

PLEASANT VALLEY FIRE DISTRICT

RECORDED MINUTES OF REGULAR BOARD MEETING, March 18, 2022

These minutes will be submitted for approval at the April 20, 2022 Board Meeting

The public is encouraged to provide feedback to the PVFD Board by letter to PO Box 97 or to the PVFD Chief by letter to PO Box 303 both in Young, AZ 85554.

- 1) The meeting was held at the fire hall and called to order by Kathy Hunt at 17:29.
- 2) Pledge of Allegiance was recited by all in attendance.
- 3) **Roll call and confirmation of a quorum:**
 - a. **Board Members present:** Kathy Hunt – Chair, Wayne Johnson – Vice Chair, Peter Elenius – Clerk, Ted Tucci – Treasurer, Bob Turner – Member. Kathy stated that a quorum was confirmed.
 - b. **Board Member(s) not present:**
 - c. **FD staff present:** Chief – Mark Stratton, Rebecca Urban, Bonnie Jo Halverson, Heather Robertson, Beth Talbot.
 - d. **Public present:** Mike Talbot, Hal Key
- 4) **Call to the public:** None
- 5) **Approval of Minutes of the:**
 - a. **Regular Session February 18, 2022** – Ted made a motion to accept the minutes of the February 18, 2022 meeting, Bob seconded, and the motion carried unanimously.
- 6) **Reports and Correspondence:**
 - a. **Chief's Report:** Mark gave the Chief's report, which is attached. General discussion with Mark.
 - b. **Admin's Report:** Rebecca reviewed the Admin's report, which is attached.
 - c. **Dispatch Coordinator's Report:** Bonnie Jo reviewed the Dispatch Coordinator's report, which is attached.
 - d. **Treasurer's Report for February 2022:**
 - County Balance in General Funds less uncleared warrants of \$48,217.38;
 - Capital Reserve balance of \$94,658.39;
 - Pension Fund balance of \$25,528.89;
 - Building Account (grant) balance of \$4,596.25.
 - Ted reviewed the Treasurer's report. Wayne made a motion to approve the Treasurer's report for February 2022, Bob seconded and motion passed unanimously
 - e. **Legislative Report:** no updates.
- 7) **Business: Information/Discussion/Vote**
 - a. **Service call billing status** – January 1st incident for \$500 billing to AZ Dept of Forestry & Fire Management is in process.
 - b. **Scott easement** – Ted will continue to try to have discussions with Kyle Scott regarding.
 - c. **Budget meeting for board and staff** – Decided to hold it on 4/13/2022 at 17:30

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- d. Closing Chase account and transfer to Capital Reserve** – Peter made a motion to transfer the balance from the Chase account to the Capital Reserve account and then to close the Chase account. Wayne seconded and the motion passed unanimously.
- e. Presentation on phase-out of current cardiac monitor and discussion/decision on replacement** – Heather presented that the Philips monitor is no longer being supported by Philips and service will only be through a third party with a limited quantity of new spare parts. Heather received quotes from Philips, Zoll, and LifePak. The Zoll monitor is used by our helicopter crews as it is small and light. The LifePak is the most common in ALS units. General discussion about the replacement strategy and availability of monitors in both rescues. The monitor in Rescue 611 is an old model LifePak that the vendor will give \$5K credit for. Decision was that the most cost effective was to go with LifePak 15 based on the quote and credit for the old unit, moving the current Philips monitor to Rescue 611. Plan will be to replace that monitor sometime in the next two years. Kathy made a motion to take a maximum of \$35K out of Capital Reserve to purchase the LifePak 15, Wayne seconded and the motion passed unanimously.
- f. Conversion of \$550 cash received for trailer to check to facilitate deposit with county** – Kathy made a motion that Peter will write a check \$550 to the PVFD in exchange for the cash. Bob seconded and the motion passed unanimously.

8) Items for Future Agendas

- 1. Service call billing status
- 2. Stair chair
- 3. Scott Easement
- 4. Budget review and action.

- 9) Adjournment** – Bob made a motion to adjourn at 18:51, Ted seconded and the motion carried unanimously.



Pleasant Valley Fire Department

47529 N AZ Highway 288
PO Box 303
Young, AZ 85554

928-462-3678 Office/Fax
928-462-3489 Controlled Burns
pvfdadmin@mtecom.net

Serving the Community of Young, Arizona since 1977

PVFD Chief's Report March 2022 (For Board Meeting 3.18.22)

Calls for February:

- 6 EMS, 2 Public Assist

There were no FF/EMS Injuries

Training:

Dispatch Training every Tuesday morning 10am.

EMS Training every other Tuesday 5pm.

