

PLEASANT VALLEY FIRE DISTRICT

RECORDED MINUTES OF REGULAR BOARD MEETING, January 18, 2023 These minutes will be submitted for approval at the February 15, 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, 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, Admin - Terri Swanson.
 - e. **Public present:** none
- 4) **Call to the public:** none
- 5) **Approval of Minutes of the:**
 - a. **Regular Session December 21, 2022** – Bob made a motion to accept the minutes of the December 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. Discussion on the radio license renewal and if we are using all the frequencies and locations in the renewal documentation. Discussion on being unable to access the Chase Bank credit card (CC) statements. Terri will work with Ted as his name is on the CC and is only authorized person to view the statements online. To facilitate future access and agenda item for next month will be to authorize the Chief to have a FD CC in his name.
 - b. **Admin's Report:** Terri reviewed the Admin's report, which is attached.
 - c. **Dispatch Coordinator's Report:** Kathy read the Dispatch Coordinator's report, which is attached.
 - d. **Treasurer's Report for December 2022:**
 - County Balance in General Funds less uncleared warrants of \$ 90,454.33
 - Capital Reserve balance of \$ 47,909.69;
 - Pension Fund balance of \$ 24,995.51;The board reviewed the Treasurer's report. Kathy made a motion to approve the Treasurer's Report for December 2022, there was no second. Tabled until next month pending resolution of Chase issues.
 - e. **Legislative Report:** no updates.
- 7) **Business: Information/Discussion/Vote**
 - a. **Service call billing status** –Service call billing status, see Admin report

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- b. Kristin Marconi EMT class repayment** - See Chief and Admin reports. Last known address was found and certified letter was sent.
- c. November Treasurer's Report** – Tabled until the February board meeting.
- d. Annual review** – Terri is working with the CPA. Per ARS it is due 240 days after close of fiscal year. Will be reviewed at February meeting.

8) Items for Future Agendas

- 1. Service call billing status
- 2. Kristin Marconi EMT class repayment
- 3. Authorization for Mark to be given Chase CC on same account
- 4. Chase accounting discrepancy
- 5. November and December Financial reports
- 6. Annual review with CPA
- 7. Radio license renewal

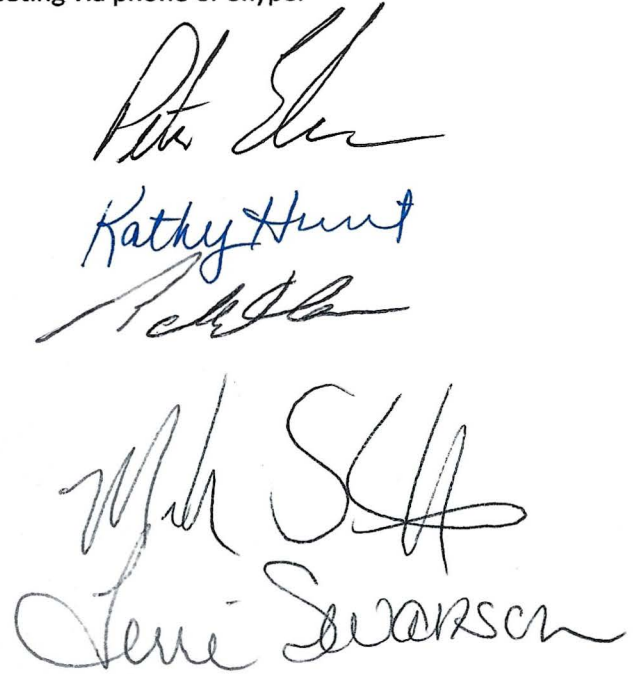
- 9) Adjournment** – Peter made a motion to adjourn at 18:50, Bob seconded and the motion carried unanimously.

NOTICE: Regular Session and Executive Session of Pleasant Valley Fire District on January 18, 2023

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, December 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 December 2022
- 6) Legislative report
- 7) Business – Information/Discussion/Vote
 - a) Service call billing status,
 - b) Kristin Marconi EMT class repayment,
 - c) November Treasurer's report
 - d) Annual review
- 8) Items for future agendas
- 9) Adjournment



Handwritten signatures of board members: P. Elenius, Kathy Hunt, and Terri Swanson.

