

# ***PLEASANT VALLEY FIRE DISTRICT***

## **RECORDED MINUTES OF REGULAR BOARD MEETING, September 21, 2022 These minutes will be submitted for approval at the October 19, 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, Ted Tucci – Treasurer, Peter Elenius – Clerk, 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, Shawn Bakhtiar, John McMahon, Beth Talbot.
  - d. **Public present:**
- 4) **Call to the public:** none.
- 5) **Approval of Minutes of the:**
  - a. **Regular Session August 17, 2022** – Ted made a motion to accept the minutes of the August 17, 2022 meeting, Bob seconded, and the motion carried unanimously.
  - b. **Regular Session August 25, 2022** – Bob made a motion to accept the minutes of the August 25, 2022 meeting, Ted seconded, and the motion carried unanimously.
- 6) **Reports and Correspondence:**
  - a. **Chief’s Report:** Mark gave the Chief’s report, which is attached. Due to repair costs Christopher Kohl’s FD will not be selling us their engine and therefor PVFD will not be selling the Texas engine to Gisela FD.
  - b. **Admin’s Report:** Rebecca gave the Admin’s report, which is attached.
  - c. **Dispatch Coordinator’s Report:** Bonnie Jo gave the Dispatch Coordinator’s report, which is attached.
  - d. **Treasurer’s Report for August 2022:**
    - County Balance in General Funds less uncleared warrants of \$23,135.69
    - Capital Reserve balance of \$90,999.01;
    - Pension Fund balance of \$23,757.27;
    - Ted reviewed the Treasurer’s report. Peter will work with Rebecca to resolve several errors in the Excel file. Peter requested that the capital commit Excel file be included in future reports.
    - Bob made a motion to approve the August 2022 Treasurers Report with identified errors corrected, 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 \$1,500 check for three incidents in the Tonto NF from AZ Department of Forestry and Fire Management (AZ DFFM) which has to be deposited with Gila County and will show in next month's financials. Have one incident at Haigler Creek from July to still submit to Fire Recovery.
- b. **Extractor** – No update, tabled until October.
- c. **Grants** – See Chief's report, in process with Stephanie Rider.
- d. **Approve Hall rental form** – Mark presented the form and board members reviewed the document and discussed. There will be a security deposit but no charge for the use of the fire hall. Peter made a motion to accept the Fire Hall rental form, Ted seconded and the motion passed unanimously.
- e. **Update on Pension Check Annual review reports filed with the accountant** – The CPA review has not been started yet. A check from the state for \$2,362.45 has been received for the pension fund and needs to be deposited with Gila County.
- f. **Kristin Marconi EMT class repayment** – Kristin has not responded to Rebecca's voice mails or texts. Rebecca will contact Kristin's mother Irene Grimm.

### **8) Items for Future Agendas**

1. Service call billing status
2. Extractor
3. Grants
4. Kristin Marconi EMT class repayment
5. Review corrections to August financials

- 9) Adjournment** – Bob made a motion to adjourn at 18:34, Wayne seconded and the motion carried unanimously.

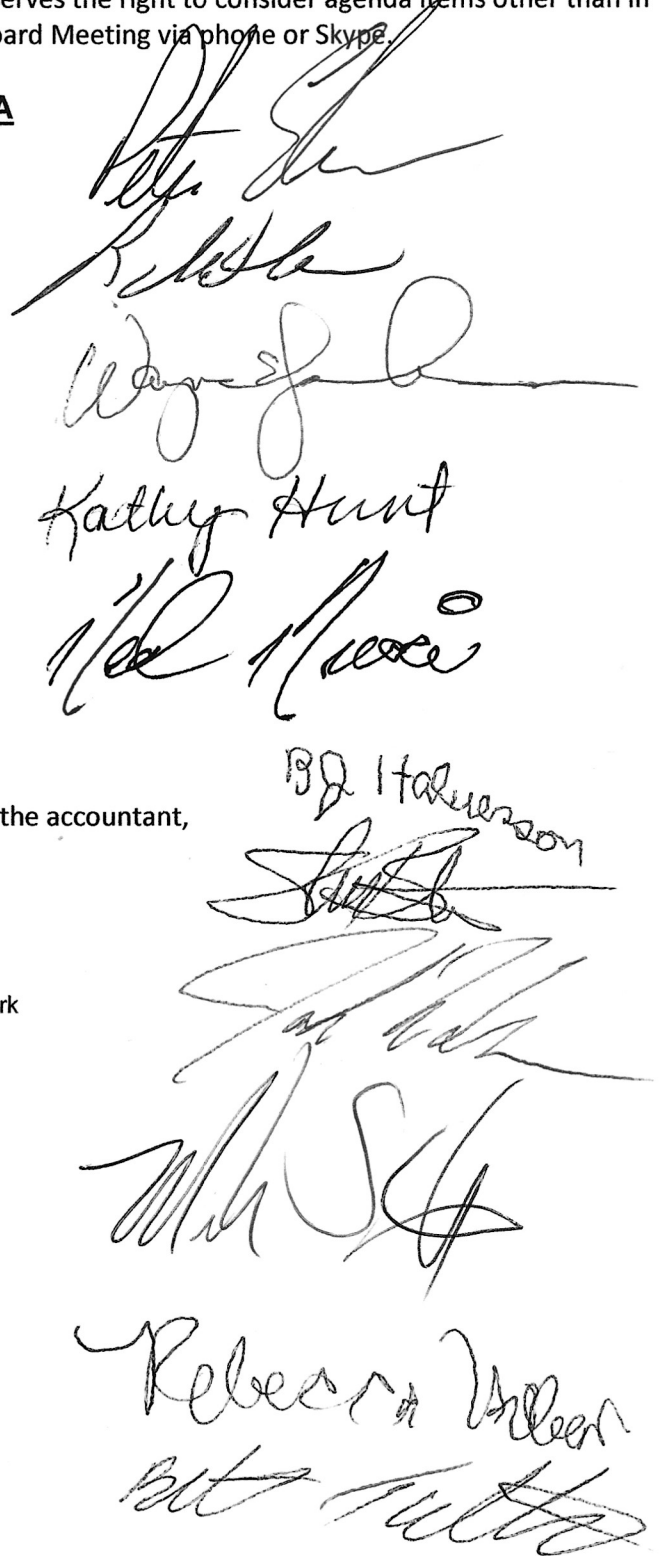
# NOTICE: Regular Session and Executive Session of Pleasant Valley Fire District on September 21, 2022

