

PLEASANT VALLEY FIRE DISTRICT

RECORDED MINUTES OF REGULAR BOARD MEETING, April 20, 2022 These minutes will be submitted for approval at the May 18, 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 17:30.
- 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, Heather Robertson, Joe Lynch, Bill Tilton.
 - d. **Public present:** Hal Key
- 4) **Call to the public:** None
- 5) **Approval of Minutes of the:**
 - a. **Regular Session March 18, 2022** – Ted made a motion to accept the minutes of the March 18, 2022 meeting, Bob seconded, and the motion carried unanimously.
 - b. **Special Session April 13, 2022** – Ted made a motion to accept the minutes of the April 13, 2022 meeting, Wayne 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:** Mark reviewed the Dispatch Coordinator's report, which is attached.
 - d. **Treasurer's Report for March 2022:**
 - County Balance in General Funds less uncleared warrants of \$43,500.83;
 - Capital Reserve balance of \$94,681.58;
 - Pension Fund balance of \$25,046.53;
 - Building Account (grant) balance of \$4,596.25. Ted reported that he received a cashier's check for this amount from Chase, that Rebecca has and the account has been closed. Per last month's minutes these funds will be deposited in the Capital Reserve account.
 - Ted reviewed the Treasurer's report. Discussion between board and Rebecca on a couple of discrepancies that need to be corrected. Kathy will meet with Rebecca to review corrections. Peter made a motion to approve the corrected financials next month, Wayne seconded and the motion passed unanimously.
 - e. **Legislative Report:** no updates.

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7) Business: Information/Discussion/Vote

- a. **Service call billing status** – Received \$500 for January 1st incident from AZ Dept of Forestry & Fire Management (AZ DFFM). Another call is in process with AZ DFFM.
- b. **Scott easement** – Ted will continue to have discussions with Kyle Scott.
- c. **Purchase stair chair and gurney wings using funds from capital reserve** – Heather presented that the stair chair and XPS (a.k.a. gurney wings) bid was \$6,199.69 including one-year of maintenance. Heather stated the XPS will make the transport of larger patients safer and more comfortable. Joe has used this type of stair chair. Heather believes it will significantly reduce the risk of injury to staff. Peter made a motion to approve spending \$6,200 plus actual shipping cost from Capital Reserve for the purchase of the stair chair and XPS, Wayne seconded and the motion passed unanimously.
- d. **Budget review and action** – Budget was reviewed with the Chief and Rebecca. Bob made a motion to post the proposed budget, Wayne seconded and the motion passed unanimously. Rebecca will post at PO, Buddi's and Cherry Creek store for the required 20 days. The proposed budget is attached.
- e. **Purchase of engine from Christopher Kohl FD and disposition/utilization of current engines** – Christopher Kohl FD (CKFD) has offered to PVFD a 1989 Pierce Type 1 fire engine for \$7,500. The Chief said that one of the issues is the current truck carries only two personnel resulting in too many personal vehicles at scene causing congestion. This truck has five seats and is setup for SCBAs to be located in seat backs. PVFD member Joe Lynch also works at CKFD and stated this truck has been well maintained originally by Payson FD mechanics and now the CKFD mechanic. He also stated that on flow tests the pump outperformed the specifications. Wayne made a motion to purchase the CKFD engine for \$7,500 from capital reserve fund, Ted seconded and the motion passed unanimously.

The chief recommended that after receiving the CKFD engine that we move the current engine to Station FS611 and keep as functioning reserve engine. Discussion on disposition of the engine received from Texas resulted in the decision to sell it. Bob made a motion to sell the International Texas engine through sealed bid to be opened at the next board meeting, Wayne seconded and the motion passed unanimously.

- f. **Purchase of ten sets of turn outs from Capital Reserve Fund** – Chief will solicit three bids for turn outs.
- g. **PVFD board election kickoff** – Peter received the election materials for the November election. Kathy, Ted and Wayne are up for re-election. Peter handed out the packets and explained the calendar dates for the candidates. If there are three or fewer candidates

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the election is not held. Peter will be posting in the Payson Roundup the announcement as required.

8) Items for Future Agendas

1. Service call billing status
2. March financials approval
3. Scott Easement
4. Move \$10K from General Fund to Capital Reserve
5. Budget approval
6. Turnouts
7. Open bids for International Texas engine.

9) Adjournment – Bob made a motion to adjourn at 18:53, Wayne seconded and the motion carried unanimously.