Posted: Tuesday January 17, 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

Serving the Community of Young, Arizona since 1977

PVFD Chief's Report December 2022

for Board Meeting 1.18.2023

Calls for December:

5 EMS 1 Fire 12 Control Burns 1 False Call
4 Patients Flown; 0 by ground transport; 1 Air Refusal; 20 Public Assist
Calendar YTD, 77 calls (through December 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:

January 2023 Chief's notes for December 2022

1. Attended the 2023 AFDA Conference
2. Attended the Gila chiefs Meeting
 - a. Alternative funding with Prop 310 not passing
3. Met with Jeannette Hovey from Native Air
 - a. She advised that they do not have membership program
 - b. Advised it was not needed
4. Met with Amanda from Banner Air
 - a. She advised that they have a membership/insurance program
 - b. Currently planning a time when they can come and meet with the community to explain what they have to offer
5. Contacted Chief Quarles about the purchase of the Texas engine
 - a. He was very excited to hear that it was available
 - b. He meets with his Board for approval on Monday the 23rd
6. Kristin Marconi repayment status
 - a. Utilized Internet to find latest address and current email
 - b. Sent her a certified letter
 - c. Also sent her an email
7. FCC License expiration
 - a. Expired on 8-1-2022

- b. Discovered November 2022
 - c. Currently using a Special Temporary Authority (STA)
 - d. Should have our new FCC License by May which will be valid for 5 years
 - e. Cost Approximately \$2410.00
 - f. Cost had we renewed it prior to it expiring \$100.00
 - g. Per Karen Sowers from the renewal company, the renewal form/paperwork was sent to the old admin email address which was changed in 2016 or prior to the best of our knowledge, and was not set up to be forwarded to the new email address that was generated that we are aware of, so it was never received.
 - h. Terri spoke with Karen Sowers and pleaded our case, and she went to her Boss and explained the situation and they agreed to reduce the cost by 20% on the Licensing Fees and the Frequency Coordination Fees, so that will save us \$400.00. The new quote is now \$2,008.00.
 - i. We have updated with our current email address and put a reminder in the laptop calendar for the renewal in 2027
8. Current problems with the Chase Bank Credit Card
- a. Received the new Credit card, and its working
 - b. We still can't access the account
 - c. Unable to see any of the prior monthly charges

Admin Report for December 2022

CALENDAR REMINDERS:

- Prepare Monthly Financials w/Training
- Prep Quarterly Payroll Taxes
- Ordered W-2's for 2022 taxes
- Distribute Tax Forms To Crew for 2023
- Order Office Supplies
- Pay Accounts Payable
- Call Stryker for balance and send check from Cap Reserve
- December: finalize quarterly taxes for Q3 FY2022 and send
- paid bills; retrieved mail; sent Positive pay for each batch of checks to Gila County and sent 2 checks in to County for deposit and ordered office supplies on Amazon.
- TRAINED for Administrative duties: monthly financials
- Prepared and researched bills for utilities; calls w/County re Positive Pay, etc.; Chase card; Intuit
- Spoke to Andrew Wendt, the CPA and he sent me a list of what he needs to catch up on Year ends, so currently working on getting the info to him
- Submitted Fire that occurred in Haigler for payment.
- Replied to Jessica Kilingbeil on her request of the fire report.
- Sent Kristin Marconi an email and a certified letter on repayment.
- Paid the chiefs dues for the Gila County Fire Chiefs in the amount of \$25.00
- Completed the US Census Bureau survey
- Sent in the POA for both the Chief and myself to have access with AZ Dept of Revenue.

Dispatch Coordinator Report for December 2022

We have 2 Dispatchers on reserve status

- 1 Dispatcher on leave
- 5 Active Dispatchers
- Computer input NFIRS and Inventory
- A few fundraisers scheduled for the next few months
- February Fundraiser Cookie Sales on Valentines Day for pickup or delivery
- Worked with Shawn on our Fire Dept Calendar on Fire Dept web page
- Updating 911 addresses in our dispatch books
- Normal dispatch coordinator duties