE DISTRICT

Accomplishments for Fiscal Year 2020-2021:

1. Completed preventative maintenance and pump testing on all the Type 1, Type 3, and Type 6 engines.
2. Submitted order for new Type 6 engine.
3. Submitted order for new Ambulance.

Goals for Fiscal Year 2021-2022:

1. Maintain apparatus and vehicles in operational condition.
2. Maintain pump testing on all required apparatus.
3. Ensure that all apparatus meet NFPA 1901, 1906, 1911 and 1915.
4. Work with Apparatus Specification Committee for apparatus replacement.
5. Complete the purchase of a new Ambulance.
6. Complete the purchase of a new Type 6 engine.
7. Surplus apparatus that have been replaced.



Fleet Maintenance

	Account Number	FY2019-2020 Audited Actuals	FY2020-2021 Adopted Budget	FY2020-2021 Estimated Actuals	FY2021-2022 Requested	FY2021-2022 Fire Chief Recommend	FY2021-2022 Board Approved	FY2022-2023 Projected	FY2023-2024 Projected
Supplies									
Fleet Maintenance Supplies	01-6600-664100	\$ 3,377	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Fuel	01-6600-664200	\$ 46,466	\$ 50,000	\$ 50,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Tires	01-6600-664300	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -
Engines	01-6600-664301	\$ 6,092	\$ 4,800	\$ 4,800	\$ -	\$ -	\$ -	\$ -	\$ -
Water Tenders	01-6600-664302	\$ 1,481	\$ 1,600	\$ 1,600	\$ -	\$ -	\$ -	\$ -	\$ -
Ambulances	01-6600-664303	\$ 2,102	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -
Brush Trucks	01-6600-664304	\$ 1,807	\$ 600	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Vehicles	01-6600-664305	\$ 425	\$ 2,640	\$ 2,640	\$ -	\$ -	\$ -	\$ -	\$ -
Light Tower	01-6600-664306	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Technical Rescue	01-6600-664307	\$ 516	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -
Batteries	01-6600-664400	\$ 292	\$ 2,550	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -
Knox Box Supplies	01-6600-664800	\$ -	\$ -	\$ -	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,200	\$ 7,200
		\$ 62,557	\$ 67,690	\$ 66,140	\$ 64,500	\$ 64,500	\$ 64,500	\$ 64,700	\$ 64,700
Repair and Maintenance									
Fleet Repair & Maintenance	01-6600-667000	\$ -	\$ 15,000	\$ -	\$ 17,500	\$ 17,500	\$ 17,500	\$ 40,488	\$ 22,460
Engines	01-6600-667100	\$ 58,600	\$ 25,000	\$ 40,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Water Tenders	01-6600-667200	\$ 13,652	\$ 10,000	\$ 7,500	\$ 11,500	\$ 11,500	\$ 11,500	\$ 11,500	\$ 11,500
Ambulances	01-6600-667300	\$ 3,763	\$ 12,000	\$ 18,500	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000
Brush Trucks	01-6600-667400	\$ 2,944	\$ 10,500	\$ 6,500	\$ 11,500	\$ 11,500	\$ 11,500	\$ 11,500	\$ 11,500
Administrative Vehicles	01-6600-667500	\$ 6,459	\$ 7,000	\$ 19,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Light Tower	01-6600-667600	\$ 140	\$ 500	\$ 120	\$ 1,500	\$ 1,500	\$ 1,500	\$ 500	\$ 500
Technical Rescue	01-6600-667700	\$ 2,484	\$ 2,600	\$ 150	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
		\$ 88,042	\$ 82,600	\$ 91,770	\$ 98,000	\$ 98,000	\$ 98,000	\$ 119,988	\$ 101,960
Total Fleet Maintenance		\$ 150,599	\$ 150,290	\$ 157,910	\$ 162,500	\$ 162,500	\$ 162,500	\$ 184,688	\$ 166,660



Wildland

Description

The Wildland Division provides for training and supplies needed for in-District wildland responses. Out-of-District wildland responses are included in the Wildland Fund budget.

Responsibilities

Provide equipment and personnel protective gear for in-District wildland fires.

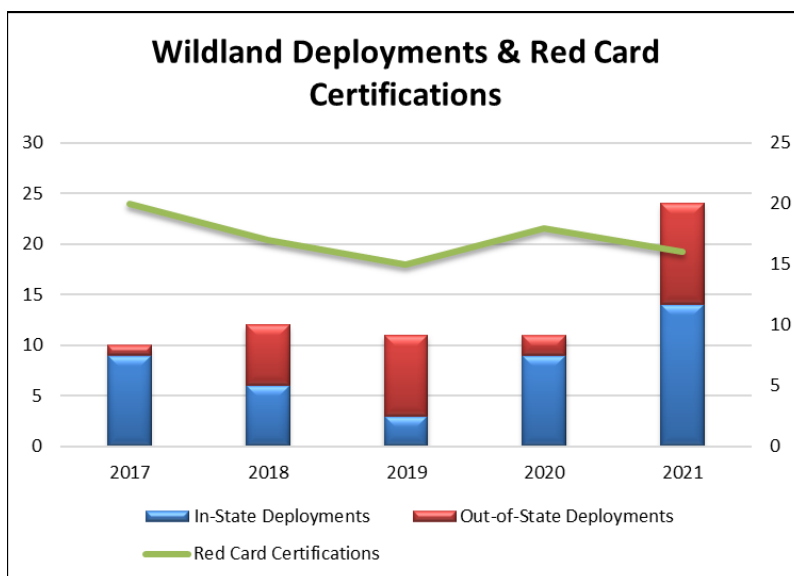
WILDLAND

Accomplishments for Fiscal Year 2020-2021:

1. Completed the specifications and submitted the order for a new Type 6 Engine (brush truck).
2. Improved PPE stock, wildland packs, and tools.
3. Purchased new mobile radios for wildland responses.
4. Purchased a new trailer for the 2018 Polaris UTV.

Goals for Fiscal Year 2021-2022:

1. Move out-of-District revenues and expenses to the Wildland Fund.





Wildland

	Account Number	FY2019-2020 Audited Actuals	FY2020-2021 Adopted Budget	FY2020-2021 Estimated Actuals	FY2021-2022 Requested	FY2021-2022 Fire Chief Recommend	FY2021-2022 Board Approved	FY2022-2023 Projected	FY2023-2024 Projected
Outside Services									
	Revenue Sharing	01-6700-672100	\$ -	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies									
	Wildland Supplies	01-6700-674100	\$ 2,669	\$ 2,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
	Power Equipment	01-6700-674101	\$ 144	\$ 1,450	\$ 1,450	\$ 1,500	\$ 1,500	\$ 1,500	\$ -
	Goggles	01-6700-674102	\$ 115	\$ 150	\$ 240	\$ 150	\$ 150	\$ 150	\$ 150
	Fire Shelters	01-6700-674103	\$ 1,567	\$ 2,328	\$ 1,900	\$ 1,350	\$ 1,350	\$ 450	\$ 450
	Fire Shelter Plastic Liners	01-6700-674104	\$ -	\$ -	\$ 55	\$ 50	\$ 50	\$ 20	\$ 20
	Crew Boss Pants	01-6700-674105	\$ 318	\$ 930	\$ 1,565	\$ 800	\$ 800	\$ 400	\$ 400
	Button Down Shirts	01-6700-674106	\$ 538	\$ 510	\$ 1,200	\$ 750	\$ 750	\$ 250	\$ 250
	Brush Helmets	01-6700-674107	\$ 481	\$ 564	\$ 950	\$ 1,250	\$ 1,250	\$ 1,700	\$ 300
	Gloves	01-6700-674108	\$ 223	\$ 250	\$ 530	\$ 150	\$ 150	\$ 150	\$ 150
	Head Lamps	01-6700-674109	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ 100	\$ 100
	Engine Packs	01-6700-674110	\$ -	\$ 2,600	\$ 2,550	\$ 600	\$ 600	\$ 400	\$ -
	Hose	01-6700-674111	\$ -	\$ 1,500	\$ -	\$ 600	\$ 600	\$ 600	\$ 600
	Fuel	01-6700-674200	\$ 4,828	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ -	\$ -
	Deployment Expenses	01-6700-674300	\$ 22,022	\$ 10,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -
			\$ 32,904	\$ 30,582	\$ 54,440	\$ 8,200	\$ 8,200	\$ 6,720	\$ 3,420
Training									
	Registration Fees	01-6700-679100	\$ 1,327	\$ 3,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -
	Wildland Refresher Training	01-6700-679101	\$ -	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -
	Travel Expenses	01-6700-679200	\$ 1,183	\$ 3,500	\$ 500	\$ -	\$ -	\$ -	\$ -
			\$ 2,509	\$ 6,750	\$ 1,500	\$ -	\$ -	\$ -	\$ -
Total Wildland			\$ 35,414	\$ 42,832	\$ 55,940	\$ 8,200	\$ 8,200	\$ 6,720	\$ 3,420



Communications

Description

The Communications Division manages the communication equipment throughout the District. This includes items such as portable, mobile and base radios as well as the station alert systems, pagers, radio towers and equipment, microwave connections, internet and phone systems.

Responsibilities

The Communications Division is responsible for the purchase, maintenance and repair of all communications equipment and systems.

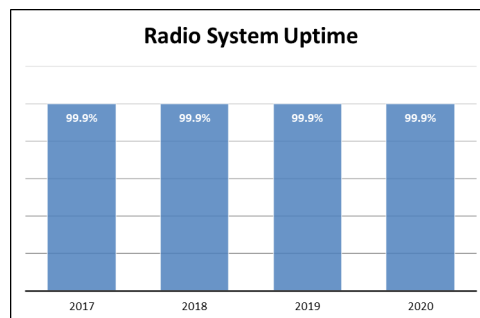
COMMUNICATIONS

Accomplishments for Fiscal Year 2020-2021:

1. Purchased new handheld radios.
2. Maintained communications system and troubleshot voter issues.

Goals for Fiscal Year 2021-2022:

1. Replace antennas and feed lines at Station 31 and Station 32.
2. Obtain permission from Coconino National Forest to establish a radio site on Black Mountain.
3. Build a new solar repeater site on Black Mountain.





