

# ***PLEASANT VALLEY FIRE DISTRICT***

## **RECORDED MINUTES OF REGULAR BOARD MEETING, June 21, 2023 These minutes will be submitted for approval at the July 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 17:31.
- 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, Wayne Johnson – Vice Chair, Peter Elenius – Clerk; Kathy stated that a quorum was present.
  - c. **Board Member(s) not present:** Ted Tucci – Treasurer, Bob Turner – Member
  - d. **FD staff present:** Chief - Mark Stratton
  - e. **Public present:** none
- 4) **Call to the public:** none
- 5) **Approval of Minutes of the:**
  - a. **Regular Session May 22, 2023** – Wayne made a motion to accept the minutes of the May 22, 2023 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.
  - b. **Admin's Report:** All reviewed the Admin's report, which is attached.
  - c. **Dispatch Coordinator's Report:** No dispatch report, will not be covered in future board meetings.
  - d. **Treasurer's Report for May 2023:**
    - County Balance in General Funds less uncleared warrants of \$ 73, 568.56
    - Capital Reserve balance of \$ 95,844.83;
    - Pension Fund balance of \$ 23,555.06;The board reviewed the Treasurer's report. Kathy made a motion to accept the May Treasurer's report with minor changes to recorded back taxes for February and March 2023, Peter seconded and the motion passed unanimously.
  - e. **Legislative Report:** no updates.
- 7) **Business: Information/Discussion/Vote**
  - a. **Service call billing status** – See admin report.
  - b. **Kristin Marconi EMT class repayment** – Tabled.
  - c. **Operations SOPs review** – Tabled.
  - d. **Board SOPs review** – Peter reviewed policies 4 thru 8. Additional changes were made by the board as noted in the policy history section. Approval of changes will be at July board meeting.

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- e. Update on proposed Gila County Fire Authority** – No update.
- f. Transfer balance of General Funds to Capital Reserve before FY end** – Peter reviewed the spreadsheet calculating how much to transfer. Wayne made a motion to transfer \$53,000 from the General Fund to the Capital Reserve Fund, Peter seconded and the motion passed unanimously.
- g. Transfer funds from Capital Reserve to General funds for new FY start** – Peter made a motion to transfer \$30,000 from Capital Reserve to General funds after July 1 to fund the first fiscal quarter, Wayne seconded and the motion passed unanimously.
- h. Wayne Johnson resignation from the PVFD Board** – Wayne tendered his resignation letter, which is attached, from the PVFD Board effective June 22<sup>nd</sup> as he and Kathy are moving to Camp Verde. The board thanked Wayne for his service.

### **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

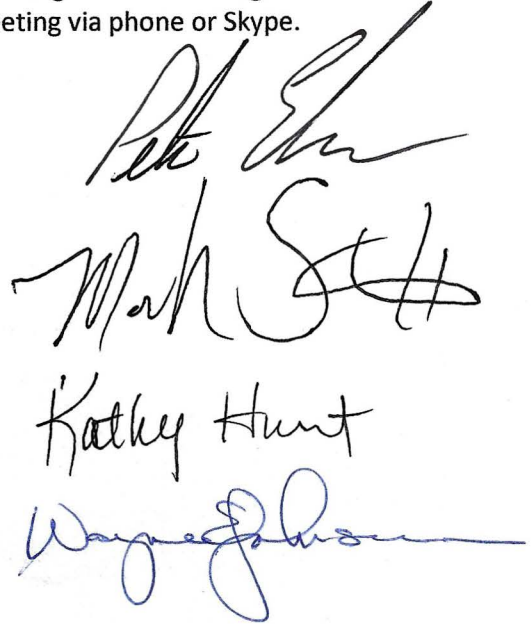
- 9) Adjournment** – Wayne made a motion to adjourn at 18:65, Kathy seconded and the motion carried unanimously.

