

PLEASANT VALLEY FIRE DISTRICT

RECORDED MINUTES OF REGULAR BOARD MEETING, May 22, 2023

These minutes will be submitted for approval at the June 21, 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 17:33.
- 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, Ted Tucci – Treasurer, Peter Elenius – Clerk, 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
 - e. **Public present:** none
- 4) **Call to the public:** none
- 5) **Approval of Minutes of the:**
 - a. **Regular Session April 19, 2023** – Ted made a motion to accept the minutes of the April 19, 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 gave 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 April 2023:**
 - County Balance in General Funds less uncleared warrants of \$ 89,968.68
 - Capital Reserve balance of \$ 75,724.62;
 - Pension Fund balance of \$ 23,778.33;The board reviewed the Treasurer's report. Bob made a motion to accept the April Treasurer's report, Peter seconded and the motion passed unanimously.
 - e. **Legislative Report:** no updates.
- 7) **Business: Information/Discussion/Vote**
 - a. **Service call billing status** – No updates.
 - b. **Kristin Marconi EMT class repayment** – Voice mail messages left for both Kristin and Irene Grimm with no response.
 - c. **Operations SOPs review** – The Chief reviewed the Management and EMS SOPs. Bob made a motion to approve the Operations Management and EMS SOPs, Ted seconded and motion passed unanimously.

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- d. **Board SOPs review** – No updates were presented. Kathy made a motion to approve the Board Policies 1, 2 and 3 reviewed at April board meeting, Bob seconded and the motion passed unanimously.
- e. **Handout of Election Certificates** – Election certificates were handed out to Kathy and Ted at the meeting. Wayne received his on the 23rd.
- f. **Transfer from General Fund to Capital Fund remainder of temporary funding** – Peter made a motion to transfer \$20,000 from the General Fund to the Capital Reserve Fund, Bob seconded and the motion passed unanimously.
- g. **Budget approval** – No comments were heard by any board members or staff. Bob made a motion to approve the 2023-24 FY Budget as was posted, Ted seconded and the motion passed unanimously.
- h. **Capital approval request for APS truck pump replacement** – Peter gave a presentation on the cause of the pump failure being a 2-inch Camlock gasket that was sucked into the impeller from the tender causing the bronze hub to fracture. The pump is 1990 vintage and per discussions with Hale who purchased American Godiva there are no known part numbers or spare parts for that pump. Peter reviewed several options to retrofit a new pump and engine into the truck and recommended going with a Hale HP275-B35 pump and engine. The Cummins turbo diesel from the original system is proposed to be repurposed as an pump for filling tenders or supplemental fire pump towed by a tender. Peter made a motion to replace the pump and engine in the APS truck not to exceed \$11,000 from the Capital Reserve account, Bob seconded and the motion passed unanimously.
- i. **Update on proposed Gila County Fire Authority** – No update.
- j. **J. Appoint new Bingo Coordinator** – The board and Chief thank Barb McKinney for her 15+ years of service as the Bingo Coordinator. Cookie Pea is willing to be the new Bingo Coordinator, she will need to submit her application to the state to be approved for the position. There will be no bingo in June.
- k. **PVFD Sparks Auxiliary member resignations, discuss purpose** – The board and Chief thank Lauren Cathcart, Audrey Morris, Inge Ruzicka, Pam Norman, Kathy McPeak and Lori Flores for their service with the PVFD Spark Auxiliary. The board and Chief recognize the value of the Auxiliary to the function of the PVFD.

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8) Items for Future Agendas

1. Service call billing status
2. Kristin Marconi EMT class repayment
3. Ops SOPs review & approval
4. Board Policies review & approval
5. Update on Gila County Fire Authority
6. Transfer balance of General Funds to Capital Reserve before FY end
7. Transfer funds from Capital Reserve to General funds for new FY start

9) Adjournment – Peter made a motion to adjourn at 19:05, Bob seconded and the motion carried unanimously.