Communications

	Account Number	FY2019-2020 Audited Actuals	FY2020-2021 Adopted Budget	FY2020-2021 Estimated Actuals	FY2021-2022 Requested	FY2021-2022 Fire Chief Recommend	FY2021-2022 Board Approved	FY2022-2023 Projected	FY2023-2024 Projected
Outside Services									
Dispatching Services	01-6800-682100	\$ 180,536	\$ 190,318	\$ 190,318	\$ 199,834	\$ 199,834	\$ 199,834	\$ 209,826	\$ 220,317
		<u>\$ 180,536</u>	<u>\$ 190,318</u>	<u>\$ 190,318</u>	<u>\$ 199,834</u>	<u>\$ 199,834</u>	<u>\$ 199,834</u>	<u>\$ 209,826</u>	<u>\$ 220,317</u>
Memberships / Subscriptions									
Jerome Historical Society Lease	01-6800-683200	\$ 2,100	\$ 2,205	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100
Active 9-1-1	01-6800-683300	\$ 766	\$ 225	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
Sierra Wireless	01-6800-683400	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
		<u>\$ 2,866</u>	<u>\$ 2,930</u>	<u>\$ 2,650</u>	<u>\$ 2,650</u>	<u>\$ 2,650</u>	<u>\$ 2,650</u>	<u>\$ 2,650</u>	<u>\$ 2,650</u>
Supplies									
Communications Supplies	01-6800-684100	\$ 3,630	\$ 2,415	\$ 2,400	\$ 2,487	\$ 2,487	\$ 2,487	\$ 2,562	\$ 2,638
Batteries	01-6800-684101	\$ -	\$ 1,580	\$ 1,500	\$ 1,627	\$ 1,627	\$ 1,627	\$ 1,676	\$ 1,726
Docking Stations	01-6800-684102	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Network Connections	01-6800-684103	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mobile Radios	01-6800-684104	\$ 5,283	\$ 2,700	\$ 2,700	\$ 2,700	\$ 2,700	\$ 2,700	\$ 2,800	\$ 2,900
		<u>\$ 8,912</u>	<u>\$ 6,695</u>	<u>\$ 6,600</u>	<u>\$ 6,814</u>	<u>\$ 6,814</u>	<u>\$ 6,814</u>	<u>\$ 7,038</u>	<u>\$ 7,264</u>
Utilities									
Cell Phones	01-6800-686100	\$ 13,706	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
		<u>\$ 13,706</u>	<u>\$ 12,000</u>	<u>\$ 12,000</u>	<u>\$ 12,000</u>	<u>\$ 12,000</u>	<u>\$ 12,000</u>	<u>\$ 12,000</u>	<u>\$ 12,000</u>
Repair and Maintenance									
Communications Equipment Repair & Maintenance	01-6800-687100	\$ 3,891	\$ 4,200	\$ 4,100	\$ 4,326	\$ 4,326	\$ 4,326	\$ 4,455	\$ 4,589
Pager Repair & Maintenance	01-6800-687200	\$ -	\$ 450	\$ 450	\$ 464	\$ 464	\$ 464	\$ 477	\$ 491
		<u>\$ 3,891</u>	<u>\$ 4,650</u>	<u>\$ 4,550</u>	<u>\$ 4,790</u>	<u>\$ 4,790</u>	<u>\$ 4,790</u>	<u>\$ 4,932</u>	<u>\$ 5,080</u>
Training									
Registration Fees	01-6800-689100	\$ 1,645	\$ -	\$ -	\$ 1,700	\$ 1,700	\$ 1,700	\$ -	\$ 1,700
Travel Expenses	01-6800-689200	\$ 1,073	\$ 600	\$ -	\$ 1,100	\$ 1,100	\$ 1,100	\$ 600	\$ 1,200
		<u>\$ 2,718</u>	<u>\$ 600</u>	<u>\$ -</u>	<u>\$ 2,800</u>	<u>\$ 2,800</u>	<u>\$ 2,800</u>	<u>\$ 600</u>	<u>\$ 2,900</u>
Total Communications		<u>\$ 212,629</u>	<u>\$ 217,193</u>	<u>\$ 216,118</u>	<u>\$ 228,888</u>	<u>\$ 228,888</u>	<u>\$ 228,888</u>	<u>\$ 237,046</u>	<u>\$ 250,211</u>



Grants

Description

The Grant Division tracks revenues and expenditures for all awarded grants and assures the accurate and timely filing of all required reports.

Responsibilities

The Grants Division is responsible for applying for and obtaining grant funding to enhance District services as well as provided for needed equipment. The Grants Division is also responsible for the accurate and timely filing of all required reports and for maintaining grant files as required by the grantors.

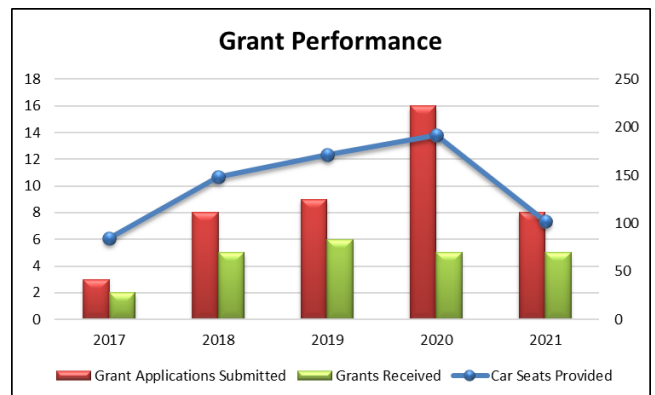
2021-2022
 BUDGET
 DOCUMENT

Accomplishments for Fiscal Year 2020-2021:

1. Provided 102 child car seats to the community through a grant from Az Governor's Office of Highway Safety.
2. Purchased an extrication cutter and spreader package through a grant from Az Governor's Office of Highway Safety.
3. Added one (1) AED to the AEDs in Public Places program through a grant from NAEMS.

Goals for Fiscal Year 2021-2022:

1. Submit quality grant applications to support the needs of the District.
2. Manage grant projects in compliance with grant requirements.





Grants

	Account Number	FY2019-2020 Audited Actuals	FY2020-2021 Adopted Budget	FY2020-2021 Estimated Actuals	FY2021-2022 Requested	FY2021-2022 Fire Chief Recommend	FY2021-2022 Board Approved	FY2022-2023 Projected	FY2023-2024 Projected
Miscellaneous Grant Expenses	01-7000-780000	\$ 4,735	\$ 7,990	\$ 9,121	\$ 11,720	\$ 11,720	\$ 11,720	\$ -	\$ -
Miscellaneous Grant Match Expenses	01-7000-781000	\$ -	\$ -	\$ -	\$ 7,740	\$ 7,740	\$ 7,740	\$ -	\$ -
Assistance to Firefighters Grants	01-7000-710000	\$ -	\$ 320,332	\$ -	\$ 192,127	\$ 192,127	\$ 192,127	\$ 50,000	\$ 50,000
2020 AFG-S	01-7000-710001	\$ -	\$ -	\$ 48,424	\$ -	\$ -	\$ -	\$ -	\$ -
Assistance to Firefighters Grant Match Requirements	01-7000-711000	\$ -	\$ 30,005	\$ -	\$ 19,213	\$ 19,213	\$ 19,213	\$ 5,000	\$ 5,000
Arizona Governor's Office of Highway Safety Grants	01-7000-720000	\$ 16,413	\$ 43,816	\$ -	\$ -	\$ -	\$ -	\$ 11,000	\$ 11,000
GOHS Car Seat Grants	01-7000-721000	\$ -	\$ -	\$ 4,948	\$ 20,495	\$ 20,495	\$ 20,495	\$ -	\$ -
GOHS Miscellaneous Grants	01-7000-722000	\$ -	\$ -	\$ -	\$ 45,537	\$ 45,537	\$ 45,537	\$ -	\$ -
GOHS Extrication Equipment EM-007	01-7000-722001	\$ -	\$ -	\$ 23,739	\$ -	\$ -	\$ -	\$ -	\$ -
Gila River Indian Community Grants	01-7000-730000	\$ -	\$ 73,735	\$ -	\$ 41,271	\$ 41,271	\$ 41,271	\$ 30,000	\$ 30,000
Firehouse Subs Grants	01-7000-740000	\$ -	\$ 30,000	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 30,000	\$ 30,000
Unanticipated Grant Expenses	01-7000-790000	\$ 13,970	\$ 250,000	\$ 18,922	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
COVID Grant Expenses	01-7000-790001	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unanticipated Grant Match Requirements	01-7000-791000	\$ -	\$ 12,500	\$ -	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500
		\$ 35,118	\$ 768,378	\$ 105,154	\$ 625,603	\$ 625,603	\$ 625,603	\$ 388,500	\$ 388,500
Total Grants		\$ 35,118	\$ 768,378	\$ 105,154	\$ 625,603	\$ 625,603	\$ 625,603	\$ 388,500	\$ 388,500



Capital

Description

The Capital Division has been moved to the Capital Fund beginning in FY2021-2022. The reports below are included for historical purposes.

Responsibilities

See Capital Fund.

SMK-HOMEBO

Major Purchases for Fiscal Year 2020-2021:

1. Implementation of new financial software system.
2. Bay door replacements at Station 31.
3. Purchased an ambulance gurney for the new ambulance.
4. Purchased new portable radios.
5. Paid balance due on the engine loan.

