

# ***PLEASANT VALLEY FIRE DISTRICT***

## **RECORDED MINUTES OF REGULAR BOARD MEETING, November 30, 2022 These minutes will be submitted for approval at the December 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, Ted Tucci – Treasurer, Bob Turner – Member; Kathy stated that a quorum was present.
  - b. **Board Member(s) not present:**
  - c. **FD staff present:** Chief – Mark Stratton, Rebecca Urban, Bonnie Jo Halverson, Terri Swanson, John McMahan, Shawn Bakhtiar.
  - d. **Public present:** Jerry Swanson, Curtis Cortez
- 4) **Business: Information/Discussion/Vote**
  - e. **Administer Oath of Office for three elected board members:** Peter administered the Oath of Office for elected board members Kathy Hunt, Wayne Johnson and Ted Tucci all with terms expiring on November 30, 2026. All signed their Oath of Office form with signatures notarized by Curtis Cortez. All board members will retain their current positions.
- 5) **Call to the public:** John McMahan brought up person who resigned from the department and if there were other paid positions in the department based on the new website. The chief and Rebecca responded that the only paid positions were the Chief and Admin positions and all others were stipend based.
- 6) **Approval of Minutes of the:**
  - a. **Regular Session October 19, 2022** – Wayne made a motion to accept the minutes of the October 19, 2022 meeting, Bob seconded, and the motion carried unanimously.
- 7) **Reports and Correspondence:**
  - a. **Chief's Report:** Mark gave the Chief's report, which is attached.
  - 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 October 2022:**
    - County Balance in General Funds less uncleared warrants of \$78,808.97
    - Capital Reserve balance of \$83,099.04;
    - Pension Fund balance of \$25,333.61;

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Ted reviewed the Treasurer's report. Wayne made a motion to approve the Treasurer's Report for October 2022, Peter seconded. The motion passed unanimously.

**e. Legislative Report:** no updates.

### **8) Business: Information/Discussion/Vote**

- b. Hiring of Terri Swanson as new Admin** – Mark explained that Terri Swanson was internally promoted to the position of Admin and that Rebecca will assist her training. Kathy made a motion confirming the Chief's decision to hire Terri Swanson, Ted seconded and the motion passed unanimously.
- c. Disposition of Texas truck to Gisela FD** – Mark recommended based on the receipt of the fire truck from Wagon Wheel FD that we reduce the price on the Texas truck to \$7,500. Kathy made a motion for the Chief to proceed with Gisela at the reduced price of \$7,500, Ted seconded and the motion passed unanimously.
- d. Service call billing status** – One case in process at Fire Recovery for incident at Haigler Creek and a second case to submit to Fire Recovery. General discussion that we only respond to Haigler Creek, as it is outside the PVFD, when resources permit.
- e. Extractor** – Additional quote from vendor is in process, looks to be in the same \$6,000 range with shipping. Will wait on purchase until new turn outs are received.
- f. Grants** – Tabled.
- g. Kristin Marconi EMT class repayment** – No response on finding an updated address. Admin will send certified letter to last known address.

### **9) Items for Future Agendas**

1. Service call billing status
2. Bingo annual review
3. Transfer funds from General fund to Capital Reserve fund
4. Kristin Marconi EMT class repayment

**10) Adjournment** – Kathy made a motion to adjourn at 18:37, Bob seconded and the motion carried unanimously.

# NOTICE: Regular Session and Executive Session of Pleasant Valley Fire District on November 30, 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) Business – Information/Discussion/Vote
  - a) Administer Oath of Office for three elected board members
- 5) Call to Public
  - a) Approval of Minutes of Regular Session, October 19, 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 October 2022
- 7) Legislative report
- 8) Business – Information/Discussion/Vote
  - b) Hiring of Terry Swanson as new admin,
  - c) Disposition of Texas truck to Gisela FD,
  - d) Service call billing status,
  - e) Extractor,
  - f) Grants,
  - g) Kristin Marconi EMT class repayment,
- 9) Items for future agendas
- 9) Adjournment

