

PLEASANT VALLEY FIRE DISTRICT

RECORDED MINUTES OF SPECIAL & EXECUTIVE SESSION BOARD MEETING of August 25, 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, Wayne Johnson – Vice Chair, Peter Elenius – Clerk, Bob Turner – Member. Kathy stated that a quorum was confirmed.
 - b. **Board Member(s) not present:** Ted Tucci – Treasurer
 - c. **FD staff present:** Chief – Mark Stratton, Rebecca Urban, Bonnie Jo Halverson
 - d. **Public present:** none
- 4) **Call to the public:** none
- 5) **Business: Information/Discussion/Vote**
 - a. **Discuss the information gained at the latest conference that Chief and Bob attended –** General discussion on policies and procedures and two companies that write them and track compliance. Discussion on what policies and procedures are needed for a department of our size. Information that there is a state agency which for a fee will arbitrate/mediate grievances. There are two new reasons in the ARS (Arizona Revised Statutes) for executive sessions, both relate to discussions related to security of schools and infrastructure, that should not be in the public record.
 - b. **Discuss how to read the financial reports –** General discussion led by Kathy on how to read our monthly financial reports.
 - c. **Kristin Marconi EMT class repayment –**Rebecca has left voice mails and text messages with currently no response from Kristin. Will review at the next board meeting.
- 6) **Executive Session - vote to convene into Executive Session.** Peter made a motion to convene the Executive Session at 18:58, Bob seconded and the motion carried unanimously.
 - a. **ARS 38-431.03 (A) (1) for Personnel Matters**
 1. Performance evaluation for Chief Mark Stratton. - Per ARS 38-431.03 [A][1] Mark requested that the discussion not be held in public.
 2. Performance evaluation for Admin Rebecca Urban. - Per ARS 38-431.03 [A][1] Rebecca requested that the discussion not be held in public.
 3. Only those individuals necessary to the conduct of such meeting may be present. All matters discussed in an executive session must be kept confidential by those attending. Finally, no vote may be taken during an executive session. Any final action on an item discussed in an executive session must be taken during a public meeting.

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- b. Reconvene into open session after consideration of executive session item 6a** – Kathy made a motion to reconvene into open session at 20:02, Bob seconded and the motion passed unanimously.
- 7) Action as a result of Executive Session Information/Discussion/Vote** – No action, Rebecca’s performance evaluation was tabled.
- 8) Items for Future Agendas**
 - 1. Kristin Marconi EMT class repayment
- 9) Adjournment** – Wayne made a motion to adjourn at 20:04, Bob seconded and the motion carried unanimously.

**NOTICE: Special Session and Executive Session of
Pleasant Valley Fire District
August 25, 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 Special 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. 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) Business – Information/Discussion/Vote
 - a) Discuss information gained at the latest conference that Chief and Bob attended
 - b) Discuss how to read the PVFD financial reports
 - c) Kristin Marconi EMT class repayment.
- 6) Executive Session - vote to convene into Executive Session.
 - a) ARS 38-431.03 (A) (1) for Personnel Matters
 - i) Performance evaluations for Chief Mark Stratton and Admin Rebecca Urban. – Per ARS 38-431.03 [A][1] the applicant may request the interview be held in public session as shown in 5a. Letter will be sent by email asking if they request this option.
Only those individuals necessary to the conduct of such meeting may be present. All matters discussed in an executive session must be kept confidential by those attending. Finally, no vote may be taken during an executive session. Any final action on an item discussed in an executive session must be taken during a public meeting.
 - b) Reconvene into open session after consideration of executive session item 6a
- 7) Action as a result of Executive Session Information/Discussion/Vote
- 8) Agenda item(s) for next board meeting
- 9) Adjournment

Posted: August 21, 2022 Prepared by P. Elenius, Board Clerk