Major Purchases for Fiscal Year 2021-2022:

1. See Capital Fund.

Fiscal Year 2021-2022 Budget Document



Capital

Account Number	FY2019-2020 Audited Actuals	FY2020-2021 Adopted Budget	FY2020-2021 Estimated Actuals	FY2021-2022 Requested	FY2021-2022 Fire Chief Recommend	FY2021-2022 Board Approved	FY2022-2023 Projected	FY2023-2024 Projected
Administrative								
Video Conferencing System	01-8000-814001	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
IT Network Upgrades	01-8000-814002	\$ 21,311	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -
Office Equipment	01-8000-814003	\$ 26,232	\$ 20,000	\$ 50,881	\$ -	\$ -	\$ -	\$ -
Election Expenses	01-8000-814004	\$ -	\$ 58,871	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 47,542	\$ 83,871	\$ 50,881	\$ -	\$ -	\$ -	\$ -
Building Maintenance								
Station Furnishings	01-8000-837030	\$ 5,844	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Station 31	01-8000-837031	\$ -	\$ 60,000	\$ 49,689	\$ -	\$ -	\$ -	\$ -
Station 32	01-8000-837032	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
Station 33	01-8000-837033	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Station 36	01-8000-837036	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Station 37	01-8000-837037	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Station Construction	01-8000-838000	\$ -	\$ 373,177	\$ 1,550	\$ -	\$ -	\$ -	\$ -
		\$ 5,844	\$ 443,177	\$ 51,239	\$ -	\$ -	\$ -	\$ -
EMS Services								
Power Load System	01-8000-844001	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Monitor / Defibrillator	01-8000-844002	\$ 36,095	\$ 4,500	\$ 4,500	\$ -	\$ -	\$ -	\$ -
Gurneys	01-8000-844003	\$ 17,082	\$ 28,000	\$ 24,549	\$ -	\$ -	\$ -	\$ -
EPCR Equipment	01-8000-844004	\$ 10,676	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Auto Vents	01-8000-844005	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 63,853	\$ 32,500	\$ 29,049	\$ -	\$ -	\$ -	\$ -
Operations								
Firefighting Equipment	01-8000-854100	\$ 24,926	\$ 45,000	\$ 35,858	\$ -	\$ -	\$ -	\$ -
Extrication Equipment	01-8000-854500	\$ 60,131	\$ 35,000	\$ 10,133	\$ -	\$ -	\$ -	\$ -
Physical Fitness Equipment	01-8000-854700	\$ -	\$ 9,000	\$ 2,936	\$ -	\$ -	\$ -	\$ -
		\$ 85,057	\$ 89,000	\$ 48,926	\$ -	\$ -	\$ -	\$ -
Fleet Maintenance								
Engines	01-8000-867101	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ambulances	01-8000-867102	\$ -	\$ 195,000	\$ -	\$ -	\$ -	\$ -	\$ -
Water Tenders	01-8000-867103	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Brush Trucks	01-8000-867104	\$ -	\$ 245,000	\$ 3,000	\$ -	\$ -	\$ -	\$ -
Technical Rescue	01-8000-867105	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
Light Tower	01-8000-867106	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Vehicles	01-8000-867107	\$ 1,782	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 1,782	\$ 600,000	\$ 3,000	\$ -	\$ -	\$ -	\$ -
Communications								
Radio Infrastructure	01-8000-884001	\$ -	\$ 105,000	\$ 103,305	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ 105,000	\$ 103,305	\$ -	\$ -	\$ -	\$ -
Debt Service								
Principal Payments	01-8000-891000	\$ 715,742	\$ 369,363	\$ 369,364	\$ -	\$ -	\$ -	\$ -
Interest Payments	01-8000-892000	\$ 26,276	\$ 15,036	\$ 7,028	\$ -	\$ -	\$ -	\$ -
		\$ 742,018	\$ 384,399	\$ 376,391	\$ -	\$ -	\$ -	\$ -
Total Capital Expenses		\$ 946,096	\$ 1,737,947	\$ 662,793	\$ -	\$ -	\$ -	\$ -



Other Financing Uses

Description

Other Financing Uses tracks the transfers of monies from the General Fund to the Capital Fund, the Employee Benefits Fund, and the Wildland Fund.



Other Financing Uses

	Account Number	FY2019-2020 Audited Actuals	FY2020-2021 Adopted Budget	FY2020-2021 Estimated Actuals	FY2021-2022 Requested	FY2021-2022 Fire Chief Recommend	FY2021-2022 Board Approved	FY2022-2023 Projected	FY2023-2024 Projected
Operating Transfer Out - Capital Fund	01-9000-920000	\$ 128,750	\$ 427,434	\$ 455,934	\$ 675,000	\$ 705,432	\$ 705,432	\$ 750,000	\$ 875,000
Operating Transfer Out - Wildland Fund	01-9000-930000	\$ 59,569	\$ 23,858	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Transfer Out - Employee Benefit Fund	01-9000-940000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	01-9000-990000	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
		\$ 198,319	\$ 461,292	\$ 615,934	\$ 925,000	\$ 955,432	\$ 955,432	\$ 1,000,000	\$ 1,125,000
Total Other Financing Uses		\$ 198,319	\$ 461,292	\$ 615,934	\$ 925,000	\$ 955,432	\$ 955,432	\$ 1,000,000	\$ 1,125,000



Capital Fund

The Capital Projects Fund accounts for resources to be used for acquiring or constructing major capital facilities. Verde Valley Fire District defines capital assets as any item (property, vehicle, equipment, etc.) that has a purchase price or valuation (at time of acquisition for donated items) of \$5,000 or more and a useful life of at least three (3) years.

A capital projects fund should not to be used as a place to store funds for a rainy day that can be drawn upon when other taxes are not paid. Some of the most common uses of a capital projects fund are for the purchase of new apparatus, buildings and land. By creating a capital project fund, a district may budget and subsequently appropriate funding within each fiscal year's secondary property tax levy. These funds are then placed into an interest-bearing capital project account until it is time to make the capital expenditure. If a capital project fund is not established, capital acquisitions may still be made and financed over several years.

Verde Valley Fire District has created a five (5) year Capital Projects Plan that details the anticipated needs of the District. This plan is detailed on page 91. The plan may be changed as needs evolve.

The District budgets annual contributions of General Fund revenues to fund Capital expenditures. In addition, proceeds from the sale of surplus capital items are deposited in the Capital Fund to fund future Capital expenditures. For the FY2021-2022, the District budgeted a transfer of \$205,432 of General Fund revenues to the Capital Fund to fund future capital expenditures.

It has been the District's practice to evaluate any excess funds (additional revenues remaining after all expenses have been paid) remaining after the completion of the annual audit to transfer additional funds to the Capital Fund for future capital purchases however, with the limited revenue growth in the General Fund, there have not been funds available to transfer to the Capital fund for a few years. The Plan below does not include additional transfers of funds to the Capital Fund after the completion of the annual audit; these amounts will be listed on the five (5) year plan when known and will help ensure that the Capital Fund and the five (5) year plan remain sustainable.

The Smart and Safe Arizona Act was approved by voters on November 3, 2020. This Act legalizes the sale and use of recreational marijuana for persons 21 years of age and older and establishes a 16.0% tax on the sale of recreational marijuana and related products. The monies generated from the 16.0% tax are deposited into the Smart and Safe Arizona Fund. The funds are first used to pay administrative costs of certain agencies. The remainder of these monies are then distributed as follows:

- 33.0% to community colleges
- 31.4% to local law enforcement and fire departments
- 25.4% to state and local transportation programs
- 10.0% to public health and criminal justice programs
- 0.2% to the Attorney General for enforcement

The funds are distributed on June 30 and December 31 of each year. The District has budgeted to deposit these funds in the Capital Fund to help offset the 2021 Certificates of Participation annual payment requirements.

On July 1, 2021, The District issued Certificates of Participation (COP) totaling \$9,495,000 on May 26, 2021 to pay the District's unfunded liability with the Public Safety Personnel Retirement System (PSPRS). Of this amount, \$8,144,273.72 was transferred to PSPRS to pay the District's unfunded pension liability and \$1,062,297 was transferred



to Yavapai County to establish the approved contingency reserve fund for future pension liability obligations. This amount is shown in the fund balance designation at the bottom of the Capital Fund budget and is listed as “Designated Reserves for PSPRS Contingency Reserve.”

Capital Process

The District is in the process of creating a more in-depth Capital Process. The initial stage of the process was to have all Division Managers create an extensive list of all of the assets within their Division. The information recorded on each item includes the asset / unit number, the VIN or serial number, a description of the item, location, purchase date, purchase amount, estimated useful life, current condition, estimated replacement fiscal year, estimated replacement cost, estimated annual maintenance costs, and any additional information that the Division Manager wanted to include. This information allows us to annually evaluate the District’s assets and determine those that may need to be replaced sooner due to on-going maintenance issues, etc.

Division Managers will submit requests annually to the Capital Projects Committee. Requests will include items needed in the next five (5) years and will be required to include detailed explanations of the item, the need for the item, initial and on-going costs, estimated useful life, etc. Once compiled, the Capital Projects Committee (comprised of Staff and Board Members) will review all capital requests and rank the requests based on importance, urgency, etc. The Committee will discuss the requests with the Division Managers to understand their requests. Once the ranking has been completed, the Committee will then evaluate funding methods for the requests. Examples of available funding methods are cash, financing (loan), and grants. This determination will help Staff develop the five (5) year Capital Projects Plan and begin searching for possible funding sources as needed. This plan will be evaluated annually by the Committee and will be completed prior to the beginning of the annual budget process.

The District will continue to monitor the Capital Projects Plan and make adjustments as needed to ensure that the Capital Projects Fund and the Capital Projects Plan remain sustainable.



Capital Fund

Description

The Capital Fund tracks all capital and debt expenditures to assist with the proper tracking of all capital items. The District defines a capital expenses as any item with an extended useful life of three (3) years or more whose purchase price (or value if donated) is \$5,000 or more. Prior to FY2021-2022, all capital purchases were budgeted under the General Fund. Beginning in FY2021-2022, the Capital Fund has an approved budget separate from the General Fund.

Responsibilities

Maintain purchases in accordance with the 5 Year Capital Plan as approved by the Board of Directors.

WALK-HOMEBO

Major Purchases for Fiscal Year 2020-2021:

1. Implementation of new financial software system.
2. Bay door replacements at Station 31.
3. Purchased an ambulance gurney for the new ambulance.
4. Purchased new portable radios.
5. Paid balance due on the engine loan.

Major Purchases for Fiscal Year 2021-2022:

1. Issuance of Certificates of Participation to refinance PSPRS unfunded pension liability.
2. New recliners and mattresses for all three (3) stations.
3. New washer and dryer for the bays at Station 32 and Station 36.
4. New inside washer and dryer for Station 36.
5. Add bay washer and dryer at Station 31.
6. Paint 3 Administrative office spaces and new office furniture for 3 offices.
7. Four (4) heart monitors (budgeted in case AFG grant is not awarded).
8. Two (2) auto pulse machines for Station 31 and Station 32.
9. New thermal imaging camera.
10. New ambulance (approved in FY2020-2021).
11. New brush truck (approved in FY2020-2021).



