

# ***PLEASANT VALLEY FIRE DISTRICT***

## **RECORDED MINUTES OF REGULAR BOARD MEETING, October 19, 2022 These minutes will be submitted for approval at the November 16, 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; Kathy stated that a quorum was present.
  - b. **Board Member(s) not present:** Ted Tucci – Treasurer, Bob Turner – Member
  - c. **FD staff present:** Chief – Mark Stratton, Rebecca Urban, Bonnie Jo Halverson.
  - d. **Public present:** none
- 4) **Call to the public:** none
- 5) **Approval of Minutes of the:**
  - a. **Regular Session September 21, 2022** – Wayne made a motion to accept the minutes of the September 21, 2022 meeting, Kathy seconded, and the motion carried unanimously.
- 6) **Reports and Correspondence:**
  - a. **Chief's Report:** Mark gave the Chief's report, which is attached. Congratulations to John Pisani for passing his National EMT certification test. Mark has arranged for John to ride with Tri-City's ambulances for on the job training.
  - b. **Admin's Report:** Rebecca reviewed 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 September 2022:**
    - County Balance in General Funds less uncleared warrants of \$23,791.39
    - Capital Reserve balance of \$91,156.69;
    - Pension Fund balance of \$25,843.61;
    - Board reviewed the Treasurer's report. Peter made a motion to approve the Treasurer's Report for September 2022, Wayne seconded. The motion passed unanimously.
  - e. **Legislative Report:** no updates.
- 7) **Business: Information/Discussion/Vote**
  - a. **Service call billing status** – Received \$1,000 with \$500 still outstanding from the AZ Dept of Forestry. One case in process at Fire Recovery for incident at Haigler Creek.
  - b. **Extractor** – Additional quote from vendor is in process, looks to be in the same \$6,000 range with shipping.
  - c. **Grants** – Tabled.

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- d. Kristin Marconi EMT class repayment** – Rebecca will send a letter by registered mail if we can get a current address for Kristin.
- e. Review corrections to August financials** – Peter worked with Rebecca to make the corrections and update the Excel spreadsheets to improve both accuracy and readability.

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

- 1. Service call billing status
- 2. Extractor
- 3. Grants
- 4. Bingo annual review
- 5. Kristin Marconi EMT class repayment



- 9) Adjournment** – Wayne made a motion to adjourn at 18:40, Kathy seconded and the motion carried unanimously.

## NOTICE: Regular Session and Executive Session of Pleasant Valley Fire District on October 19, 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, September 21, 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 September 2022
- 6) Legislative report
- 7) Business – Information/Discussion/Vote
  - a) Service call billing status,
  - b) Extractor,
  - c) Grants,
  - d) Kristin Marconi EMT class repayment,
  - e) Review corrections to August financials.
- 8) Items for future agendas
- 9) Adjournment

  
Kathy Hunt  
  
BJ Halverson  
MARK STRATTEN  
Rebecca Wilson

Posted: Tuesday October 18, 2022 Prepared by P. Elenius, Board Clerk



# 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](mailto:pvfdadmin@mtecom.net)

*Serving the Community of Young, Arizona since 1977*

## PVFD Chief's Report September 2022

for Board Meeting 10.19.2022

### Calls for September:

9 EMS 1 Fire [CB requested to monitor]  
7 Patients Flown; 1 by ground transport; 1 Air Refusal; 3 Public Assists  
Calendar YTD, 27 calls (through September 30).  
There were no FF/EMS injuries reported.

### Training:

Dispatch Trainings: @ 9am every other Friday.  
EMS every other Tuesday @ 1700 hrs.  
Fire Trainings every other Tuesday @ 1600 hrs & every Saturday @ 0900 hrs.

### 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:

#### September 2022 Chief's notes:

#### October Chief's notes

1. Met with Shelley Henry to discuss training for our newest EMT Johnny Pisani
  - a. Advised it not something Banner Payson does any longer
  - b. She recommended he ride with one of the larger departments for experience
2. Attended Gila County Chief's meeting in Tonto Basin
  - a. Tri-City's Chief offered to allow Johnny Pisani to ride with them to get EMT training/experience
  - b. Concerned Prop 310 will not pass
  - c. Gila Chief's executive board nominated me the new Chief at large
3. Contacted Chief Ron Sattelmaier with Wagon Wheel Fire and Medical District
  - a. He has an Engine that he is going to try and donate to us
  - b. He meets with his board later this month
  - c. See attachment for information
4. I was contacted by Peggy Baker (AMES) stating that our checks for the Rural Health allowance awarded Pleasant Valley Fire Department for reimbursement of EMS medical supplies was in the mail

5. I was contacted by Pete that Daniel Fenn of D.G. Fenn Construction had donated \$250 to the PVFD Sparks Auxiliary. This was a result of a letter sent by Stephanie Rider asking for donations to assist with the costs of our new turnout gear
6. We received our new boots from LN Curtis, still unknown on when our turnouts will arrive.
7. I had a Zoom meeting with Victoria Miles (AZDEMA)
  - a. Believe we have all the information to complete our reimbursement workbook
8. Heather met with Shelley Henry to resupply our drug box and received the new drug TXA
9. Attended Dr. Ken Jackimczyk zoom training meeting
  - a. He covered two recent trauma calls that occurred in Payson
  - b. Discussed how to estimate burns severity
  - c. How to deal with the high probability that the patient won't survive
10. Construction has started on the pump house at Station 611, should be finished next week
11. The Crew, while I was gone did an outstanding job cleaning out, organizing and inventorying equipment in both of our stations
12. Beth is in the process of making our first order of "I support PVFD" shirts and they should be here soon
13. Pete and Chris have started to remove the pump from the APS engine
  - a. Sounds like it is not going to be an easy task

### **Admin Report for September 2022**

#### **CALENDAR REMINDERS:**

- Prepare Monthly Financials
  - work on US Dept of Commerce Census bureau report
  - complete CPA document request
  - Work with Andrew at CPA to finalize FY22
  - update PPC spreadsheet w/Incident Reports & roll call sheets & Training sheets
  - finalize quarterly taxes for Q2 FY2022 and send
- 
- paid bills; retrieved mail
  - Bingo President Barb re Annual Report
  - Work on Fire Recovery: submitted Haigler Creek incident
  - Worked on next t-shirts Order by consulting re sizes, amount, etc.
  - Prepared and researched bills for utilities; calls w/County re Positive Pay, etc.
  - Worked on updated financials documents to get on same page and correct formulas, etc. – had a meeting and got flat on Excel spreadsheets
  - worked on June quarterly payroll tax reports in QB: IRS/AZ DES/AZ D of R
  - gathered/submitted all info for DEMA reimbursement grant for PPE gear purchased 2020
  - prepared financials for Fire Dept

## **Dispatch Coordinator Report for September 2022**

- We have used the mini dispatch books
- We updated all the dispatch books
- We have 3 Dispatchers on reserve status
- 2 New dispatchers started dispatching still being shadowed
- 7 Active Dispatchers
- We cleaned Station 610 and 611
- All Extra Fire Department Clothing has been inventoried
- Computer input Employee Records, NFIRS and Inventory
- Halloween we will be having a fire dept potluck and trunk or treat for any volunteer that would like to participate
- Address Numbers Found (community Service Project)
- Normal dispatch coordinator duties