

PLEASANT VALLEY FIRE DISTRICT

RECORDED MINUTES OF REGULAR BOARD MEETING, February 15, 2023 These minutes will be submitted for approval at the March 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, Ted Tucci – Treasurer, Bob Turner – Member; Kathy stated that a quorum was present.
 - c. **Board Member(s) not present:** Wayne Johnson – Vice Chair
 - d. **FD staff present:** Chief - Mark Stratton, Admin - Terri Swanson, Dispatch Coordinator – Bonnie Jo Halverson, Bill Tilton.
 - e. **Public present:** none
- 4) **Call to the public:** none
- 5) **Approval of Minutes of the:**
 - a. **Regular Session January 18, 2023** – Ted made a motion to accept the minutes of the January 18, 2023 meeting, Bob 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:** Terri reviewed the Admin’s report, which is attached.
 - c. **Dispatch Coordinator’s Report:** Bonnie Jo, read the Dispatch Coordinator’s report, which is attached.
 - d. **Treasurer’s Report for January 2023:**
 - County Balance in General Funds less uncleared warrants of \$ 101,434.42
 - Capital Reserve balance of \$ 47,954.02;
 - Pension Fund balance of \$ 24,768.60;The board reviewed the Treasurer’s report. Discussion that there are still a number of minor issues to be resolved with the Treasurer’s report. Tabled until next month pending resolution of issues.
 - e. **Legislative Report:** no updates.
- 7) **Business: Information/Discussion/Vote**
 - a. **Service call billing status** –Service call billing status, see Admin report
 - b. **Kristin Marconi EMT class repayment** - See Chief and Admin reports. Certified letter sent to last known address was returned with no forwarding address. Peter checked the board minutes and found that 2/20/2019 the Chief had noted that Kristin was 2/3 of the way thru her EMT training. At 4/17/2019 the Chief announced that she has passed her national registry exam.

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- c. Authorization of Mark to be given Chase of future bank credit card on PVFD account –**
Ted has been coordinating with National Bank of Arizona (NBAZ) and has new credit cards in process. Peter made a motion to authorize Mark to have a PVFD NBAZ CC, Kathy seconded and motion passed unanimously.
- d. Chase accounting discrepancy –** In process of being resolved. Mostly Amazon charges that need to be correctly debited to correct accounts as well as late charges and interest expense.
- e. November and December Treasurer’s Report –** Tabled until the March board meeting.
- f. Annual review with CPA –** Terri is working with the CPA and county finance office. Target is to have the annual review approved by the board on March 15th and submitted to the county that week.
- g. Radio license renewal –** The chief corrected the requirements and renegotiated reducing the cost. Kathy made a motion to pay for the \$1,928 renewal charge out of the contingency funds, Ted seconded and the motion passed unanimously. Terri has worked with MTE to ensure that all future emails sent to previous admin email address are now correctly forwarded.
- h. Proposed consolidation of Gila County fire districts –** After general discussion, board sees to benefit to the consolidation of the PVFD with any other fire district.

8) Items for Future Agendas

- 1. Service call billing status
- 2. Kristin Marconi EMT class repayment
- 3. Chase accounting discrepancy
- 4. September thru January Financial reports
- 5. Annual review with CPA

- 9) Adjournment –** Bob made a motion to adjourn at 18:30, Ted 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 for January 2023

Board Meeting February 15, 2023

Calls for January:

5 EMS 1 Fires 12 Control Burns
2 Patients Flown; 3 by ground transport; 0 Air Refusal; 6 Public Assist
Calendar YTD, 12 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:

Chief's notes for February 2023

1. EAC Fire Science/EMT Occupational Advisory Committee Meeting
 - a. The Occupational Advisory Committee will meet twice a year.
 - b. Jim Hitch is the new person in charge of the program.
 - c. Discussed ways to assist PVFD with training.
2. Northern Gila Chiefs Meeting
 - a. New legislation to except military certification for EMT and Paramedic
 - b. New legislation to make fireworks legal.
 - c. Still looking for funding post 310
3. Gisela Fire Chief Richard Quarles
 - a. Picking up the Texas Fire engine on Saturday Feb. 25th
4. Karen Sowers with APCO International
 - a. See new attached quote.
5. Shelly Henry (Banner Hospital Pre-coordinator)
 - a. Advised of minor changes to our drug box supplies.
 - b. Also, a new form will be utilized for restocking.
6. Thanks to Peter for assisting with snow removal at the Fire Station and the driveway to the landing zone.