Capital Fund

Account Number	FY2019-2020 Audited Actuals	FY2020-2021 Adopted Budget	FY2020-2021 Estimated Actuals	FY2021-2022 Requested	FY2021-2022 Fire Chief Recommend	FY2021-2022 Board Approved	FY2022-2023 Projected	FY2023-2024 Projected
Revenues								
Intergovernmental Revenues								
Smart and Safe Arizona Act Revenues 02-424000	\$ -	\$ -	\$ 20,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
Total Intergovernmental Revenues	\$ -	\$ -	\$ 20,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
Other Income								
Interest Income 02-451000	\$ -	\$ -	\$ 200	\$ 180	\$ 180	\$ 180	\$ 150	\$ 150
Sale of Surplus Property 02-453000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Income	\$ -	\$ -	\$ 200	\$ 180	\$ 180	\$ 180	\$ 150	\$ 150
Other Financing Sources								
Operating Transfer In - General Fund 02-491000	\$ -	\$ -	\$ 455,934	\$ 675,000	\$ 705,432	\$ 705,432	\$ 750,000	\$ 875,000
Loan Proceeds 02-498000	\$ -	\$ -	\$ -	\$ 9,495,000	\$ 9,495,000	\$ 9,495,000	\$ -	\$ -
	\$ -	\$ -	\$ 455,934	\$ 10,170,000	\$ 10,200,432	\$ 10,200,432	\$ 750,000	\$ 875,000
Total Revenues	\$ -	\$ -	\$ 476,134	\$ 10,240,180	\$ 10,270,612	\$ 10,270,612	\$ 820,150	\$ 945,150
Expenses								
Administrative								
Video Conferencing System 02-8000-814001	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
IT Network Upgrades 02-8000-814002	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Office Equipment 02-8000-814003	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Election Expenses 02-8000-814004	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,871	\$ -
	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 63,871	\$ 5,000
Building Maintenance								
Station Furnishings 02-8000-837030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Station 31 02-8000-837031	\$ -	\$ -	\$ -	\$ 10,576	\$ 20,576	\$ 20,576	\$ -	\$ 10,000
Station 32 02-8000-837032	\$ -	\$ -	\$ -	\$ 9,747	\$ 9,747	\$ 9,747	\$ -	\$ -
Station 33 02-8000-837033	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Station 36 02-8000-837036	\$ -	\$ -	\$ -	\$ 9,738	\$ 9,738	\$ 9,738	\$ -	\$ -
Station 37 02-8000-837037	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Station Construction 02-8000-838000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ 30,061	\$ 40,061	\$ 40,061	\$ -	\$ 10,000
EMS Services								
Power Load System 02-8000-844001	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Monitor / Defibrillator 02-8000-844002	\$ -	\$ -	\$ -	\$ 160,000	\$ 160,000	\$ 160,000	\$ 80,000	\$ 40,000
Gurneys 02-8000-844003	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,000
EPCR Equipment 02-8000-844004	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Auto Vents 02-8000-844005	\$ -	\$ -	\$ -	\$ 34,000	\$ 34,000	\$ 34,000	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ 194,000	\$ 194,000	\$ 194,000	\$ 80,000	\$ 96,000
Operations								
Firefighting Equipment 02-8000-854100	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 7,500
Extraction Equipment 02-8000-854500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Physical Fitness Equipment 02-8000-854700	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 12,500
Fleet Maintenance								
Engines 02-8000-867101	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ambulances 02-8000-867102	\$ -	\$ -	\$ -	\$ 210,100	\$ 210,100	\$ 210,100	\$ -	\$ -
Water Tenders 02-8000-867103	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Brush Trucks 02-8000-867104	\$ -	\$ -	\$ -	\$ 243,000	\$ 243,000	\$ 243,000	\$ -	\$ -
Technical Rescue 02-8000-867105	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -
Light Tower 02-8000-867106	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Vehicles 02-8000-867107	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ -
	\$ -	\$ -	\$ -	\$ 453,100	\$ 453,100	\$ 453,100	\$ 95,000	\$ 300,000



Capital Fund (continued)

	Account Number	FY2019-2020 Audited Actuals	FY2020-2021 Adopted Budget	FY2020-2021 Estimated Actuals	FY2021-2022 Requested	FY2021-2022 Fire Chief Recommend	FY2021-2022 Board Approved	FY2022-2023 Projected	FY2023-2024 Projected
Communications		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Radio Infrastructure	02-8000-884001	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ -
Debt Service									
Disbursement of Loan Proceeds	02-8000-898000	\$ -	\$ -	\$ -	\$ 8,144,274	\$ 8,144,274	\$ 8,144,274	\$ -	\$ -
Principal Payments	02-8000-891000	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 500,000	\$ 550,000	\$ 650,000
Interest Payments	02-8000-892000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ 8,644,274	\$ 8,644,274	\$ 8,644,274	\$ 550,000	\$ 650,000
Other Financing Uses									
Operating Transfer Out - General Fund	02-9000-910000	\$ -	\$ -	\$ -	\$ 39,453	\$ 39,453	\$ 39,453	\$ 17,500	\$ 17,500
Total Financing Uses		\$ -	\$ -	\$ -	\$ 39,453	\$ 39,453	\$ 39,453	\$ 17,500	\$ 17,500
Total Capital Expenses		\$ -	\$ -	\$ -	\$ 9,390,888	\$ 9,400,888	\$ 9,400,888	\$ 821,371	\$ 1,091,000
Net Revenues versus Expenditures		\$ -	\$ -	\$ 476,134	\$ 849,292	\$ 869,724	\$ 869,724	\$ (1,221)	\$ (145,850)
Beginning Fund Balance		\$ 3,569,810	\$ 2,805,628	\$ 2,805,628	\$ 2,618,969	\$ 2,618,969	\$ 2,618,969	\$ 3,488,693	\$ 3,487,472
Contribution To / (Use Of) Fund Balance		\$ (764,182)	\$ (1,310,513)	\$ (186,659)	\$ 849,292	\$ 869,724	\$ 869,724	\$ (1,221)	\$ (145,850)
Estimated Ending Fund Balance		\$ 2,805,628	\$ 1,495,115	\$ 2,618,969	\$ 3,468,261	\$ 3,488,693	\$ 3,488,693	\$ 3,487,472	\$ 3,341,622
Designated Contingency Funds (set aside per Board direction)		\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -
Designated Reserves for PSPRS Contingency Reserve					\$ 1,062,297	\$ 1,062,297	\$ 1,062,297	\$ 1,062,297	\$ 1,062,297
Undesignated Fund Balance		\$ 2,605,628	\$ 1,295,115	\$ 2,418,969	\$ 2,205,964	\$ 2,426,396	\$ 2,426,396	\$ 2,425,175	\$ 2,279,325

Fiscal Year 2021-2022 Budget Document



5 Year Capital Projects Plan

Account Number	Item Description	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Administration						
	IT Network Upgrades	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
	Election Expenses	\$ -	\$ 58,871	\$ -	\$ 58,871	\$ -
	Grant Match Requirements	\$ 39,453	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500
		\$ 44,453	\$ 81,371	\$ 22,500	\$ 81,371	\$ 22,500
Building Maintenance						
	Station 31	\$ 20,576	\$ -	\$ 10,000	\$ 10,000	\$ -
	Station 32	\$ 9,747	\$ -	\$ -	\$ -	\$ -
	Station 33	\$ -	\$ -	\$ -	\$ -	\$ -
	Station 36	\$ 9,738	\$ -	\$ -	\$ -	\$ -
	Station 37	\$ -	\$ -	\$ -	\$ -	\$ -
	New Station Construction	\$ -	\$ -	\$ -	\$ -	\$ -
	Station Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 40,061	\$ -	\$ 10,000	\$ 10,000	\$ -
EMS Services						
	Heart Monitors (LP15)	\$ 160,000	\$ 80,000	\$ 40,000	\$ 40,000	\$ -
	Auto Pulse	\$ 34,000	\$ -	\$ -	\$ -	\$ -
	Power Load System	\$ -	\$ -	\$ -	\$ -	\$ 33,000
	Power Gurney	\$ -	\$ -	\$ 56,000	\$ -	\$ -
	Ventilator	\$ -	\$ -	\$ -	\$ -	\$ 6,000
	EPCR Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 194,000	\$ 80,000	\$ 96,000	\$ 40,000	\$ 39,000
Operations						
	Extrication Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
	Physical Fitness Equipment	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
	Firefighting Equipment	\$ 10,000	\$ 10,000	\$ 7,500	\$ 7,500	\$ -
		\$ 15,000	\$ 15,000	\$ 12,500	\$ 12,500	\$ -
Fleet Maintenance						
	Engines	\$ -	\$ -	\$ -	\$ -	\$ 750,000
	Ambulances	\$ 210,100	\$ -	\$ -	\$ -	\$ -
	Water Tenders	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ -
	Brush Trucks	\$ 243,000	\$ -	\$ -	\$ -	\$ -
	Technical Rescue Vehicles	\$ -	\$ 35,000	\$ -	\$ -	\$ -
	Light Tower	\$ -	\$ -	\$ -	\$ -	\$ -
	Administrative Vehicles	\$ -	\$ 60,000	\$ -	\$ -	\$ -
		\$ 453,100	\$ 95,000	\$ 300,000	\$ 300,000	\$ 750,000
Communications						
	Radio Infrastructure	\$ 10,000	\$ -	\$ -	\$ -	\$ -
		\$ 10,000	\$ -	\$ -	\$ -	\$ -
Debt Service						
	Disbursement of Loan Proceeds	\$ 8,144,274	\$ -	\$ -	\$ -	\$ -
	Principal Payments	\$ 500,000	\$ 550,000	\$ 650,000	\$ 780,000	\$ 800,000
	Interest Payments	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 8,644,274	\$ 550,000	\$ 650,000	\$ 780,000	\$ 800,000
Total Anticipated Capital Expenditures		\$ 9,400,888	\$ 821,371	\$ 1,091,000	\$ 1,223,871	\$ 1,611,500
Capital Projects Fund Balance Projections						
Beginning Available Capital Projects Fund Balance (estimated 7/1/2020)		\$ 1,935,892	\$ 1,743,139	\$ 1,741,768	\$ 1,595,768	\$ 1,521,897
ADD: Budgeted Transfers to Capital Projects Fund		\$ 705,432	\$ 750,000	\$ 875,000	\$ 1,080,000	\$ 1,125,000
ADD: Smart & Safe Arizona Act Revenues		\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
ADD: Post Audit Excess Fund Transfers		\$ -	\$ -	\$ -	\$ -	\$ -
ADD: PSPRS Certificate of Participation Proceeds		\$ 9,495,000	\$ -	\$ -	\$ -	\$ -
LESS: Total Anticipated Capital Expenditures		\$ 9,400,888	\$ 821,371	\$ 1,091,000	\$ 1,223,871	\$ 1,611,500
LESS: PSPRS Contingency Fund (set aside)		\$ 1,062,297				
Ending Available Capital Projects Fund Balance (Projected at 6/30)		\$ 1,743,139	\$ 1,741,768	\$ 1,595,768	\$ 1,521,897	\$ 1,105,397



Wildland Fund

The Wildland Fund was created in FY 2019-2020 to segregate wildland revenues in excess of wildland expenses in order to fund wildland purchases such as tools and equipment as well as apparatus. The Wildland Fund was established to decrease the reliance on the General Fund and Capital Fund to support wildland deployment related expenses.

