

PLEASANT VALLEY FIRE DISTRICT

RECORDED MINUTES OF REGULAR BOARD MEETING, December 21, 2022 These minutes will be submitted for approval at the January 18, 2023 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:**
 - b. **Board Members present:** Kathy Hunt – Chair, Peter Elenius – Clerk by phone, Bob Turner – Member; Kathy stated that a quorum was present.
 - c. **Board Member(s) not present:** Ted Tucci – Treasurer, Wayne Johnson – Vice Chair
 - d. **FD staff present:** Chief – Mark Stratton, Rebecca Urban, Bonnie Jo Halverson, Terri Swanson, Shawn Bakhtiar.
 - e. **Public present:**
- 4) **Call to the public:**
- 5) **Approval of Minutes of the:**
 - a. **Regular Session November 30, 2022** – Bob Turner made a motion to accept the minutes of the November 30, 2022, meeting, Kathy Hunt seconded, and the motion carried unanimously.
- 6) **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 November 2022:**
 - County Balance in General Funds less uncleared warrants of \$99,441.51
 - Capital Reserve balance of \$;52,078.64
 - Pension Fund balance of \$; 25,157.25The board reviewed the Treasurer's report. Kathy Hunt made a motion to table the Treasurer's Report for November 2022, until the January meeting to clear up some unanswered questions, Bob Turner seconded. The motion passed unanimously.
 - e. **Legislative Report:** no updates.
- 7) **Business: Information/Discussion/Vote**
 - a. **Service call billing status** –Service call billing status, the Haigler fire incident needs to be filed with Fire Recovery
 - b. **2022 Bingo Report** Barb McKinney's report was read and is attached, many thanks to her for her years of service running the Bingo Games.

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- c. **Transfer funds from General fund to Capital Reserve fund**, Peter Elenius made the motion to partially pay back the \$33,000 loan given in July 2022 to the operating fund from Capital Reserve, admin will transfer \$20,000 back to Capital Reserve on and the remainder will be addressed in April 2023.
- d. **Kristin Marconi EMT class repayment**, no attempt has been made to contact Kristin. Chief will take on this task.

8) Items for Future Agendas

- 1. Service call billing status,
- 2. Kristin Marconi EMT class repayment
- 3. November Treasure's report
- 4. Annual Review

9) Adjournment –Bob Turner made a motion to adjourn at 18:08, Kathy Hunt seconded and the motion carried unanimously.



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

Serving the Community of Young, Arizona since 1977

PVFD Chief's Report November 2022

for Board Meeting 12.21.2022

Calls for November:

3 EMS 2 Fires (Oct fires)
3 Patients Flown; 1 by ground transport; 0 Air Refusal; 3 Public Assist
Calendar YTD, 45 calls (through November 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:

November 2022 Chief's notes:

1. Attended the Gila County's Northern Chief's meeting
 - a. Amanda Wigman with Banner Air, advised they are now offering a membership program
 - b. Prop 310 is still being discussed
 - c. Jim Hitch has been hired as a Part-time Instructional Fire Science Coordinator for EAC
2. Met with Chris Lecher with AMR
 - a. Snowplow available for transports during bad weather
 - b. Meeting with Chief Dave Rodriguez after the Holidays
3. Met with Colton Jackson with Native Air
 - a. He advised that he had no knowledge of them also getting a membership program
 - b. He stated that it was not needed with the "No surprise billing Act"
4. Currently working on the drainage issue in front of the Fire Station/ Fire Hall

Admin Report for November 2022

CALENDAR REMINDERS:

- Prepare Monthly Financials w/Training

- Prep Quarterly Payroll Taxes
- Prep W-2's for 2022
- Distribute Tax Forms To Crew for 2023
- Order Printer Ink, Office Supplies
- Order W-2's from Amazon and Pension Fund Tax Forms
- Pay Accounts Payable
- Call Stryker for balance and send check from Cap Reserve
- set up fingerprinting w/Justin (nurse) and Francie
- December: finalize quarterly taxes for Q4 FY2022 and send
- paid bills; retrieved mail; sent Positive pay for each batch of checks to Gila County
- updated PPC spreadsheet w/Incident Reports & roll call sheets & Training sheets:
- **TRAINED for Administrative duties: monthly financials; Chief's Combo report; etc.—initial**
- **Prepped PPC Stipends for handout early in December and finalized**
- **Updated NFIRS PW alerted for New Password**
- 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 November 2022

- We have 2 Dispatchers on reserve status
- 6 Active Dispatchers
- Computer input NFIRS and Inventory
- A few fundraisers scheduled for the next few months
- Normal dispatch coordinator duties

2022 BINGO REPORT

We hosted 7 bingos in 2022. A total of 133 players supported the Fire Dept.

We grossed \$1512.00, \$782 was paid for prizes, the F. Dept netted \$730, from this monies we paid:

overhead projector	\$665.27
taxes	18.25
license	10.00

leaving a balance of \$64.73 for this year.

Our bank balance is currently \$1539.04, \$200 is earmarked to buy Bingo Cards for 2023, leaving \$1339.04 available for the FIRE DEPT use.

BARBARA MCKINNEY
PROCEEDS COORDINATOR



Pleasant Valley Fire District

47529 N. AZ Highway 288
PO Box 303
Young, AZ 85554

928-462-3678 Office/fax
928-462-3489 Control Burns
pvfdadmin@mtecom.net

December 21, 2022

We, the Pleasant Valley Fire District Governing Board, have read and understand these financial documents:

Kathy Hunt

Kathy Hunt, Chair

Wayne Johnson, Vice Chair

PRESENT BY PETER ELENUS

Peter Elenius, Clerk

Ted Tucci, Treasurer

Bob Turner

Bob Turner, Board Member

NOTICE: Regular Session and Executive Session of Pleasant Valley Fire District on December 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, November 30, 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 November 2022
- 6) Legislative report
- 7) Business – Information/Discussion/Vote
 - a) Service call billing status,
 - b) Bingo annual review
 - c) Transfer funds from General fund to Capital Reserve fund
 - d) Kristin Marconi EMT class repayment
- 8) Items for future agendas
- 9) Adjournment

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

Mark Stratton
[Signature]
Jerris Swank
Rebecca Wilson
Bonnie for Hal Larson
[Signature]
Kathy Hunt