Fire training every other Tuesday 5pm.

Maintenance:

Working on issues with several vehicles with Chris Flores and possibly Kyle Scott.

Personnel: 1 Dispatch yet to be fingerprinted next Tuesday; 2 new cadets. Limit reached.

Notes:

Chief's notes

1. February storm preparation
 - a. Contacted GCSO advised no snow cat available
 - b. Deputy Jim Lahti advised he would be available to assist
 - i. Tracked UTV
 - ii. Chained UTV
 - c. Opened the Hall to provide shelter
 - d. Contacted individuals on the Angle list before and during the storm
2. Scheduled controlled burns
 - a. Scout location prior
 - i. Appropriate equipment and manpower
 - b. Utilize waiver of liability form
 - c. Use for a training opportunity
3. Training updates
 - a. BJ, Joe, and Heather are all doing an excellent job of scheduling current and relevant training
 - b. Training calendars are scheduled at least a month out
4. Tracking training

- a. Utilize Emergency Reporting
 - i. Allows us to track each persons attended training
 - ii. Ensures people are on track and have received appropriate training for the year
- 5. Target Solutions
 - a. Not used since 2019 (unfortunately we have been billed for it)
 - b. Creating a new account
 - c. We will utilize this online training in conjunction with our training, not in replace of
- 6. Stryker training
 - a. Set up by Heather
 - b. Stryker Rep. did a great presentation
 - i. Walked us through normal operations
 - ii. She did a great demo of "what if"
 - c. She determined that we were missing a safety catch (was not installed/ missing)
 - d. She is sending us a new safety catch
- 7. Helicopter landing zones
 - a. BJ and Shawn
 - b. Locate, number and name all landing zones
 - c. Add GPS coordinates
 - d. Highlight locations on our map
- 8. Vehicle injury accident training scenario
 - a. Conducted by BJ and Heather
 - b. Excellent training
 - c. Opened lines of communication between Dispatchers, Firefighters and EMS members
 - d. Gave us a great insight into our strengths and areas we can improve
 - e. Followed with a BBQ
- 9. Door code changes
 - a. I will be changing door codes every 4 to 6 months
- 10. Fueling codes for County yard
 - a. All old codes were deleted (most were from personnel who no longer work for PVFD)
 - b. New individual codes were provided
- 11. Cadet Program
 - a. Writing new guidelines
 - i. Must be 16 years or older
 - ii. Trying to Grandfather the 2 current Cadets who will be 16 later this year
- 12. General legal stuff currently working on
 - a. Annual background checks
 - i. Current driver's license
 - ii. Any change in criminal history
 - b. Verify all staff have fingerprints on file
 - c. Review Emergency driving policy
 - i. Emergency and POV
 - d. Review Professional conduct policy
 - e. Review HIPPA regulations
 - f. Review policy and go over exposure forms
 - g. Review and retain current copies of any Certification and Licenses
 - h. Reviewing and updating all SOP's
- 13. Chief training
 - a. Continue monthly Northern Chiefs meeting held in Payson
 - b. Continue monthly training officers Zoom meeting
- 14. If all goes as planned, I should be a full time resident of Young as of April 8th

Admin Report for March 2022

Calendar reminders:

- Annual Pension Board Filing due?
 - Prepare Monthly Financials
 - Review many systems and processes with Chief
 - Review Annual SCBA Physical for eligible crew members
 - Start pulling budget docs together for next FY
 - Start on Annual Insurance Audit for VFIS
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- Created first budget worksheet draft for Chief and I to work through
 - Received VFIS Annual Audit request
 - Billing Update: applied for \$500 Forest Land grant for 1/1/22 call.
 - Talked with Gila Cty health dept Evan for compliance renewal
 - Talked with Gila Cty re Positive Pay
 - Talked with Gila Cty re check/cash reimbursement procedure
 - Worked with Dispatch
 - Fingerprint orchestrations with 3 new employees
 - Talked w/Karol Clark re declined pension checks (Positive Pay solution)
 - Reprinted 2 lost checks
 - Financials work and troubleshooting

Dispatch Coordinator Report March 2022

March dispatch report

Total of 7 dispatchers; some are still in training.

Current dispatchers are Myself, Pam Doyle, Beth Talbot

Cookie Pea, Janet Lee, Terri Swanson, and Julie Recker.

We are having Dispatch training every Tuesday at 10am. We have done a live "mock" call with the whole dept that was available. Another "mock" call just using radios. We do run reviews for all calls. We discussed this last week what do to do when there is a domestic violence call.

I have updated about 10 forms.

I am still updating forms in Dispatch books

We actually used the Angel List when we had the storm.