**NOTICE: Regular Session and Executive Session of
Pleasant Valley Fire District
April 20, 2022**

Pursuant to ARS 38-431.02, notice is hereby given to the members of The Fire Board of the Pleasant Valley Fire District and general public that the Pleasant Valley Fire District will meet in a combined Regular Session and Executive Session. The meeting will be held at the Pleasant Valley Fire Station 61, 47531 Arizona Highway 288, at 5:30pm (1730 hours) in Young, AZ. The Board may vote to go into Executive Session on any agenda item, pursuant to A.R.S. § 38-431.03 for discussion and consultation for legal advice with the District Attorney on any matter as set forth in the agenda items. The following topics and any variable previously mentioned will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action. The Board reserves the right to consider agenda items other than in the posted sequence. Any member of the board may attend the Board Meeting via phone or Skype.

AGENDA

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll call: Confirmation of a quorum
- 4) Call to Public
- 5) Approval of Minutes of:
 - a) Regular Session, March 18, 2022
 - b) Special Session, April 13, 2022
- 6) Reports and Correspondence - Information/Discussion/Vote
 - a) Chief's Report
 - b) Admin Report & District Calendar Review
 - c) Dispatch Coordinator report
 - d) Treasurer's Report for March 2022
- 7) Legislative report
- 8) Business – Information/Discussion/Vote
 - a) Service call billing status
 - b) Scott Easement
 - c) Purchase of stair chair and gurney wings using funds from capital reserve.
 - d) Budget review and action
 - e) Purchase of engine from Christopher Kohl FD from Capital Reserve fund and disposition/utilization of current engines
 - f) Purchase of ten sets of turn outs from Capital Reserve fund.
 - g) PVFD board election kickoff
- 10) Items for future agendas
- 9) Adjournment

Posted: v1.1 Tuesday April 19, 2022 Prepared by P. Elenius, Board Clerk

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Posted: Tuesday April 19, 2022 Prepared by P. Elenius, Board Clerk

[Handwritten signatures]
Peter Elenius
Kathy Hunt
Ned Lucini
Wage
Bill Teth
Rebecca Adams
Mark Sitt
Hal Key
Gord K. Taylor
Mark Sitt

Pursuant to ARS 48-805 the Governing Board of the PVFD has approved the posting and publication of the Fire Districts Budget for Fiscal Year 2022-2023

Comments are to be directed to the District Governing Board by mail at:

PVFD Board
PO Box 97
Young, AZ 85554

PLEASANT VALLEY FIRE DISTRICT

Adopted Annual Budget for July 1, 2022 -June 30, 2023



DRAFT

<u>Expense</u>	<u>Adopted Budget</u>
Accounting:	\$ 2,500.00
Board Expense:	\$ 2,000.00
Building Maintenance:	\$ 4,000.00
Communications:	\$ 1,000.00
Conf./Dues/Subscriptions:	\$ 2,975.00
Contingency:	\$ 12,190.91
Department Labor:	\$ 36,000.00
Department Stipends:	\$ 24,000.00
EMS:	\$ 12,750.00
Equipment & Tools:	\$ 10,600.00
Fire:	\$ 11,800.00
Fleet Management:	\$ 14,758.00
Insurance:	\$ 20,000.00
Office Expense:	\$ 4,900.00
Utilities:	\$ 14,700.00
<u>TOTAL:</u>	<u>\$ 174,173.91</u>

PVFD Revenue:

District Tax Assessment \$89,816.00 @ \$1.80 per \$100 of assessed valuation or \$ 8,981,584.00.	\$ 161,668.80
Fire District Assistance Tax (FDAT)	\$ 12,000.00
Carry Over from General Funds	\$ -
Interest on investments	\$ 505.11
Revenue Subtotal:	\$ -
Wildland	\$ -
Operating Revenues (EMS, billing, etc.)	\$ -
Grants	\$ -
<u>Total:</u>	<u>\$ 174,173.91</u>



Pleasant Valley Fire Department

47529 N AZ Highway 288 928-462-3678 Office/Fax
PO Box 303 928-462-3489 Controlled Burns
Young, AZ 85554 pvfdadmin@mtecom.net

Serving the Community of Young, Arizona since 1977

PVFD Chief's Report March 2022 for Board Meeting 04.20.2022

Calls for March:

17 EMS

13 Patients Flown; 1 by ground transport; 1 Air Refusal; [3 Public Assists]

1 Fire Report [brush fire, quickly contained]

Calendar YTD, 166 calls (through March 31)

There were no FF/EMS *injuries* reported.