**NOTICE: Regular Session and Executive Session of
Pleasant Valley Fire District on May 17, 2023**

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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, April 19, 2023
- 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 April 2023
- 6) Legislative report
- 7) Business – Information/Discussion/Vote
- a) Service call billing status
- b) Kristin Marconi EMT class repayment
- c) Operations SOPs review
- d) Board SOPs review
- e) Handout of election certificates
- f) Transfer from General Fund to Capital Fund remainder of temporary funding
- g) Budget approval
- h) Capital approval request for APS truck pump replacement
- i) Update on proposed Gila County Fire Authority
- j) Appoint new bingo coordinator
- k) PVFD Sparks Auxiliary member resignations, discuss purpose
- 8) Items for future agendas
- 9) Adjournment



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 April 2023

Board Meeting May 22, 2023

Calls for April:

5 EMS 0 Fires 20 Control Burns
3 Patients Flown; 0 by ground transport; 2 Air Refusal; 0 Public Assist
0 DOA 2 Stand Downs...that were out of our District
Calendar YTD, 56 calls
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 April 2023

1. Attended monthly Chief's meeting in Payson
 - a. Met with Jeanette Hovey from Native Air
 - i. She advised that they are having difficulty acquiring ^{blood} for their new location
 - ii. Did a presentation with AI program to assist in writing grants
 - b. Jon Zeigler from the Forest Service
 - i. He advised that the prescribed burns went well
 - ii. SRP using AI cameras on power line
 1. Were able to locate and identify the smoke from both burns
 - c. Tonto Basin's new Chief resigned
 - d. Met with Aimee Kollat Banner Air
 - i. Trying to lock down a date for a town hall meeting to discuss their membership program
2. Registered for 2023 AFCA/AFDA Fire & EMS Leadership Conference
3. Heather contacted Arizona Department of Health Services (ADHS)
 - a. The Health Emergency Operations Center (HEOC)
 - b. We received a large pallet of PPE
 - c. I picked the items up at the Phoenix warehouse
4. Julee Recker will be holding a CPR class at the end of the month
 - a. 5 members of the Department will be recertified

5. Ron Brinkman has completed the construction phase of the pump house at Station 611
 - a. I will caulk, prime, paint and tape the drywall this week
6. HB2589 - Emergency medical technicians; military reciprocity
 - a. Sponsor Rep. Kevin Payne (R)
 - b. Summary
 - i. The standards for certification of emergency medical care technicians (EMTs) are modified to allow certification of a person who has completed training and testing by the U.S. Armed Forces at a level comparable to the National Standards for EMTs. AS SIGNED BY GOVERNOR
7. New stove was donated and installed in the Fire Hall
 - a. Big thanks to Nate (F-12)
8. Community outreach
 - a. Assisting the School with their Wet N Wild day on May 18th
 - b. Mother's Day breakfast held at the Fire Hall
 - c. Monthly Breakfast
 - i. Thanks to all the volunteers who assisted!!
9. Vehicle repairs
 - a. Thanks to Chris for rewiring the Brush truck
 - b. Thanks to Pete and Chris for their expertise with the APS truck
 - c. Thanks to Pete and David diagnosing the RV stairs on R-10

Admin Report for April 2023

CALENDAR REMINDERS:

- Prepare Monthly Financials
- Order Office Supplies
- Pay Accounts Payable
- Call Stryker for balance and send check from Cap Reserve
- Worked with Mark on the new Budget for FY 2023/2024
- Had a special meeting on the new Budget W/ Chief, Kathy Hunt, Wayne Johnson, Bonnie Halverson, and myself
- Finalized working on the Financials for September through January putting details into these months with Kathy's help. The board approved them at last month's meeting.
- Worked with Bj at the Carnival in April.
- Worked and completed the Quarterly Taxes for Q1 with Pete's help.
- Started the process of updating Files in the office.
- No update on Fire recovery at this time.
- Paid bills; retrieved mail; sent Positive pay for each batch of checks to Gila County.

Dispatch Coordinator Report for April 2023

- We have 1 Dispatchers on reserve status.
- 6 Active Dispatchers
- Input NFIRS
- Spring Carnival and a breakfast
- May We have a breakfast, Mother's Day Brunch, and Car Wash
- Working on fundraising and community outreach project
- Worked on Fire Dept Calendar on Fire Dept web page.
- Normal dispatch coordinator duties