Posted: Tuesday November 29, 2022 Prepared by P. Elenius, Board Clerk

*County Clerk*

*[Handwritten signatures of board members]*

*[Handwritten signature: Kathy Hunt]*

*[Handwritten signature: Wayne Gal]*

*[Handwritten signature: Mike Selt]*

*[Handwritten signature: Rebecca Wilson]*

*[Handwritten signature: Terry Swanson]*  
By Hedresson

*[Handwritten signature]*

*[Handwritten signature]*



# 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 [pvfadmin@mtecom.net](mailto:pvfadmin@mtecom.net)

*Serving the Community of Young, Arizona since 1977*

## PVFD Chief's Report October 2022

### for Board Meeting 11.30.2022

#### Calls for October:

7 EMS 2 Fires [Controlled Burns: resident requested to monitor]  
5 Patients Flown; 1 by ground transport; 1 Air Refusal; 1 Public Assist  
*Calendar YTD, 35 calls (through October 2022).*  
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:

##### October 2022 Chief's notes:

##### Chief's Notes

1. Attended October's EMT lecture presented by Banner Air via Teams
  - a. Banner Air is now carrying snake anti-venom
  - b. New type, much cheaper than old type
2. Picked up our Engine from Water Wheel Fire & Medical District
  - a. Special thanks to Chief Ron Sattelmaier
3. Contacted Chris Jones from the University of Arizona and Melissa from the Public Library
  - a. Agriculture & Natural Resources Programs
  - b. Biochar Kiln Demonstration November 29<sup>th</sup>
  - c. Unfortunately canceled due to illness
4. Contacted Dr. Dobberpuhl with the Mayo Clinic
  - a. Left ventricular assist device training
  - b. November 19<sup>th</sup> at 0900 hours
  - c. Training went well
5. Attended the CISA meeting in Payson
  - a. Cybersecurity and Infrastructure Security Agency
  - b. Received information on new and upgraded radio locations
  - c. With the new projected locations, we will not see much of a change
  - d. Fire Services are not planning on going to the 8-900 MHz radios

6. Attended the monthly Northern Gila County Chief's meeting
  - a. Many of the Chief's are making major budgets cuts
  - b. All are looking for new funding sources
  - c. Discussed a possible new radio tower location that may help us and Forest Lakes
  - d. Native Air discussed the real possibility of having to shut down multiple site
    - i. Requested that all rural Fire Districts send letters to the VA
7. Deconstructed the pump house at station 611
  - a. New concrete pad has been poured
  - b. Framing should be completed in the next week or so
  - c. Eddie Wisdom has offered to assist me in rewiring and hooking up the pump

## **Admin Report for October 2022**

### CALENDAR REMINDERS:

- Prepare Monthly Financials w/Terri
- Call Stryker for balance and send check from Cap Reserve
- work on US Dept of Commerce Census bureau report (Pension one is done) due in December
- **submit Forest Service land EMS incident for grant \$ [from 10.28.22].**
- check on Fire Recovery: submitted Haigler Creek incident
- Work with Andrew at CPA to finalize FY22 – target December Board Mtg for reporting
- update PPC spreadsheet w/Incident Reports & roll call sheets & Training sheets:  
**prep PPC Stipends for handout early in December, per Chief Stratton – train Terri**
- **Deposits – Forest Land and DEMA grant \$ -- train Terri on deposits w/Gila County**
- **set up fingerprinting w/Justin (nurse) and Francie**
- December: finalize quarterly taxes for Q3 FY2022 and send
- paid bills; retrieved mail; sent Positive pay for each batch of checks to Gila Cty
- **TRAINED w/TERRI for Administrative duties: monthly financials; Chief's Combo report; etc.—initial**
- Prepared and researched bills for utilities; calls w/County re Positive Pay, etc.; Chase card; Intuit
- Worked on updated financials documents: corrected discrepancy for Board Actuals (first page)

## **Dispatch Coordinator Report for October 2022**

- We have 2 Dispatchers on reserve status
- 1 New dispatcher that will start in December
- 8 Active Dispatchers
- Computer input NFIRS and Inventory
- We will be having a cookie exchange on Sat December 3<sup>rd</sup> at 2pm and Christmas Brunch and White Elephant on December Sat 17th
- Address Numbers Found (community Service Project)
- New protocol with GCSO
- Normal dispatch coordinator duties