

# ***PLEASANT VALLEY FIRE DISTRICT***

## **RECORDED MINUTES OF REGULAR BOARD MEETING, August 16, 2023 These minutes will be submitted for approval at the September 20, 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:**
  - a. **Board Members present:** Kathy Hunt – Chair, Peter Elenius – Clerk, Bob Turner – Member; Kathy stated that a quorum was present.
  - b. **Board Member(s) not present:** Ted Tucci – Treasurer
  - c. **FD staff present:** Chief - Mark Stratton, Terri Swanson
  - d. **Public present:** none
- 4) **Call to the public:** none
- 5) **Approval of Minutes of the:**
  - a. **Regular Session July 19, 2023** – Bob made a motion to accept the minutes of the July 19, 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:** Terri gave the Admin's report, which is attached.
  - c. **Treasurer's Report for July 2023:**
    - County Balance in General Funds less uncleared warrants of \$ 28,094.06
    - Capital Reserve balance of \$ 86,763.43;
    - Pension Fund balance of \$ 25,732.84;All reviewed the Treasurer's report. Peter made a motion to accept the July Treasurer's report, Bob seconded and the motion passed unanimously.
- 7) **Legislative Report: no updates.**
- 8) **Business: Information/Discussion/Vote**
  - a. **Service call billing status** – See admin report.
  - b. **Kristin Marconi EMT class repayment** – see admin report.
  - c. **Operations SOPs review** – Tabled.
  - d. **Board SOPs review** – Tabled.
  - e. **Personnel discussion in Public or Executive Session** – Both Mark and Terri elected to have personnel discussion in Executive Session.

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### **9) Executive Session**

- ARS 38-431.03 (A) (1) for Personnel Matters
  - Discussion with Chief Mark Stratton and Admin Terri Swanson. – Per ARS 38-431.03 [A][1] the applicant may request the discussion be held in public session per item 8e. Letter was sent by email asking if they request this option.

*Only those individuals necessary to the conduct of such meeting may be present. All matters discussed in an executive session must be kept confidential by those attending. Finally, no vote may be taken during an executive session. Any final action on an item discussed in an executive session must be taken during a public meeting.*

- a. Convened Executive Session – Executive Session was convened at 17:58
- b. Reconvened into public session after consideration of executive session item 7e – Reconvened into Public Session at 18:02.

### **10) Action as a result of Executive Session Information/Discussion/Vote**

- a. Peter made a motion to approve the annual salaries of \$20,000 each for the Chief and Administrator positions, Bob seconded and the motion passed unanimously.

### **11) Items for Future Agendas**

- 1. Service call billing status
- 2. Operations SOPs review & approval

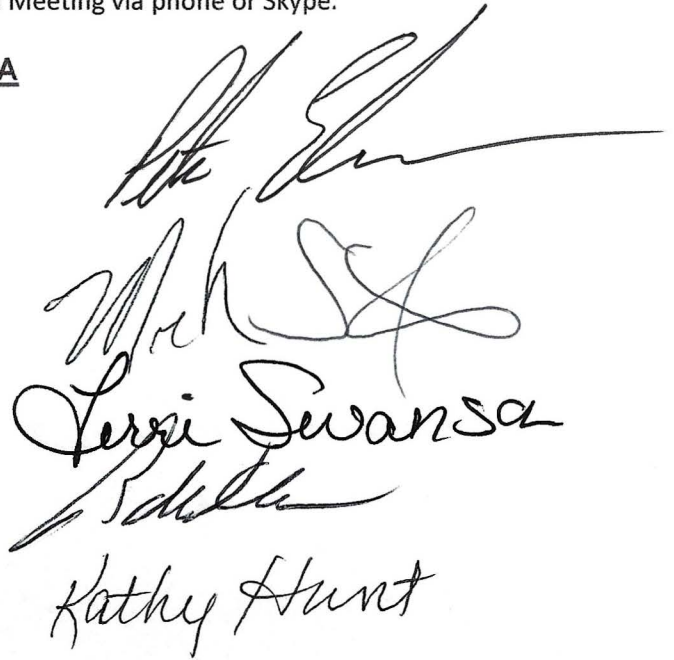
### **12) Adjournment** – Peter made a motion to adjourn at 18:12, Bob seconded and the motion carried unanimously.

## NOTICE: Regular Session and Executive Session of Pleasant Valley Fire District on August 16, 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
- 5) Approval of Minutes of Regular Session, July 19, 2023
- 6) Reports and Correspondence - Information/Discussion/Vote
  - a) Chief's Report
  - b) Admin Report & District Calendar Review
  - c) Treasurer's Report for July 2023
- 7) Legislative report
- 8) Business – Information/Discussion/Vote
  - a) Service call billing status
  - b) Kristin Marconi EMT class repayment
  - c) Operations SOPs review & approval
  - d) Board Policies review
  - e) Personnel discussions in Public or Executive Session
- 9) Executive Session - vote to convene into Executive Session.
  - a) ARS 38-431.03 (A) (1) for Personnel Matters
    - i) Discussion with Chief Mark Stratton and Admin Terri Swanson. – Per ARS 38-431.03 [A][1] the applicant may request the discussion be held in public session per item 8e. Letter was sent by email asking if they request this option.  
*Only those individuals necessary to the conduct of such meeting may be present. All matters discussed in an executive session must be kept confidential by those attending. Finally, no vote may be taken during an executive session. Any final action on an item discussed in an executive session must be taken during a public meeting.*
  - b) Reconvene into open session after consideration of executive session item 6a
- 10) Action as a result of Executive Session Information/Discussion/Vote
- 11) Items for future agendas
- 12) Adjournment



Mark Stratton  
Terri Swanson  
Kathy Hunt



# 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 July 2023

**Board Meeting August 16, 2023**

### Calls for July:

1 EMS 1 Stage Event 0 Fires 1 Control Burns 0 Cancelled Call  
0 Patients Flown; 0 by ground transport; 0 Air Refusal; 0 Public Assist  
0 DOA  
Calendar YTD, 99 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.

### 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 July 2023

1. Met with APS, reference the backup generator station
  - a. Advised that they hoped it would be done by Christmas
2. Assisted the Community Center with Wet and Wild days
  - a. Thanks to Bill and Jacob
3. Forest Service discussing lifting fire restrictions Thursday the 24<sup>th</sup>
4. 611 Pump house update
  - a. Painting finished
  - b. Electrical finished
  - c. Should be all hooked up and working by next week
5. Meeting with Patrick O'Donnel (School)
  - a. Discuss emergency access to campus

#### Admin Report for July 2023

### CALENDAR REMINDERS:

- o Prepare Monthly Financials
- o Order Office Supplies

○ Pay Accounts Payable

- Documents for the 23/24 Budget signed and sent to the Financial Director.
- 23/24 Budget posted on the AFDA website as required for all Fire Departments.
- Filled out an Audit that was required for the Workman's Comp Ins. Policy.
- Attended the APS meeting with Chief at the Generator site.
- Nothing new on Kristin Marconi.
- Nothing new on Fire Recovery for Joe and Linda Duarte in Haigler as of June 29, 2023...this claim has gone to collections.
- Entered a new Recovery claim with the Department of Forestry and Fire Management
  
- Working with Deputy Lahti on details for 2 calls to be submitted for recovery money.
- Ordered 2 Radio Chargers for Bob Benne
- Working on paperwork that was in several folders in the filing cabinet in the office and organizing it to make room for the new FY 23/24 and will move last years FY files to the Vault.
- Paid bills; retrieved mail; sent Positive pay for each batch of checks to Gila County.