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, August 17, 2022
  - b) Approval of Minutes of Regular Session, August 25, 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 August 2022
- 6) Legislative report
- 7) Business – Information/Discussion/Vote
  - a) Service call billing status,
  - b) Extractor,
  - c) Grants,
  - d) Approve hall rental form,
  - e) Update on Pension Check Annual review reports filed with the accountant,
  - f) Kristin Marconi EMT class repayment.
- 8) Items for future agendas
- 9) Adjournment

Posted: Tuesday September 20, 2022 Prepared by P. Elenius, Board Clerk



A vertical column of handwritten signatures on the right side of the page. From top to bottom, the signatures are: a large, stylized signature; a signature that appears to be 'R. Miller'; a signature that appears to be 'Wayne'; 'Kathy Hunt'; 'D. H. H. H.'; 'BQ Itaruanson'; a signature that appears to be 'J. H. H.'; a signature that appears to be 'M. S. H.'; 'Rebecca Miller'; and a final signature that appears to be 'B. H. H.'.



# Pleasant Valley Fire Department

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*Serving the Community of Young, Arizona since 1977*

## PVFD Chief's Report August 2022 for Board Meeting 09.21.2022

### Calls for August:

**8 EMS 0 Fire**

**4 Patients Flown; 1 by ground transport; 1 Air Refusal**

*Calendar YTD, 20 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:

#### August 2022 Chief's notes:

1. Attended the EMS Officer's meeting via Teams
  - a. Update on Tranexamic Acid (TXA)
  - b. Will be available as of September 1<sup>st</sup>
  - c. Heather has completed this training
2. Attended the Valley Medical Directors Meeting via Zoom
  - a. Sandra Nygaard Prehospital Specialist Banner Ironwood/Goldfield Center
  - b. Changes from House Bill 2431
  - c. Discussed changes to the Patient refusal guidelines
  - d. Changes to take place September 19<sup>th</sup>
  - e. Training to be sent out prior
3. Met with Stephanie Rider on writing grants for PVFD
  - a. She will be assisting us
  - b. Several projects in the works
4. Attended the monthly Chief's meeting in Payson
  - a. Everyone is concerned about Prop 310 not passing

- b. Initial group grant was denied for new radios
- c. Labor shortages
- 5. Briefly met with Chief Lockhart
  - a. He advised the deal was off, he was no longer selling his engine
  - b. Cost of repairs would exceed the price we're paying for the engine
  - c. I notified Chief Quarles of the situation
- 6. Julee Recker conducted CPR training for most of the Department
  - a. Make up classes will be coming soon
- 7. Contacted by Peggy Baker from AMES that our reimbursement check
  - a. She advised it will be sent out on Oct 3<sup>rd</sup>

### **Admin Report for August 2022**

#### CALENDAR REMINDERS:

- Monthly financials and Board reports – DONE.
- Workers Comp Annual Audit – DONE.
- Make sure SAM.gov renewed – update address w/new admin
- Work on NFIRS for previous month – DONE.
- **Finish work on Annual Closeout Report**
  - Continue preparing documents to be sent to CPA for Annual CPA Audit –
  - Check for updated Tax Levy Docs and present to Gila Cty
  - Email County Agenda and Board Minutes
- Workers Comp Annual Audit complete
- Communicated with Gila County regarding Positive Pay for all accounts; updated PP forms.
- gathered/submitted all info for DEMA reimbursement grant for PPE gear purchased 2020
- prepared financials for Fire Dept
- worked on NFIRS with Incident Reports for FY23.
- Communicated with Auditors for W's Comp

### **Dispatch Coordinator Report for August 2022**

- 6 mini dispatch books for the rigs are completed
- 4 extra dispatch books made
- We have 2 Dispatchers on reserve status
- 2 New dispatchers will start dispatching Oct 1 with a shadow
- Dispatch 2 will be gone the rest of the month
- Been working on misc. paperwork updating to digital format
- We have 7 active dispatchers
- Halloween we will be having a fire dept potluck and trunk or treat for any volunteer that would like to participate
- Normal dispatch coordinator duties