

PLEASANT VALLEY FIRE DISTRICT

RECORDED MINUTES OF REGULAR BOARD MEETING, August 17, 2022 These minutes will be submitted for approval at the September 21, 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, Ted Tucci – Treasurer, Peter Elenius – Clerk, Bob Turner – Member. Kathy stated that a quorum was confirmed. Wayne Johnson – Vice Chair arrived during the Chief’s report and Kathy recognized his attendance.
 - b. **Board Member(s) not present:**
 - c. **FD staff present:** Chief – Mark Stratton, Rebecca Urban, Bonnie Jo Halverson, Shawn Bakhtiar, John McMahon.
 - d. **Public present:** Stephanie Rider
- 4) **Call to the public:** none.
- 5) **Approval of Minutes of the:**
 - a. **Regular Session July 20, 2022** – Ted made a motion to accept the minutes of the July 20, 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. Mark had Shawn Bakhtiar update the board on the IT portion of his report.
 - b. **Admin’s Report:** Rebecca reviewed the Admin’s report, which is attached.
 - c. **Dispatch Coordinator’s Report:** Bonnie Jo, due to laryngitis, had the Chief read the Dispatch Coordinator’s report, which is attached.
 - d. **Treasurer’s Report for July 2022:**
 - County Balance in General Funds less uncleared warrants of \$28,460.99
 - Capital Reserve balance of \$90,812.53;
 - Pension Fund balance of \$23,977.09;
 - Ted reviewed the Treasurer’s report. Kathy made a motion to approve the Treasurer’s Report for July 2022, Ted seconded. The motion passed unanimously.
 - Rebecca committed to sending an electronic copy of the monthly financials to the board by 7pm on the Saturday before the board meeting and a paper copy to be available on Monday by noon.
 - e. **Legislative Report:** no updates.
- 7) **Business: Information/Discussion/Vote**
 - a. **Service call billing status** – Received \$1,500 which will show in next month’s financials. Have one incident to submit to Fire Recovery for incident at Haigler Creek.

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- b. Hall rental fee** – Per our insurance agent, all activities are covered under our umbrella policy. Agreement that the purpose of the facility was to be for the community and that there will be no charge for the use of the room. Kitchen use will be restricted, but it will be Chief's decision on how to implement. Form will be presented for approval at September board meeting.
- c. Extractor** – Cost for new unit including shipping is \$5,986. Rebecca will check with other departments if there is a used unit available. This may be a candidate for a grant in combination with the turnouts and boots approved at last month's meeting. Tabled until September board meeting.
- d. June Financials** – After review by board, Kathy made a motion to approve the June 2022 financials, Ted seconded and the motion passed unanimously.
- e. Work meeting to discuss the information gained at the latest conference that Chief and Bob attended** – This in combination with items f and i will be covered at special meeting held on Thursday 8/25/22 at 5:30pm.
- f. Discuss how to read the financial reports** - This in combination with items e and i will be covered at special meeting held on Thursday 8/25/22 at 5:30pm.
- g. Transfer of funds in and out of Capital Reserve for Operations** – All approved capital expenditures will be funded by warrants drawn on the Capital Reserve account.
- h. Grants and Grant Writing** – Peter introduced Stephanie Rider as someone who can help the department with the writing of grants. Stephanie while working for the school district was instrumental in obtaining significant grants. Stephanie will work with the Chief and there will be follow-up at the September board meeting.
- i. Performance evaluations** – These will be held in executive session during the special meeting held on Thursday 8/25/22 at 5:30pm.
- j. Kristin Marconi EMT class repayment** – Peter provided Rebecca with Kristin's contact info. Rebecca will contact and follow-up will be at the 8/25/22 board meeting.

8) Items for Future Agendas

- 1. Service call billing status
- 2. Extractor
- 3. Grants
- 4. Approve Hall rental form
- 5. Kristin Marconi EMT class repayment

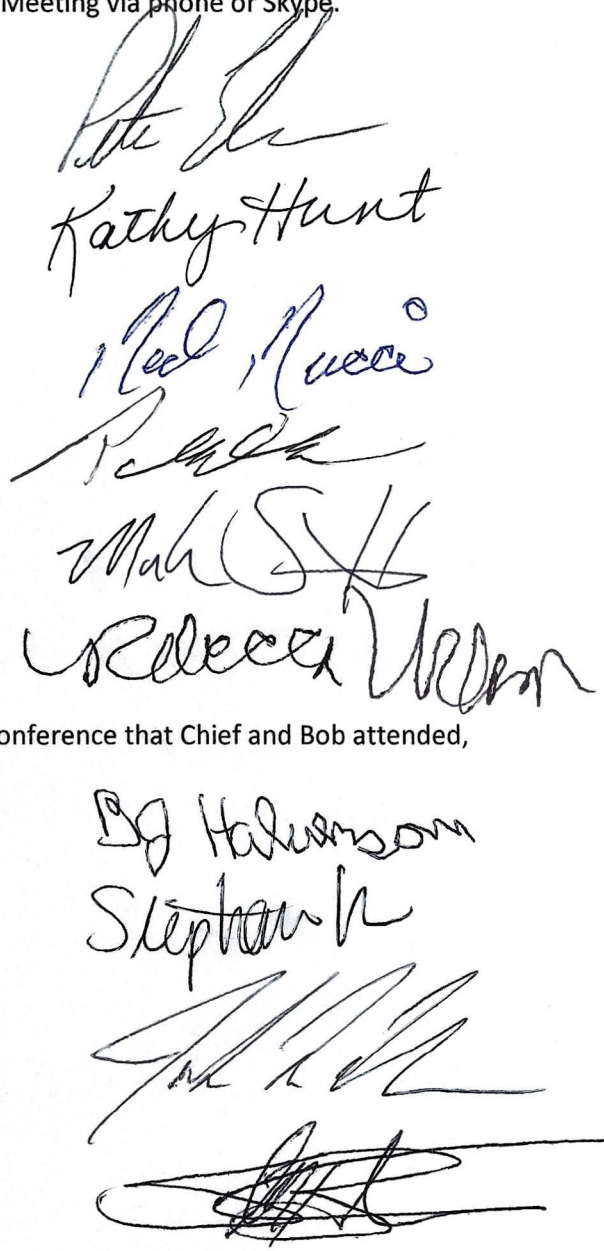
9) Adjournment – Kathy made a motion to adjourn at 19:09, Ted seconded and the motion carried unanimously.

