

PLEASANT VALLEY FIRE DISTRICT

RECORDED MINUTES OF REGULAR BOARD MEETING, December 13, 2023 These minutes will be submitted for approval at the January 17, 2024 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 17:35.
- 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:** John Norman
- 4) **Call to the public:** none
- 5) **Approval of Minutes of the:**
 - a. **Regular Session November 15, 2023** – Bob made a motion to accept the minutes of the November 15, 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 November 2023:**
 - County Balance in General Funds less uncleared warrants of \$ 114,439.65
 - Capital Reserve balance of \$ 80,798.15;
 - Pension Fund balance of \$ 24,832.77;All reviewed the Treasurer’s report. Peter made a motion to accept the November Treasurer’s report, Bob seconded and the motion passed unanimously.
- 7) **Legislative Report: no updates.**
- 8) **Business: Information/Discussion/Vote**
 - a. **Review candidate and consider appointment for open board position** – John Norman submitted an application for the open board position. The board asked John questions related to serving on the board and discussed the duties of the board members and training required. Peter made a motion to appoint John Norman to the board, Bob seconded and the motion passed unanimously. John will be sworn in at the January 2024 board meeting. John is filling Wayne Johnson’s term which expires November 2026.
 - b. **Service call billing status** – See admin report.
 - c. **Operations SOPs review & approval** – Mark reviewed the new format that he is using to update the SOPs. There will likely be a work meeting in the future to review the new SOPs.

PLEASANT VALLEY FIRE DISTRICT

RECORDED MINUTES OF REGULAR BOARD MEETING, December 13, 2023 These minutes will be submitted for approval at the January 17, 2024 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.

d. Board SOP review – Tabled

e. Schedule Pension Board meeting – Meeting will be scheduled for 1/15/2024 at 9am pending confirmation from all participants.

9) Items for Future Agendas

1. Swearing in of John Norman as board member
2. CPA Review
3. Service call billing status
4. Operations SOPs review & approval
5. Board SOP review
6. Transfer of funds from General Fund to Capital Reserve Fund
7. Approve Pension Board meeting minutes

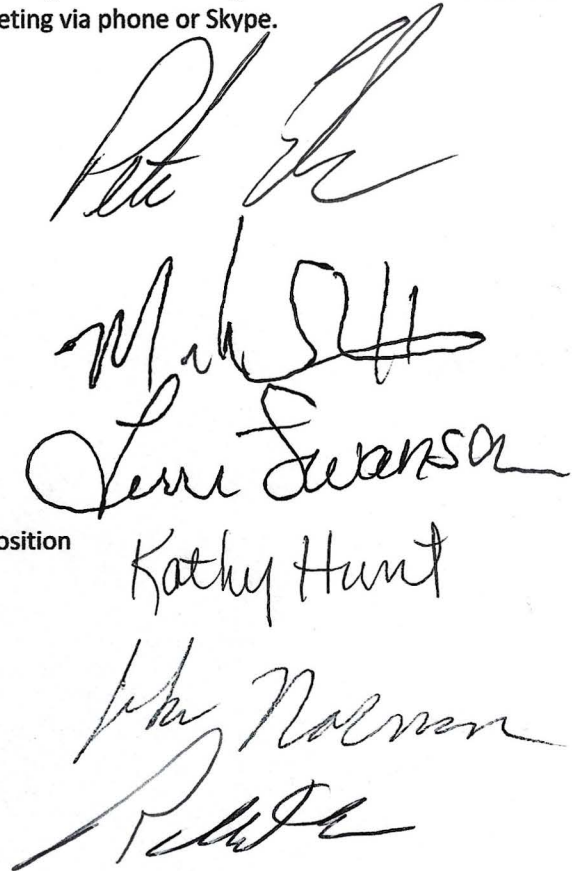
10) Adjournment – Kathy made a motion to adjourn at 17:55, Bob seconded and the motion carried unanimously.

NOTICE: Regular Session and Executive Session of Pleasant Valley Fire District on December 13, 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, November 15, 2023
- 6) Reports and Correspondence - Information/Discussion/Vote
 - a) Chief's Report
 - b) Admin Report & District Calendar Review
 - c) Treasurer's Report for November 2023
- 7) Legislative report
- 8) Business – Information/Discussion/Vote
 - a) Review candidate and consider appointment for open board position
 - b) Service call billing status
 - c) Operations SOPs review & approval
 - d) Board SOP review
 - e) Schedule Pension Board meeting
- 10) Items for future agendas
- 11) Adjournment



Handwritten signatures of board members, including: Pete [unclear], Mark [unclear], Terri Swanson, Kathy Hunt, [unclear], and [unclear].



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 November 2023

Board Meeting December 13, 2023

Calls for October:

11 EMS 0 Stage Events 0 Fires 14 Control Burns 0 Cancelled Call
4 Patients Flown; 1 by Ground Transport; 0 Ground Transport Refusal
2 Air Refusal; 2 Public Assist and 1 DOA
Calendar YTD, 174 calls
There were no FF/EMS injuries reported.

Training:

Dispatch Trainings: @ 10am once a month/last Friday of the month.
EMS every other Thursday @ 0700 hrs.
Fire Training every other Thursday @ 0700 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 November 2023

- Researching updating Department SOP/SOG's
- R-610's frontend was repaired.
 - Scheduled for frontend alignment with Payson Tire
 - Still drivable and in service
- E-610 down for repairs (red engine)
 - E-611 will be our primary engine moving forward
- Checked with workers at the APS site
 - There maybe some issues with opening on Friday
- Signed up for the 2024 Chief's Conference

Admin Report for November 2023

CALENDAR REMINDERS:

- Prepare Monthly Financials
- Order Office Supplies

- Pay Accounts Payable and send the County details (called positive pay)
- Pick up the mail
- Check emails daily

- Nothing new on Fire Recovery for Joe and Linda Duarte in Haigler as of today...this claim has gone to collections.
- No new Fire recovery money as of yet.
- Continued to work with CPA Andrew on FY 22/23 reports for yearend review .
- Andrew will call into our meeting next month and go over the finalized report which is done as of Monday this week.
- We had phone issues early in November, so MTE (Ernie) came to the station, and he found nothing wrong with the lines. Ernie gave me the number for Comnet, who services the Cell Tower and they did a search and had the Tech in the area make sure the issue wasn't on their side and found nothing either.
We've come to the conclusion that when someone calls the Burn Line from their Cell Phone, they think they are leaving a message, but it is not coming thru on the answering machine nor the Radio, and it's not happening every time.
- Met with Deputy Lahti for fingerprinting.
- We have a new Volunteer that is a CNA, next step is to get her fingerprinted.
- Helping with Dispatching to cover for emergencies only.