

# **PLEASANT VALLEY FIRE DISTRICT**

## **RECORDED MINUTES OF REGULAR BOARD MEETING, August 21, 2024** **These minutes will be submitted for approval at the September 18, 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 17:30.
- 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, Bob Turner – Vice-Chair, John Norman - Member; Kathy stated that a quorum was present. Peter Elenius - Clerk, joined by phone during Legislative report.
  - b. **Board Member(s) not present:** Ted Tucci – Treasurer
  - c. **FD staff present:** Admin – Terri Swanson, John McMahon
  - d. **Public present:** none
- 4) **Call to the public:** none.
- 5) **Approval of Minutes of the:**
  - a. **Regular Session July 17, 2024** – Bob made a motion to accept the minutes of the July 17, 2024 meeting, John seconded, and the motion carried unanimously.
- 6) **Reports and Correspondence:**
  - a. **Chief’s Report:** All reviewed the Chief’s report, see attached.
  - b. **Admin’s Report:** Terri gave the Admin’s report, see attached.
  - c. **Treasurer’s Report for July 2024:**
    - County Balance in General Funds less uncleared warrants of \$ 37,606.42
    - Capital Reserve balance of \$ 173,401.22;
    - Pension Fund balance of \$ 26,369.57;All reviewed the Treasurer’s report. Bob made a motion to accept the July 2024 Treasurer’s report, John seconded and the motion passed unanimously.
- 7) **Legislative Report:** no updates.
- 8) **Business: Information/Discussion/Vote**
  - a. **Stryker service agreement funding out of contingency** – Bob made a motion to approve spending up to \$5,500 from the contingency fund for the Stryker service agreement. John seconded and the motion passed unanimously.
  - b. **Operations SOPs Review and Approval** – tabled
  - c. **Tender purchase discussion** – tabled.
  - d. **Repeater and phone system upgrade** – Peter and John McMahon gave an overview of the current status.

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- e. Griffin Propane pre-buy approval** – Terri presented the 2024-25 pre-buy agreement. Bob made a motion to approve a pre-buy purchase of 2,500 gallons at \$2.59/gallon from Griffin. John seconded and the motion passed unanimously.

### **9) Items for Future Agendas**

1. Operations SOPs review & approval
2. Board SOP review
3. Tender purchase
4. Repeater and phone system upgrade

- 10) Adjournment** – Bob made a motion to adjourn at 17:48, John seconded and the motion carried unanimously.

## NOTICE: Regular Session and Executive Session of Pleasant Valley Fire District on August 21, 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 July 17, 2024
- 6) Reports and Correspondence - Information/Discussion/Vote
  - a) Chief's Report
  - b) Admin Report & District Calendar Review
  - c) Treasurer's Report for July 2024
- 7) Legislative report
- 8) Business – Information/Discussion/Vote
  - a) Stryker service agreement funding out of contingency
  - b) Operations SOPs review & approval
  - c) Tender purchase
  - d) Repeater and phone system upgrade
  - e) Griffin Propane pre-buy approval
- 9) Items for future agendas
- 10) Adjournment

*Sturi Swanson*

*Kathy Hunt*

*[Signature]*

*John Ranner*

*Peter Elenius 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](mailto:pvfdadmin@mtecom.net)

*Serving the Community of Young, Arizona since 1977*

### PVFD Chief's Report for July 2024

#### Board Meeting August 21, 2024

#### Calls for July:

12 EMS 1 Stage Events 0 Fires 10 Control Burns 0 Cancelled Call  
9 Patients Flown; 0 by Ground Transport; 1 Ground Transport Refusal  
1 Air Refusal; 1 Public Assist and 0 DOA  
Calendar YTD, 112 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.  
Special Fire Training every Tuesday thru the Summer

#### - CHIEF NOTES:

- Chief's Report for July 2024
- Business as usual

- Reviewed Griffin Propane rates with Terri, recommend we continue with another contract at the lowest rate.
- Contacted Cathy Melvin reference Radio Tower.
- Update R610, Stryker completed the service on our equipment. All equipment is working as it should.
- Met with Pete, John, Shawn and Chris reference our Radio/Phone interface. Also had a teams chat with IGGY from 3JPS.
- Contacted Cathy Melvin reference the special use permit for the Crouch Mesa Radio Tower. GCSO has declined to use the Tower, which puts us in the First position for use. We're clear to install our equipment

#### Admin Report for July 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.
- 
- Nothing new....For the 1 Recovery service call still pending the last message was as follows...Still pending...per Krystal Fine the rep for Fire Recovery.
  - Worked on and completed Quarterly Taxes.
  - Paid Chief's dues for Arizona Fire Chiefs Association
  - Completed the annual AUDIT for the Workers Comp Insurance.
  - Mailed in the Forestry Recovery check for \$1,000.00 and the State of AZ Pension Fund Relief to the County Treasurer.
  - Worked on the Financial Excell spreadsheets to prepare them for the new FY 24/25
  - 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. (dispatched three times in July)