Beginning in FY2021-2022, the Wildland Fund will track all wildland deployment related expenses and revenues as well as supplies and equipment purchased to use on these deployments. Prior to FY2021-2022, the revenues and expenses were tracked in the General Fund. The separation will allow for more accurate tracking of these items.

When crews are deployed to wildland assignments, they are assigned tasks by the Incident Command at the wildland assignment. Crews perform duties such as structural protection, establishing and maintaining water supplies, establishing communication systems, driving and operating equipment, clearing vegetation to stop or control the spread of the fires and extinguishing flames, plumb in hose lays on fire lines, and support Type 1 Hotshot crews on back burn operations.

Single Resource Personnel are assigned to individual operations such as Communications Technician (installing repeater systems, radio repair & programming) and leadership positions (Strike Team Leader, Task Force Leader, Felling Boss, Communications Leader). These positions supervise fire and logistics operations on an incident.

Upon return from assignments, crews provide all crew and apparatus time reports as well as other receipts and assignment documents to the Finance Department to create the billing documents. When the billing documents are complete, they are submitted to the Arizona Department of Forestry and Fire Management for payment.



Wildland Fund

Description

The Wildland Fund was established to track all wildland deployment related revenues and expenditures to allow for accumulation of excess revenues for use in purchasing wildland apparatus, equipment and needed supplies. Prior to FY2021-2022, Wildland expenses were tracked under the General Fund. Beginning in FY2021-2022, the Wildland Fund has an approved budget separate from the General Fund.

Responsibilities

Maintain wildland related revenues and expenditures.



Accomplishments for Fiscal Year 2020-2021:

1. Crews were deployed on twenty-nine (29) wildland deployments during the fiscal year.
2. The Wildland Fund budget is new for FY2021-2022 therefore there are no significant expenditures to note.

Goals for Fiscal Year 2021-2022:

1. Track wildland related revenues and expenses separately from the General Fund.
2. There are no major purchases budgeted in FY2021-2022 as the fund is new and revenues have not yet accumulated enough to plan for large purchases.

Fiscal Year 2021-2022 Budget Document



Wildland Fund

Account Number	FY2019-2020 Audited Actuals	FY2020-2021 Adopted Budget	FY2020-2021 Estimated Actuals	FY2021-2022 Requested	FY2021-2022 Fire Chief Recommend	FY2021-2022 Board Approved	FY2022-2023 Projected	FY2023-2024 Projected
Revenues								
Intergovernmental Revenues								
Wildland Revenue	03-421000	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Total Intergovernmental Revenues		\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Other Income								
Interest Income	03-451000	\$ -	\$ -	\$ 200	\$ 180	\$ 180	\$ 150	\$ 150
Other Income	03-455000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Income		\$ -	\$ -	\$ 200	\$ 180	\$ 180	\$ 150	\$ 150
Other Financing Sources								
Operating Transfer In - General Fund	03-491000	\$ -	\$ -	\$ 71,898	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ 71,898	\$ -	\$ -	\$ -	\$ -
Total Revenues		\$ -	\$ -	\$ 72,098	\$ 300,180	\$ 300,180	\$ 300,150	\$ 300,150
Expenses								
Personnel Expenses								
Wages								
Wildland	03-5000-508000	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
Total Wages		\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
Employment Taxes								
Social Security	03-5100-511400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medicare	03-5100-511600	\$ -	\$ -	\$ -	\$ 2,900	\$ 2,900	\$ 2,900	\$ 2,900
Unemployment	03-5100-511700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Workers' Compensation Insurance	03-5100-511800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Employment Taxes		\$ -	\$ -	\$ -	\$ 2,900	\$ 2,900	\$ 2,900	\$ 2,900
Retirement Benefits								
PSPRS Retirement	03-5100-512200	\$ -	\$ -	\$ -	\$ 26,100	\$ 26,100	\$ 26,100	\$ 27,405
PSPRS Defined Contribution	03-5100-512202	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ASRS Retirement	03-5100-512600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Retirement Benefits		\$ -	\$ -	\$ -	\$ 26,100	\$ 26,100	\$ 26,100	\$ 27,405
Total Personnel Expenses		\$ -	\$ -	\$ -	\$ 229,000	\$ 229,000	\$ 229,000	\$ 231,675
Outside Services								
Revenue Sharing	03-6700-672100	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Total Outside Services		\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Supplies								
Wildland Supplies	03-6700-674100	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000	\$ 8,000	\$ 6,000
Power Equipment	03-6700-674101	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 2,500
Goggles	03-6700-674102	\$ -	\$ -	\$ -	\$ 150	\$ 150	\$ 150	\$ 300
Fire Shelters	03-6700-674103	\$ -	\$ -	\$ -	\$ 1,350	\$ 1,350	\$ 1,350	\$ -
Fire Shelter Plastic Liners	03-6700-674104	\$ -	\$ -	\$ -	\$ 50	\$ 50	\$ 50	\$ 75
Crew Boss Pants	03-6700-674105	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,200
Button Down Shirts	03-6700-674106	\$ -	\$ -	\$ -	\$ 400	\$ 400	\$ 400	\$ 600
Brush Helmets	03-6700-674107	\$ -	\$ -	\$ -	\$ 800	\$ 800	\$ 800	\$ 1,500
Gloves	03-6700-674108	\$ -	\$ -	\$ -	\$ 150	\$ 150	\$ 150	\$ 300
Head Lamps	03-6700-674109	\$ -	\$ -	\$ -	\$ 300	\$ 300	\$ 300	\$ 300
Engine Packs	03-6700-674110	\$ -	\$ -	\$ -	\$ 400	\$ 400	\$ 400	\$ 500
Hose	03-6700-674111	\$ -	\$ -	\$ -	\$ 1,200	\$ 1,200	\$ 1,200	\$ 600
Fuel	03-6700-674200	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Deployment Expenses	03-6700-674300	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
Engine Repair & Maintenance	03-6700-677100	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Water Tender Repair & Maintenance	03-6700-677200	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Ambulance Repair & Maintenance	03-6700-677300	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Total Supplies		\$ -	\$ -	\$ -	\$ 101,800	\$ 101,800	\$ 101,800	\$ 100,800



Wildland Fund (continued)

	Account Number	FY2019-2020 Audited Actuals	FY2020-2021 Adopted Budget	FY2020-2021 Estimated Actuals	FY2021-2022 Requested	FY2021-2022 Fire Chief Recommend	FY2021-2022 Board Approved	FY2022-2023 Projected	FY2023-2024 Projected
Training									
	Registration Fees 03-6700-679100	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
	Wildland Refresher Training 03-6700-679101	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
	Travel Expenses 03-6700-679200	\$ -	\$ -	\$ -	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
Total Training		\$ -	\$ -	\$ -	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
Capital Expenses									
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Total Capital Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Financing Uses									
	Operating Transfer Out - General Fund 03-9000-910000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Operating Transfer Out - Capital Fund 03-9000-920000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Financing Uses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses		\$ -	\$ -	\$ -	\$ 343,800	\$ 343,800	\$ 343,800	\$ 344,105	\$ 346,250
Net Revenues versus Expenditures		\$ -	\$ -	\$ 72,098	\$ (43,620)	\$ (43,620)	\$ (43,620)	\$ (43,955)	\$ (46,100)
Beginning Fund Balance		\$ -	\$ 53,532	\$ 53,532	\$ 125,631	\$ 125,631	\$ 125,631	\$ 82,011	\$ 35,910
Contribution To / (Use Of) Fund Balance		\$ 53,532	\$ -	\$ 72,098	\$ (43,620)	\$ (43,620)	\$ (43,620)	\$ (46,100)	\$ -
Ending Fund Balance		\$ 53,532	\$ 53,532	\$ 125,631	\$ 82,011	\$ 82,011	\$ 82,011	\$ 35,910	\$ 35,910



Appendix

Appendix A - Notice of Public Hearing Regarding Budget Adoption

NOTICE OF PUBLIC HEARING

THE BOARD OF DIRECTORS FOR THE VERDE VALLEY FIRE DISTRICT WILL CONDUCT A PUBLIC HEARING ON JUNE 29, 2021 FOR ADOPTION OF THE BUDGET FOR THE FISCAL YEAR 2021-2022

TIME: 5:00 PM
 LOCATION: STATION # 31
 2700 E GODARD ROAD, COTTONWOOD, AZ 86326

THE PUBLIC IS URGED TO ATTEND AND OFFER COMMENT ON THE BUDGET. DETAILED COPIES OF THE TENTATIVE BUDGET ARE AVAILABLE ON THE DISTRICT'S WEBSITE AT WWW.VERDEVALLEYFIRE.ORG OR AT THE DISTRICT OFFICE LOCATED AT 2700 E GODARD ROAD, COTTONWOOD, AZ 86326

VERDE VALLEY FIRE DISTRICT FY2021-2022 COMBINED BUDGET

	Tentative FY2021-2022	Projected FY2022-2023	Projected FY2023-2024
Revenues			
Property Tax Revenues	\$ 6,333,202	\$ 6,567,958	\$ 6,812,104
Intergovernmental Revenues	\$ 373,623	\$ 373,651	\$ 373,680
Fees for Services	\$ 64,242	\$ 66,256	\$ 68,350
Ambulance Revenues	\$ 697,000	\$ 697,000	\$ 697,000
Other Income	\$ 7,860	\$ 8,400	\$ 8,400
Grant Revenues	\$ 586,150	\$ 341,000	\$ 341,000
Other Financing Sources	\$ 9,745,000	\$ 250,000	\$ 250,000
Total Revenues	\$ 17,807,077	\$ 8,304,265	\$ 8,550,534
Expenditures			
Personnel Expenses	\$ 5,557,133	\$ 5,627,428	\$ 5,827,560
Operating Expenses	\$ 1,230,228	\$ 1,324,371	\$ 1,248,995
Grant Expenses	\$ 625,603	\$ 388,500	\$ 388,500
Capital Outlay	\$ 717,161	\$ 253,871	\$ 423,500
Debt Service	\$ 8,644,274	\$ 550,000	\$ 650,000
Other Financing Uses	\$ 250,000	\$ 250,000	\$ 250,000
Total Expenditures	\$ 17,024,399	\$ 8,394,170	\$ 8,788,555
Operating Transfers (Net)			
Operating Transfers In	\$ 788,311	\$ 812,229	\$ 938,571
Operating Transfers Out	\$ 744,885	\$ 767,500	\$ 892,500
Net Changes in Fund Balance (Combined)	\$ 826,104	\$ (45,176)	\$ (191,950)
Changes in Fund Balance			
Estimated Beginning Fund Balance (Combined)	\$ 4,830,971	\$ 5,657,075	\$ 5,811,899
Estimated Ending Fund Balance (Combined)	\$ 5,657,075	\$ 5,611,899	\$ 5,419,949

ESTIMATED TAX RATE:

3.2100

POSTED BY:

Fusa Elliott

DATE: 6/19/2021

NOTE: \$586,150 of this Budget is based on potential grant revenues. These monies will only be spent if the District is successful in obtaining these grants. There is a matching revenue and expenditure line item for the potential grant funds. The difference is any grant match requirements. They do not affect the calculation for the Estimated Tax Rate.



