

PLEASANT VALLEY FIRE DISTRICT

RECORDED MINUTES OF REGULAR BOARD MEETING, May 22, 2024

These minutes will be submitted for approval at the June 19, 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 17:46.
- 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, Bob Turner – Vice-Chair, Peter Elenius - Clerk, Ted Tucci – Treasurer by phone, John Norman - Member; Kathy stated that a quorum was present.
 - b. **Board Member(s) not present:**
 - c. **FD staff present:** Chief - Mark Stratton by phone, Admin - Terri Swanson
 - d. **Public present:** none
- 4) **Call to the public:** none
- 5) **Approval of Minutes of the:**
 - a. **Regular Session April 17, 2024** – Bob made a motion to accept the minutes of the April 17, 2024 meeting, John seconded, and the motion carried unanimously.
- 6) **Reports and Correspondence:**
 - a. **Chief's Report:** Mark gave the Chief's report. Tonto Forest south of Tonto Basin will go into Stage 1 fire restrictions on 5/23/2024. Moisture levels in our area are currently above normal. The front-end alignment on R610 is in process, have had issues with equipment at two facilities that were going to do the alignment. Native 7 is flying in on 5/24/2024 for EMT appreciation week.
 - b. **Admin's Report:** Terri gave the Admin's report, which is attached.
 - c. **Treasurer's Report for March 2024:**
 - County Balance in General Funds less uncleared warrants of \$ 120,451.22
 - Capital Reserve balance of \$ 111,423.49;
 - Pension Fund balance of \$ 23,425.65;All reviewed the Treasurer's report. Ted made a motion to accept the April 2024 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. Still one incident in Fire Recovery
 - b. **Tender purchase discussion** – No tender meeting requirements has been found. Will continue looking.
 - c. **Repeater and phone system upgrade** – Internal review meeting will be held week of 5/27/2024

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- d. Budget approval for 2024-25** – The board and staff have heard no public comments regarding the posted 2024-25 budget. Kathy made a motion to approve the 2024-25 budget as posted for the 25-day comment period with no public comment. Bob seconded and the motion passed unanimously. Budget resolution will be signed at the next board meeting.
- e. Elections packets available** – Peter’s and Bob’s terms are up in November 2024. Both are planning to submit nomination forms.

9) Items for Future Agendas

- 1. Service call billing status
- 2. Operations SOPs review & approval
- 3. Board SOP review
- 4. Tender purchase
- 5. Repeater and phone system upgrade
- 6. Transfer of excess General Funds to Capital Reserve
- 7. Transfer of funds from Capital Reserve to General fund for initial FY 2024-25 operations

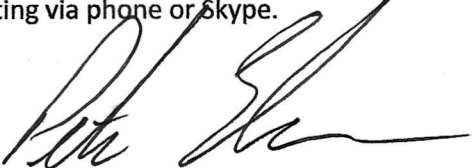

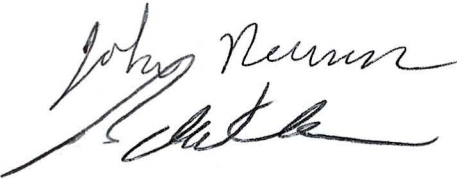

10) Adjournment – Bob made a motion to adjourn at 18:07, John seconded and the motion carried unanimously.

NOTICE: Regular Session and Executive Session of Pleasant Valley Fire District on May 22, 2024

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:
 - a) Regular Session of April 17, 2024
- 6) Reports and Correspondence - Information/Discussion/Vote
 - a) Chief's Report
 - b) Admin Report & District Calendar Review
 - c) Treasurer's Report for April 2024
- 7) Legislative report
- 8) Business – Information/Discussion/Vote
 - a) Service call billing status
 - b) Tender purchase discussion
 - c) Repeater and phone system upgrade
 - d) Budget approval for 2024-25
 - e) Election packets available. Peter and Bob are up for re-election this year.
- 9) Items for future agendas
- 10) Adjournment





TED TOCCI by phone
MARK STRATTON by phone



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 2024

Board Meeting May 22, 2024

Calls for April:

12 EMS 0 Stage Events 0 Fires 14 Control Burns 0 Cancelled Call
6 Patients Flown; 1 by Ground Transport; 0 Ground Transport Refusal
0 Air Refusal; 0 Public Assist and 0 DOA
Calendar YTD, 75 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.

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- CHIEF NOTES:

- Chief's notes for April 2024
 - Business as usual

Admin Report for April 2024

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 Monday thru Friday.
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- For the 1 Recovery service call still pending the last message was as follows...."emailed the adjuster requesting a status update on the claim" which was posted on the Recovery website April 4, 2024. Still nothing new. I called and spoke with the Manager at Fire Recovery, and they are still waiting for the Liability to be

completed from Joshua Garcia's insurance. Asked if we can do anything different and was told no. The report was complete.

- Scheduled a Highway cleanup for June 1st at 8am starting at Mile post 306 in front of the station to Mile post 307.
- Submitted the questionnaire for our Insurance with VFIS to be renewed and all set there, along with the Workers Comp Policy with a new Company. Just need 1 Board member signature and make payment once signature is received.
- Called Josh with United Fire to schedule a service/inspection appointment for our SCBA equipment and his VM is full, so no message could be left and will keep trying.
- Worked on the new FY 24/25 Budget with Mark. A special board meeting approved the FY 24/25 Budget and I posted it at the Post Office April 23, 2024. Day 25 was May 17th...I am working on the additional paperwork/forms to be submitted.
- Worked on Quarterly Taxes.
- Helping with Dispatching to cover for emergencies, or when shorthanded and covering for dispatcher if they go on a call if no one else available.