## NOTICE: Regular Session and Executive Session of Pleasant Valley Fire District on June 21, 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, May 22, 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 May 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) Update on proposed Gila County Fire Authority
  - f) Transfer balance of General Funds to Capital Reserve before FY end
  - g) Transfer funds from Capital Reserve to General funds for new FY start
  - h) Wayne Johnson resignation from PVFD Board
- 8) Items for future agendas
- 9) Adjournment



Peter Elenius  
Mark Smith  
Kathy Hunt  
Wayne Johnson



# 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](mailto:pvfdadmin@mtecom.net)

*Serving the Community of Young, Arizona since 1977*

## PVFD Chief's Report for May 2023

### Board Meeting June 21, 2023

#### Calls for May:

8 EMS 1 Fires 20 Control Burns  
6 Patients Flown; 0 by ground transport; 1 Air Refusal; 1 Public Assist  
1 DOA  
Calendar YTD, 86 calls  
There were no FF/EMS injuries reported.

#### Training:

Dispatch Trainings: @ 10am once a month/last Friday of the month.  
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 May 2023

**SEE ATTACHED!**

### Admin Report for May 2023

#### CALENDAR REMINDERS:

- Prepare Monthly Financials
- Order Office Supplies
- Pay Accounts Payable
- Transferred \$20,000.00 from acct. 865 to acct. 866 per May Board Meeting
- Filled out questionnaire and renewed Insurance with VFIS for Workers Comp FY 23/24
- Latest Notes on Fire Recovery for Joe and Linda Duarte in Haigler as of June 9, 2023
- Called (925) 348-3478 - went to vm, left vm
- Possible alt. phone # on spokeo Phone Number: (925) 348-3478
- Called 623-276-8858 - party na per recording *By: Annaka Reader-Urquidez*
- [06-09-2023 12:08:02 pm/ No word from the Forestry recovery](#)

- Worked on creating and updating missing Employee Files (some never created)
- Purchased new QB 2023 program and Pete installed it
- Paid bills; retrieved mail; sent Positive pay for each batch of checks to Gila County.

### **Dispatch Coordinator Report for May 21, 2023**

**See Attached**

## Chief's notes May 2023

1. Spoke to Jon Zeigler reference Tonto fire restrictions
  - a. Tonto Basin south in stage one restrictions
  - b. No restrictions to the north
2. Met with our new Dispatcher Rider
  - a. She will start training next week
3. I contacted Jim Hitch with Eastern Arizona College
  - a. Fall Fire 1 class is in person
  - b. Class schedule conflicts with the Chief's Conference and the State Fire School
4. Ron Brinkman finished construction of Station 611's pump house
  - a. The exterior has been painted
  - b. Ready for electrical wiring
    - i. Thanks Peter, for assistance
  - c. 611 Station lot clean up planned for Saturday
  - d. Main Station clean up on Friday (mowing)
5. Met with all current dispatchers
  - a. Made schedule adjustments
    - i. Big thanks to all of them!!
    - ii. Great teamwork
  - b. Training and scheduling meeting will be the last week of the month
  - c. D-2 Pam Doyle is going to assist in training Stephanie
6. Northern Gila County Fire Chiefs Meeting
  - a. Discussed injured prisoner transport with Shelly, Amanda, and Chris
  - b. Jon Zeigler discussed north zone fire restriction
7. EMS ODYSSEY CONFERENCE
  - a. Heather and Cheyanne attended for CE's
  - b. Heather posted the schedule to the rest of the crew and met them at the Fire Hall and watched some of the classes together
  - c. Heather also covered some of the topics from the conference at Tuesday's medical training with those of us who were unable to attend
  - d. Great job Heather
8. Working on a grant with Stephanie Rider (APS/ Firehouse subs)
9. Adopt Highway cleanup completed
  - a. Thanks to everyone who assisted with the cleanup.
10. Daily briefs from Jon Ziegler on the Catholic fire.
11. Met with Native 7 crew, and Shelley Henry for EMS appreciation week
12. Met with part of the crew after training to discuss plans for PV Days.
13. Met with BJ to discuss cancelling all remaining fund raisers

June 21, 2023

From: Wayne E. Johnson

To: Pleasant Valley Volunteer Fire Board

I would like to tell each of you that it has been a great experience to have served with you on the Fire Board of the Pleasant Valley Volunteer Fire District for the past few years.

Due to a new ranch location and the need to be closer to it and family, we are leaving Young and moving to Camp Verde. Therefore, I will have to resign my position on the Fire Board effective 12:01 AM on June 22, 2023.

Thank You Sincerely,

A handwritten signature in blue ink, appearing to read "Wayne E. Johnson", with a long horizontal flourish extending to the right.

Wayne E. Johnson