Appendix B - Resolution 2021-06

RESOLUTION #2021-06

**A RESOLUTION OF THE VERDE VALLEY FIRE DISTRICT BOARD OF DIRECTORS
ADOPTING A BUDGET FOR FISCAL YEAR 2021-2022.**

WHEREAS, the Board of Directors of Verde Valley Fire District held a hearing on June 29, 2021 to hear public comment on the budget; and

WHEREAS, the Arizona Revised Statutes §48-805.02 requires districts to adopt and submit annual budgets;

THEREFORE BE IT RESOLVED that the attached 2021-2022 Fiscal Year Budget in the amount of \$17,807,077 is hereby adopted.

PASSED AND ADOPTED by the Board of Directors of Verde Valley Fire District, Yavapai County, Arizona on this 29th day of June, 2021.

A handwritten signature in blue ink, appearing to be "Ken Bishop", written over a horizontal line.

Ken Bishop, Board Chairman

ATTEST:

A handwritten signature in black ink, appearing to be "Donald Peck", written over a horizontal line.

Donald Peck, Board Clerk



Appendix C - County Budget Form

Verde Valley Fire District

(Name of District)

FIRE DISTRICT BUDGET ADOPTED

FISCAL YEAR 2021-2022

1.	Fire District Budget Adopted <u>June 29, 2021</u>	\$ <u>17,807,077.00</u> (1)
2.	a. Treasurers Balance July 1	\$ <u>300,000.00</u> (2a)
	b. Outstanding checks/warrants July 1	\$ <u>300,000.00</u> (2b)
	c. Unobligated balance July 1 (2a less 2b)	\$ <u>0.00</u> (2c)
3.	Fire District Assistance Tax	\$ <u>464,313.00</u> (3)
4.	All other Revenue (charges for services, misc. income)	\$ <u>11,473,875.00</u> (4)
5.	Total Non-Levy Resources (add 2c through 4)	\$ <u>11,938,188.00</u> (5)
6.	Desired Property Tax Revenue (subtract 5 from 1)	\$ <u>5,868,889.00</u> (6)
7.	Estimated Assessed Value	\$ <u>182,831,428.00</u> (7)
8.	Estimated Levy Rate (6 divided by 7 & multiplied by 100)	\$ <u>3.2100</u> (8)

NOTE: Adjustments to Fire District requests must frequently be made due to variations that occur between estimated and actual revenue, cash balance, or assessed values. In addressing these, the Yavapai County Finance Office will consider the proposed or adopted budget (1) as the controlling factor, followed by the estimated property tax levy (6).

Should the District desire a maximum rate below the statutory level, the following information must be provided:

Maximum rate desired 3.2100 /hd

Yavapai County is is not authorized to adjust the District Budget and Property Tax Levy amounts to achieve this maximum rate.



 (Authorized Signature)

Board Chairman

 (Title)

(928) 634-2578

 (Telephone Number)

June 29, 2021

 (Date)

admin@verdevalleyfire.org

 (Email Address)

For questions or assistance, please contact Kim Kapin, Yavapai County Clerk of the Board/Special District Coordinator at 928-771-3200.



Appendix D - Budget Policy (adopted June 25, 2019)

I. PURPOSE

To establish policies and procedures to carefully account for public funds, manage the finances wisely and plan for adequate funding of services that are desired by the public. The following budget policy provides guidance for preparing the District's annual budget (all funds) as well as adoption, implementation, and monitoring of the budget.

II. POLICIES

A. BUDGET PHILOSOPHY

The Verde Valley Fire District's budget philosophy includes funding the service delivery system using the resources provided through current revenue collection while planning for future needs through capital funding and maintenance.

B. BALANCED BUDGET

Arizona Revised Statutes §48-805.02 requires the Fire Board to annually adopt a balanced budget.

The Verde Valley Fire District will develop a balanced budget by June 30th of each year, where projected revenues meet or exceed projected expenditures.

In addition, the District will not use one-time (non-recurring) revenues to fund continuing (recurring) expenditures.

C. CONSERVATIVE PROJECTIONS

Revenues and expenditures will be determined through conservative projections. Current revenues will be sufficient to support current operating expenditures allowing the District to maintain a positive operating position.

D. CONTINGENCY FUNDS

The District will strive to budget Contingency Funds at a rate of fifteen percent (15%) of the budgeted operating expenditures for the fiscal year. This amount will be adjusted annually based on changes in the total operating expenditures.

III. PROCEDURES

A. BUDGET PROCESS

1. The Fire Chief and Administrative Manager will meet with Battalion Chiefs to discuss the outlook for the coming year and give staff direction as to the financial direction of the new fiscal year's budget.
2. Section Managers will develop the budgets for their line items based on the recommended direction of the Fire Chief. Section Managers will include appropriate notes for their requests for review by the Fire Chief and Administrative Manager.
3. Individual meetings are held with each of the Section Managers to discuss their budget requests and to assure that the narratives are complete.
4. The compiled preliminary draft budget is distributed to Fire Board Members and Union Representatives.



- a. Meetings are scheduled with the Fire Chief, Administrative Manager and Union Representatives to discuss budget issues and items for collective bargaining.
 - b. Budget Work Sessions are scheduled to present each budgetary unit to the Fire Board's Budget Committee, answer questions that may arise, make adjustments as directed, and obtain the Committee's preliminary approval of the requests.
 - c. The Administrative Manager, with the Fire Chief's direction, makes final adjustments to the budget and verifies that all information is properly included in the budget document.
5. It is desired that the Tentative Budget is approved in May by the Fire Board. The complete approved Tentative Budget will be posted on the District's website and the approved Tentative Budget summary will be posted at the District's designated posting locations for a minimum of twenty (20) days before the Public Hearing.
 6. The Public Hearings on the Tentative Budget are held in June.
 7. The Final Budget shall be adopted in June following the Public Hearing.
 8. A complete copy of the Final Budget shall be posted on the District's website within seven (7) business days after final adoption and shall be retained on the website for at least sixty (60) months.
 9. Per Arizona Revised Statute §48-805.02 B, the Final Budget is required to be submitted to the County no later than August 1 of each year.
- B. BUDGET AMENDMENT POLICY**
1. Once the Tentative Budget is adopted, the expenditure limitation amount is set for the fiscal year. The Fire Board may not approve additional appropriations above that amount.
 2. Per Arizona Revised Statutes §48-805.02 E, to amend the budget after the initial adoption, the Fire Board Shall hold a public hearing on the proposed revision of the budget. The proposed revised budget must be adopted during a public meeting immediately following the public hearing on the proposal. The District must comply with the posting, publishing and hearing notice requirements as described in Section A, subsections 5 and 8 above.
 3. The Fire Board may approve budget reallocations within the total budget as adopted.
- C. BUDGET MONITORING**
1. The Administrative Manager, along with each Section Manager, monitors the budget continuously throughout the fiscal year.
 2. The District focuses control on the total Division (category) appropriation rather than focusing on each specific line item (sub-object level). This means that instead of tracking each line item to ensure that it remains within the budget appropriation, the focus is on whether the Division as a whole operates within its total budget appropriation.
 3. Revenue projections are monitored monthly and statistically projected throughout the remainder of the fiscal year to determine the need to decrease expenditure appropriations in order to maintain a balanced budget.



4. Financial reports are given to the Fire Board, Fire Chief and Section Managers monthly detailing the status of each line item and the District as a whole.

D. BUDGET CALENDAR

1. In February of each year, the Administrative Manager shall obtain approval of the budget calendar for the following fiscal year.

E. CAPITAL IMPROVEMENTS

1. The District will make all capital improvements in accordance with an adopted and funded capital improvement program (CIP). The CIP will provide for adequate design, construction, maintenance and replacement of the District's capital assets over a five (5) year period.
2. The District will use grant assistance to finance only those capital improvements that are consistent with the Capital Improvement Plan and District priorities, and whose operating and maintenance costs have been included in the budget.
3. The District will coordinate development of the capital improvement budget with the development of the operating budget.

F. FUND ACCOUNTING

1. The District utilizes fund accounting, which is a method of tracking revenues and expenditures based on restrictions being placed on the revenues requiring that they be used for specific purposes only. Each fund is considered a separate accounting entity. All funds except agency funds are included in the budget document. Agency funds are not required to be included in the budget document as they are monies belonging to separate entities, which the District holds in trust for them.

G. GOVERNMENTAL FUNDS

1. General Fund - The General Fund is the main operating fund of the Verde Valley Fire District; it accounts for the majority of the operations within the District.
2. Special Revenue Fund - Special Revenue Funds are separate accounting records used to track revenues (and the related expenditures) that are legally restricted for specific purposes.
3. Debt Service Fund - Debt Service Fund is used to account for the funding allocations and the payments of general long-term debt principal, interest and related costs.
4. Capital Project Fund - Capital Project Funds are used to track the financial resources to be used for the acquisition or construction of capital assets. A capital asset is defined by the District as any item with a useful life of three (3) or more years and whose purchase price (or value if donated) is \$5,000 or more.
5. All Governmental Funds are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Measurable means that the amount of the transaction can be determined. Available means that the funds are collectible within the current period or soon thereafter to pay liabilities of the current period. Expenditures are recognized when the related liability is incurred.