Training:

Dispatch Trainings: 10am on Tuesdays; EMS / Fire Trainings every Tuesday at 5pm.

Maintenance still Needed:

- Rain gutters to be put up - Pipes at other station to be insulated - Drip on water truck to be fixed

Chief Notes:

1. Contacted Chief Lockheart; met to discuss purchasing a 1989 Sterling Fire Engine to be utilized as our primary engine.
2. Coordinated w/Bob Benne:
 - a. Ordered new radio batteries
 - b. Getting 5 pagers operational/ordered:
 1. for new Cadets
 2. trial use for Dispatch
3. Joe Lynch advised that one of his co-workers at Christopher Kohls, Sterling White, is a Wildland Firefighting Instructor, and he's going to volunteer his time and assist in getting all of our people who want to be certified.
4. Prepared FY 23 worksheet with Admin, Medical, and Fire personnel. Presented the proposed budget worksheet line item by line item during our meeting with the Board. After the meeting I addressed and checked on all line items in question and made appropriate changes.
5. Contacted by Victoria Miles from AZ Department of Emergency and Military Affairs (DEMA), in reference to claim number #CV-029 for a claim filed by Chief Murray. PPE equipment was purchased between 01-20-2020 and 05-21-2020. Rebecca is researching how to correct the forms to collect \$3649.68 -- Reimbursement for the Covid-19 equipment.
6. Chris Flores is in the process of servicing all our vehicles; he has made a spreadsheet to track maintenance.
7. Completed registration for 2022 AFCA/AFDA Fire & EMS Leadership Conference & Expo: Phoenix July 12-14.
8. Attended the Annual Fire Pension Board Meeting.

9. Met with Sean Bakhtiar [F-3] to assist with our social media accounts.

He has offered to build us a website and to assist in setting up a cloud-based server for PVFD.

Admin Report for March 2022

CALENDAR REMINDERS:

- contact Gila County to transfer \$ out to close Building Account w/Chase
- submit annual VFIS Worker's Comp audit to Wyatt's office by end of April
- mail/prep/finalize quarterly payroll tax reports in QB: IRS/AZ DES/AZ D of R
- gather all info for DEMA reimbursement grant for PPE gear purchased 2020
- finalize #s for FY23 Budget w/Chief and Board; submit letter/docs to County
- return order to BoundTree again at USPS
- prep bills/checks/invoices to be signed, mailed, and paid
- coordinate w/Pete Elenius and Chief Stratton to switch to Starlink
- cancel QB online/may need assistance with Chief
- update PPC spreadsheet w/Incident Reports & roll call sheets & Training sheets
- update NFIRS with Incident Reports; update Fire Recovery
- update codes and passwords sheet for Chief and records
- call K. Marconi for repayment contract for medical training received previously

Billing update: submit 3/18/22 call by end of April for Forest Land Grant; DEMA reimb

- contacted W's Comp re cadets coverage with current/future crew; started VFIS annual audit
- prepared financials for Fire Dept; corrected incorrect # placements from previous months; pulled YTD report from QB to double check and compare numbers with spreadsheet #s.
- coordinated annual Pension Board meeting; met w/Board; submitted yearly claim to Cty
- worked with Gila Cty to renew Permit to Operate for PVFD; renewed Gila Cty Health status
- ordered supplies for Dispatch, EMS, and Fire Hall; returned items for radio and medical
- prepared bills/pension checks/checks; keep records in QB; prepped for quarterly payroll tax reports
- researched and prepared for Budget Workshop FY23 w/Chief and Board
- post office: mail bills; returned item to BoundTree; returned radio antenna for Dispatch in Payson
- updated calendar; coordinated fingerprinting w/Jim and crew; coordinated mechanic work

Dispatch Coordinator Report for March 2022

- Current dispatchers: BJ, Julie, Pam Doyle, Beth, Janet Lee, Terri Swanson, Cookie Pea
- Dispatch training Tuesdays at 10am; training includes landing helicopter/ Mutual Aid
- continue to update Dispatch books/forms
- we have learned how to set up a Landing Zone w/our new beacon lights
- we have learned new protocols when to dispatch a helicopter
- we have learned how to fill out reports the proper way
- we took a tour of the rest of Young
- we celebrated National Dispatch week, including getting a stainless steel cup for the dispatchers, and we had lunch w/the Chief