**NOTICE: Regular Session and Executive Session of
Pleasant Valley Fire District
August 17, 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
 - a) Approval of Minutes of Regular Session, July 20, 2022
- 5) 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 July 2022
- 6) Legislative report
- 7) Business – Information/Discussion/Vote
 - a) Service call billing status
 - b) Hall rental fee, insurance issues and form approval
 - c) Extractor,
 - d) June financials,
 - e) Work meeting to discuss the information gained at the latest conference that Chief and Bob attended,
 - f) Discuss how to read the financial reports,
 - g) Transfer of funds in and out of Capital Reserve for operations,
 - h) Grants and grant writing,
 - i) Performance evaluations,
 - j) Kristin Marconi EMT class repayment.
- 8) Items for future agendas
- 9) Adjournment



The right side of the document contains several handwritten signatures in black ink. From top to bottom, they appear to be: a signature that is partially obscured, 'Kathy Hunt', 'Paul Nucci', 'Bob', 'Mah', 'Rebecca', 'Dg Halverson', 'Stephan', and two more signatures at the bottom, one of which is crossed out with a horizontal line.

Posted: Tuesday August 16, 2022 Prepared by P. Elenius, Board Clerk



Pleasant Valley Fire Department

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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 July 2022

for Board Meeting 08.17.2022

Calls for July:

7 EMS 0 Fire

5 Patients Flown; 1 by ground transport; 1 Air Refusal

Calendar YTD, 7 calls (through July 31)

There were no FF/EMS injuries reported.

Training:

Dispatch Trainings: @9am every other Friday.

EMS on Thursdays @ 5pm.

Fire Trainings every other Tuesday @ 4pm & every Saturday @ 9am.

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:

July 2022 Chief's notes

1. EMS Officer's Meeting with Dr. Porter via Zoom
 - a. Tranexamic Acid (TXA) available Sept. 1st
 - b. RAMP vs START (Rapid Assessment of Mentation and Pulse) (Simple Triage and Rapid Treatment)
 - c. Dopamine drips, Epinephrine drips and Epinephrine in a vial (1:1,000)
2. CPR/AED training and certification on 08/26 and 08/27, Instructor Julee Recker
3. Participating in the State adopt a highway program
 - a. Cleanup scheduled for Saturday morning
4. AMES Rural Health Funds/Mini-Grant has been submitted for reimbursement \$553.77
 - a. Variety of splints
 - b. Tourniquets
5. Engine 1 pumps transmission repaired (\$8057.65)
6. Gila County Local Emergency Planning Committee (LEPC) Conference
 - a. Everbridge, soon to be Genesis
 - b. Currently 342 people signed up
7. Set up a meeting with Lauren Cathcart reference the kitchen's cleanliness

- a. Change the locks and door codes
- b. Create a checklist for accountability
- c. Implement a warning, followed by a cleaning fee if left messy again
8. Met with team members with Lexipol
 - a. Write and update current Policies and SOP's
 - b. Provide video training, including HR and Fire training
9. Met with Shelly Henry from Banner Hospital
 - a. Discussed long term solution for our ALS drug box
 - b. Training for the entire crewing on emergency reversal of known or suspected opioid overdoses
 - c. Approved drugs and devices available to them
10. Roofing sealant applied to the seams on the Fire Hall to prevent it from leaking
11. Three new members joining the team
12. IT updates with Shawn
 - a. Website
 - b. Social media

Admin Report for JULY 2022

CALENDAR REMINDERS:

- prep/finalize/mail June quarterly payroll tax reports in QB: IRS/AZ DES/AZ D of R
- updated PPC spreadsheet w/Incident Reports & roll call sheets & Training sheets
- gathered/submitted all info for DEMA reimbursement grant for PPE gear purchased 2020
- prepared financials for Fire Dept
- updated NFIRS with Incident Reports for FY22. Completed year.
- Completed PPC spreadsheet; worked w/Chief with stipends
- Prepared Audit for W's Comp
- Applied for medical grant/submitted

Dispatch Coordinator Report for JULY 2022

- Dispatch training every other Friday @ 9am
- Training F3 to Dispatch starting August.
- Still working on mini dispatch books for the rigs
- There seems to have been a lot of calls in the last month including myself
- We have 2 Dispatchers on reserve status
- 3 New potential dispatchers will start training as soon as I make new books
- Dispatch 2 will be gone most of September
- Dispatch 4 only does mutal aid but it is useful.
- We still have 5 active dispatchers
- Our first highway clean up is Saturday at 8am