H. FIDUCIARY FUNDS

1. Agency Fund - The Agency Fund is used to account for monies belonging to other agencies that the District holds in a trustee capacity.
2. Fiduciary Funds - Fiduciary Funds are accounted for using the accrual basis of accounting. This method of accounting recognizes the financial effects of transactions and other events and circumstances that have cash consequences in the periods in which transactions, events, and circumstances occur, rather than only in the periods in which cash is received or paid by the District.

I. BUDGET BASIS

1. The District maintains its financial records in accordance with Generally Accepted Accounting Principles (GAAP) for government entities. The budgets of General Government Funds are prepared on a modified accrual basis. This includes all fund types managed by the Verde Valley Fire District.



Appendix E - Purchasing Policy (revised August 27, 2019)

I. PURPOSE

To establish standard policies and procedures for the procurement of goods and services for the District to ensure that all goods and services received are properly authorized.

Except as otherwise directed by the Board, no purchase of materials or contract for services or construction shall be made for the Verde Valley Fire District except in accordance with VVFD purchase policy and procedures.

II. POLICIES/PROCEDURES:

A. REQUIREMENTS OF GOOD FAITH

All parties involved in purchasing for the District are required to act in good faith.

1. Employees and Fire Board Members must discharge their duties impartially so as to ensure fair competitive access to District procurement by responsible suppliers of goods and services. They should also conduct themselves in such a manner as to foster public confidence in the integrity of the District.
2. It shall be a breach of ethical standards for any employee or elected official to be involved in fraud or collusion for any purpose.
3. No District employee or Fire Board Member may seek or accept any gift, gratuity or anything of value in exchange for making any purchase or giving any preference in connection with the procurement of goods or services by or on behalf of the District.

B. CONFLICT OF INTEREST

1. All employees, elected officials, and their relatives are prohibited from having a substantial interest, as defined in ARS § 38-502, in any purchase of goods or services made by the District.
2. ARS § 38-503 prohibits conflicts of interest as follows:
 - a. Any public officer or employee of a public agency who has, or whose relative has, a substantial interest in any contract, sale, purchase or service to such public agency shall make known that interest in the official records of such public agency and shall refrain from voting upon or otherwise participating in any manner as an officer or employee in such contract, sale or purchase.
 - b. Any public officer or employee who has, or whose relative has, a substantial interest in any decision of a public agency shall make known such interest in the official records of such public agency and shall refrain from participating in any manner as an officer or employee in such decision.
 - c. Notwithstanding the provisions of subsections A and B of this section, no public officer or employee of a public agency shall supply to such public agency any equipment, material, supplies or services, unless pursuant to an award or contract let after public competitive bidding, except that:
 - i. Political subdivisions, other than school districts, may purchase through their governing bodies, without using public competitive bidding procedures, supplies, materials and equipment not exceeding three hundred dollars (\$300.00) in cost in any single transaction, not to exceed a total of one thousand dollars



(\$1,000.00) annually, from a member of the governing body if the policy for such purchases is approved annually.

C. APPROVAL LEVELS

1. Budgeted Purchases

- a. Section Manager (staff member responsible for overseeing the applicable budget line item) approval is required for all purchases.
- b. Purchases under \$50.00 may be made using Petty Cash in accordance with the Petty Cash policy.
- c. Purchases from \$50.00 up to \$999.99 may be purchased prior to Fire Chief approval. A completed Check Request Form and Fire Chief approval are required for payment.
- d. Purchases from \$1,000.00 up to \$4,999.99 require Fire Chief approval and a completed and approved Purchase Order prior to placing the order.
- e. Purchases from \$5,000.00 up to \$24,999.99 require three (3) written quotes, Fire Chief approval and approval from one (1) Fire Board member as well as a completed and approved Purchase Order prior to placing the order. Award of the quote shall be to the lowest responsible quote. See Section D.1 below for requirements.
- f. Purchases from \$25,000.00 and up require a complete bid process as directed in policy. The contract must be awarded by the Fire Board. A completed and approved Purchase Order is required prior to placing the order. See Section D.2 below for requirements.
- g. Purchase orders are not required for regular monthly operating costs such as:
 - i. Utility Payments
 - ii. Payroll Liability Payments
- h. An annual "Open Purchase Order" may be established, with a set dollar amount, per budget and/or approved contract, for reoccurring expenses such as:
 - i. Ambulance Billing Costs
 - ii. Dispatch Services Costs
 - iii. Insurance Premiums
 - iv. Fuel
 - v. Rental Agreements
 - vi. Professional Services (ex: Audit Services, Legal Services, etc.)
- i. Purchasing Cards - Purchases made with the Purchasing Cards do not require a separate check request for purchases under \$1,000.00. Purchases of \$1,000.00 or more still require the approved Purchase Order



prior to placing the order. Purchasing Cards will receive a monthly statement detailing the charges made from each card. The card holder will code the individual charges on the monthly statement, attach documentation for each charge, sign and submit the monthly charge report to the Fire Chief for approval.

2. Non-Budgeted Purchases or Budget Line Changes

- a. In addition to the requirements based on certain dollar amount thresholds listed in Section C.1 above, non-budgeted purchases also require the following:
 - i. The Fire Chief may approve non-budgeted purchases or budget line changes within a Division as long as the total Division expenditures remain within the approved budget appropriation.
 - ii. Fire Board approval is required for non-budgeted purchases or budget line changes that exceed a Division's approved budget appropriation.
 - iii. Fire Board approval is required for non-budgeted purchases or budget line changes of \$1,000 and above for all Capital expenditures.

3. Contingency Budget Use

- a. In addition to the requirements based on certain dollar amount thresholds listed in Section C.1 above, Contingency purchases also require the following:
 - i. Fire Chief approval is required for use of Contingency.
 - ii. Fire Board approval with Fire Chief recommendation is required for use of Contingency for amounts over \$1,000 with the exception of normal employee termination payouts.

4. Exceptions

a. Emergency Purchases

In case of an emergency which requires immediate purchase of supplies or services, the Fire Chief shall be empowered to authorize the District's chief officers to purchase or secure the supplies and services needed. If the purchase equals or exceeds \$5,000.00, the Fire Chief shall first consult with the Board Chairman, if available, or if not, with another available Board Member. As soon after the purchase as is practical, a requisition form and a written report of the circumstances of the Emergency Purchase shall be forwarded to the Fire Chief. The Fire Chief will inform the District's Fire Board within 24 hours.

An emergency exists where there is a threat to public health, welfare or safety and where a situation exists which makes compliance with the bid requirements impractical, unnecessary or contrary to the public interest.

Emergency procurements shall be made with such competition as is practical under the circumstances.

b. Waiver by Fire Board

The Fire Board may waive any provision or requirement of this Purchasing Policy upon a finding that doing so is in the best interest of the District. Circumstances justifying waiver include, but are not limited to, situations in which timing/expediency is critical; special or unique qualifications of an individual, firm, vendor



or item(s); the procurement of additional goods or services under an existing contract; or to comply with specific requirements of a gift or grant.

c. Cooperative Purchasing/Government Contracts

Section Managers may purchase goods or services without competition under an existing contract or cooperative purchase agreement administered by the United States (GSA), the State of Arizona, and/or one or more other Arizona public agencies or cooperative purchasing units, including but not limited to, CAFMA Intergovernmental Agreement Purchasing Program, H.G.A.C., S.A.V.E. and the Mohave Purchasing Cooperative pursuant to Section C.1 and D.1.

d. Sole Source

In the event that there is only one (1) firm, company, or individual capable of providing a particular service or commodity, the services and commodities can be purchased without bidding, after a determination is made that the price is fair and reasonable.

e. Used Goods

If the District wishes to purchase a used item, where bidding is not practical, such as a vehicle, the Fire Board may authorize the Fire Chief to purchase the item within a specific dollar amount after determining the market availability and negotiating a fair and reasonable price.

f. Professional Services

Except where directed by the Fire Board, the bidding requirements of this article shall not apply to professional services or items which a Request for Proposal is more appropriate. Professional services include, but are not limited to the following: physicians, attorneys, architects, engineers, computer consultants, or certified public accountants.

g. Forced Accounts

Nothing herein shall be construed to prevent the use, without advertising, of the District's regularly employed personnel for work in conjunction with the building, addition or alteration of any structure belonging to the District, provided however that the total cost of said work in any one (1) year does not exceed \$150,000.00.

This provision does not apply to the use of businesses owned by District employees; these shall fall under the regular purchasing requirements.

D. REQUIRED PROCESS

1. Quotes

- a. Information must be printed and attached to the purchase request. Pricing comparisons should be based on best available price information with only reasonable competitor prices used.
- b. Where three (3) quotes cannot be obtained, a vendor's refusal to quote or simply the lack of vendors must be documented.
- c. The District reserves the right to select a higher quote if circumstances can be documented that the more



expensive choice is in the District's best interest.

- d. Quotes are not required when purchasing from a vendor on the State Procurement list or another approved cooperative purchasing agency.

Quotes must be obtained for any items or work performed outside of the cooperative purchasing contract by a third party vendor (example: purchasing a command vehicle through a co-op which still requires additional up-fitting packages not included in the original co-op contract).

2. Invitation for Bids

- a. Submit complete specifications to the Administrative Manager for inclusion in the invitation for bids document.
 - i. Describe the physical or functional characteristics, or the nature of the material or services being solicited.
 - ii. A specification should include a description of any requirements for inspecting, testing or preparing a material or service for delivery.
 - iii. Products should not be identified by brand name or in any manner, which could be construed as excluding all but one brand name. Whenever a brand name or equivalent specification is used, it should be explained that the use of that brand name or specification is for purposes of describing the standard of quality, performance or characteristics desired, and not intended to limit or restrict competition. Said solicitations shall state that products substantially equivalent to those brands designated shall qualify for consideration.
- b. Per A.R.S. § 41-2533, an invitation for bids shall be issued and shall include a purchase description and all contractual terms and conditions applicable to the procurement.
- c. A notice of solicitation for bids shall state the date, time and place of opening, and the place and time period within which bids shall be submitted. The time of bid opening should be not more than fifteen (15) minutes after the deadline to submit bids.
- d. The notice shall state with particularity the goods or services required and shall state the place where specifications may be examined.
- e. The notice shall be published once per week for two (2) weeks in a newspaper of general circulation. The publication shall be not less than two (2) weeks before bid opening. Notice shall also be posted on the District's website and on publicpurchase.com.
- f. A list of those requesting a copy of the solicitation document shall be kept including name and contact information. This list shall be used for issuance of addenda, if any.
- g. Bids shall be submitted in a sealed envelope to the Administrative Manager and shall be clearly identified as a bid on the front of the envelope. Any bid not received within the time period allowed shall be rejected.
- h. All bids shall be date and time stamped upon receipt.
- i. All bids shall be opened in public at the time and place specified. The name of each bidder, the amount of



each bid, and other relevant information shall be recorded and available for public inspection.