Admin Report for February 2023

CALENDAR REMINDERS:

- Prepare Monthly Financials
- Order Office Supplies
- Pay Accounts Payable
- Call Stryker for balance and send check from Cap Reserve
- Attended the Fire Conference
- Worked and completed W2's and 1099 forms and sent out to everyone.
- Quarterly Taxes for Quarter 4 were completed.
- Changed Passwords on important accounts like PVFD admin email, Amazon, Microsoft, AZ Dept. of Revenue, IRS.
- Called MTE to see if we could have the old Admin email forwarded to the current Admin email and it took them a few days but were able to make it happen going forward.
- Paid bills; retrieved mail; sent Positive pay for each batch of checks to Gila County.
- Researched Chase card; and the \$1500.00 discrepancy and itemized it all thru Amazon orders and monthly bills.
- Sent all yearend info needed to Andrew Wendt, the CPAhe estimates getting it back to us by the end of February or beginning of March in week one or two....I spoke to Maryn Belling who is the Finance Director for Gila County and she stated that we are OK, as they do not submit until the end of March and said she would notate our account/file.
- The certified letter that was sent to the last known address for Kristin Marconi was returned with no forwarding address.

Dispatch Coordinator Report for February 2023

- We have 2 Dispatchers on reserve status.
- 6 Active Dispatchers
- Input NFIRS
- A few fundraisers are scheduled for the next few months.
- February Fundraiser Cookie Sales on Valentine's Day
- March Fundraiser St Patrick's Day Dinner
- Worked on Fire Dept Calendar on Fire Dept web page.
- Updating 911 addresses in our dispatch books
- Normal dispatch coordinator duties



Leaders in Public Safety Communications™

351 N Williamson Blvd.
Daytona Beach, FL 32114-1112
386-322-2500
 (Tax ID# 63-0461885)

QUOTE-3

(Prepared by: Karen Sowers)

To:

Date: 2/6/2023

Pleasant Velley Fire District	
PO Box 303	
Young, AZ 85554-0303	
	Call Sign(s): Permanent license for STA WRVH918
	FRN: 0001598382

SALESPERSON	P.O. NUMBER	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS
N/A	N/A	N/A	N/A	N/A	Net/30

DESCRIPTION	UNIT PRICE	AMOUNT
APCO Licensing Service fees, prepare form 601:		
Main form 601	\$150.00	\$150.00
Schedule D- site info (2 fixed sites and 2 mobile areas of operation)	\$100.00	\$400.00
Schedule H- antenna info, frequency info	\$100.00	\$100.00
		\$650.00
<i>Per AFC Director subtract 20%</i>		-\$130.00
	LS Total	\$520.00
APCO Frequency Coordination/Processing Fees:		
Coordinate 154.250 & 154.325 @ Location 1 & Location 2	\$210.00	\$840.00
Coordinate 155.0025 @ Location 2	\$210.00	\$210.00
Coordinate 159.0375 @ Location 4	\$210.00	\$210.00
		\$1260.00
<i>Per AFC Director subtract 20%</i>		-\$252.00
	FC Total	\$1008.00
Inter-Service Fees:		
Frequencies 154.250 & 154.325 are Fire "PF" channels (at 2 locations)	\$100.00	\$400.00
	I/S Total	\$400.00
<i>Please be advised that the fees for licensing services will be invoiced prior to the fees for frequency coordination. Please also note that during the frequency coordination process, it may be found that inter-service, engineering or re-coordination fees are required to complete your application. You will be notified if these fees are required.</i>		
	TOTAL DUE	\$1928.00

FEEES SUBJECT TO CHANGE WITHOUT NOTICE

IF YOU HAVE QUESTIONS CONCERNING THIS FEE QUOTE, PLEASE CALL (386) 944-2469.