- j. All bidders shall be notified in writing of the award or rejection of any and all bids.
 - k. Original bid documents are maintained on file in the procurement file in accordance with Arizona Records Retention requirements.
 - l. Unless the bids are rejected, the following shall be considered in determining the lowest responsible bidder:
 - i. The ability, capacity and skill of the bidder to perform the contract or provide the service required.
 - ii. Whether the bidder can perform the contract or provide the services promptly or within the specified period of time without delay or interference.
 - iii. The quality of performance of previous contracts.
 - iv. The previous and existing compliance by the bidder with relative laws and ordinances.
 - v. The financial resources and ability of the bidder to perform the contract.
 - vi. The quality, availability, and adaptability of the supplies or service.
 - vii. The reasons for selecting other than the lowest bidder shall be documented and filed with the bid documents.
 - m. The evaluation methods shall be uniform for each responding bidder.
 - n. A record showing the basis for determining the successful bidder shall be kept by the District in the procurement file in accordance with Arizona Records Retention requirements.
 - o. The Fire Chief, at the Board's discretion, shall have the authority to reject all or part of a bid or all bids and to re-solicit bids if doing so would be in the best interest of the District.
 - p. Authorized awards shall be made to the lowest responsible and most responsive bidder (vendor) whose bid conforms in all material aspects to the procurement requirements and the criteria set forth in the IFB and are deemed to be in the best interest of the District.
 - q. If only one bid is received, an award may be made to the single bidder if the District determines that the price is fair and reasonable and that other prospective bidders have a reasonable opportunity to respond.
3. Request for Proposals
- a. A Request for Proposals (RFP) is used to procure services for the District. A RFP may not be used to solicit a contractor for a construction project.
 - b. The notices to be given to the public when a RFP is used shall conform to standards similar to those used for the competitive bidding process described above.
 - c. The RFP will state the relative importance of price and other evaluation factors to be used.



- d. Proposals shall be requested and evaluated pursuant to procedures consistent with the State Procurement Code (A.R.S. § 41-2534, as may be amended).
 - e. Because substantial negotiations oftentimes follow the opening of RFP proposals, those proposals shall remain confidential from the other proposers until such time as the award has been made in order that the negotiation process will not be prejudiced.
 - f. After the first round of proposals has been received, those proposals may be discussed with the offerors whose proposals meet the requirements of the RFP to obtain clarification and to allow revision for obtaining the best final offers.
 - g. Based on the evaluation factors set forth in the RFP, the award will be made in a manner most advantageous to the District. No other factors or criteria may be used in the evaluation.
 - h. The Fire Chief, at the Board's discretion, shall have the authority to reject all or part of a proposal or all proposals and to re-solicit proposals if doing so would be in the best interest of the District.
4. Request for Qualifications
- a. A Request for Qualifications (RFQ) is used to procure professional and technical services.
 - b. Professional and Technical Services
 - i. Professional services include, but are not limited to the following:
 - 1) Physicians
 - 2) Attorneys
 - 3) Architects
 - 4) Engineers
 - 5) Computer Consultants
 - 6) Certified Public Accountants
 - c. The notices to be given to the public when a RFP is used shall conform to standards similar to those used for the competitive bidding process described above.
 - d. Persons engaged in providing the types of services specified may submit statements of qualifications for providing such types of services as specified by the District in the RFQ
 - e. The RFQ shall describe the services required and list the type of information and data required of each offeror.
 - f. Based on the evaluation factors set forth in the RFQ, the award will be made in a manner most advantageous to the District. No other factors or criteria may be used in the evaluation.
 - g. Because substantial negotiations oftentimes follow the opening of RFQ submittals, those submittals shall



remain confidential from the other offerors until such time as the award has been made in order that the negotiation process will not be prejudiced.

- h. The Fire Chief, at the Board's discretion, shall have the authority to reject all or part of a proposal or all proposals and to re-solicit proposals if doing so would be in the best interest of the District.
- i. No person or firm practicing in a professional or technical field for which a license is required by state law shall be engaged by the District unless possessing a current license in good standing.
- j. Upon engagement, the District shall enter into a written agreement or memorandum of understanding for the performance of the services for which engaged, setting forth the scope of services and the unit or total price therefore.

5. Contracts & Agreements

- a. Contracts and agreements entered into by the District must be reviewed by the Fire Chief and Administrative Manager and must be approved by the Fire Board and signed by the Board Chairman and/or the Board Clerk.

- b. Contract Change Orders

All change orders shall be approved by the Fire Board.

6. Purchase Orders / Requisitions

- a. The requisition process must be used for any purchases or projects that in total accumulate to \$1,000 or more for each individual vendor or contract (excluding normal recurring operating expenditures such as utility expenses, payroll taxes, etc.).
- b. Requisitions will be completed by each Section Manager for projects, contracts or purchases as soon as agreements or contracts are accepted or the intent to move forward with the project/purchase has been initiated.
- c. Purchase Orders will be issued after receipt of a fully executed/approved requisition and supporting documentation.

7. Other Items

- a. Performance and Payment Bonds

The District shall have the authority to require a bid bond, a performance bond, and/or payment bond, in such amount as the District may deem sufficient for contracts other than contracts for construction. The District shall require performance and payment bonds for contracts for construction as required by law. In all cases of construction to which state law applies, any requirement for a bond shall be incorporated into the contract.

- b. Grants

The provisions set forth in the Purchasing Policy may be superseded by bidding, proposal, or qualification requirements in federal and state grants.



Appendix F – Pension Funding Policy (revised January 26, 2021)

The intent of this policy is to clearly communicate the Board's pension funding objectives and its commitment to our employees and the sound financial management of the Verde Valley Fire District and to comply with new statutory requirements of Laws 2018, Chapter 112.

Several terms are used throughout this policy:

Unfunded Actuarial Accrued Liability (UAAL) – Is the difference between trust assets and the estimated future cost of pensions earned by employees. This UAAL results from actual results (interest earnings, member mortality, disability rates, etc.) being different from the assumptions used in previous actuarial valuations.

Annual Required Contribution (ARC) – Is the annual amount required to pay into the pension funds, as determined through annual actuarial valuations. It is comprised of two primary components: normal pension cost – which is the estimated cost of pension benefits earned by employees in the current year; and, amortization of UAAL – which is the cost needed to cover the unfunded portion of pensions earned by employees in previous years. The UAAL is collected over a period of time referred to as the amortization period. The ARC is a percentage of the current payroll.

Funded Ratio – Is a ratio of fund assets to actuarial accrued liability. The higher the ratio the better funded the pension is with 100% being fully funded.

Intergenerational equity – Ensures that no generation is burdened by substantially more or less pension costs than past or future generations.

The Verde Valley Fire District's fire employees who are regularly assigned hazardous duty participate in the Public Safety Personnel Retirement System (PSPRS).

Public Safety Personnel Retirement System (PSPRS)

PSPRS is administered as an agent multiple-employer pension plan. An agent multiple-employer plan has two main functions: 1) to comingle assets of all plans under its administration, thus achieving economy of scale for more cost efficient investments, and invest those assets for the benefit of all members under its administration and 2) serve as the statewide uniform administrator for the distribution of benefits.

Under an agent multiple-employer plan each agency participating in the plan has an individual trust fund reflecting that agencies' assets and liabilities. Under this plan all contributions are deposited to and distributions are made from that fund's assets, each fund has its own funded ratio and contribution rate, and each fund has a unique annual actuarial valuation. The Verde Valley Fire District has one trust fund for fire employees.

The Board formally accepts the assets, liabilities, and current funding ratio of the Verde Valley Fire District's PSPRS trust funds from the June 30, 2020 actuarial valuation, which are detailed below.



Trust Fund	Assets	Accrued Liability	Unfunded Actuarial Accrued Liability	Funded Ratio
Tier 1 & 2	\$11,878,288	\$17,669,586	\$5,791,298	67.2%
Tier 3	\$23,570,444	\$23,239,599	\$(330,845)	101.4%
Verde Valley Fire District Totals	\$35,448,732	\$40,909,185	\$5,460,453	86.7%

PSPRS Funding Goal

Pensions that are less than fully funded place the cost of service provided in earlier periods (amortization of UAAL) on the current taxpayers. Fully funded pension plans are the best way to achieve taxpayer and member intergenerational equity. Most funds in PSPRS are significantly underfunded and falling well short of the goal of intergenerational equity.

The Board’s PSPRS funding ratio goal is 100% (fully funded) by June 30, 2036. The Board established this goal for the following reasons:

- The PSPRS trust funds represent only the Verde Valley Fire District’s liability
- The fluctuating cost of an UAAL causes strain on the Verde Valley Fire District’s budget, affecting our ability to provide services
- A fully funded pension is the best way to achieve taxpayer and member intergenerational equity

The Fire Board has taken the following actions to achieve this goal:

- Maintain ARC payment from operating revenues – The Board is committed to maintaining the full ARC payment (normal cost and UAAL amortization) from operating funds. The estimated combined ARC for FY2021-2022 is \$910,126 and will be able to be paid from operating funds without diminishing Verde Valley Fire District services.
- Additional payments above the ARC
 - If funds allow, budget for additional funds to be applied to the District’s unfunded liability.
 - Annually evaluate prior year budget compared to actual expenditures and make an excess payment if funds allow.
- Pay the full amount of the budgeted contributions at the beginning of each fiscal year to maximize the interest earnings allocated to the District’s PSPRS trust fund.

Based on these actions the Board plans to achieve its goal of 100% funding by June 30, 2036, in accordance with the amortization timeline set forth by the PSPRS June 30, 2020 Actuarial Valuation.