

PLEASANT VALLEY FIRE DISTRICT

RECORDED MINUTES OF REGULAR BOARD MEETING, November 20, 2024 These minutes will be submitted for approval at the December 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, Peter Elenius – Clerk, Ted Tucci – Treasurer by phone. Kathy stated that a quorum was present.
 - b. **Board Member(s) not present:** John Norman – Member.
 - c. **FD staff present:** Chief – Mark Stratton, Admin – Terri Swanson, Bill Tilton
 - d. **Public present:** none
- 4) **Call to the public:** none
- 5) **Approval of Minutes of the:**
 - a. **Regular Session September 18, 2024** – Bob made a motion to accept the minutes of the September 18, 2024 meeting, Peter seconded, and the motion carried unanimously.
 - b. No board meeting was held on October 16, 2024 due to lack of quorum.
- 6) **Administer Oath of Office for two elected board members; Peter Elenius & Bob Turner** – Kathy administered the oath of office for both Peter and Bob. Curtiz Cortez notarized the oath of office forms which are attached to these minutes.
- 7) **Reports and Correspondence:**
 - a. **Chief's Report:** Mark reviewed the Chief's report, see attached.
 - b. **Admin's Report:** Terri gave the Admin's report, see attached.
 - c. **Treasurer's Report for September 2024:**
 - County Balance in General Funds less uncleared warrants of \$ 31,511.41
 - Capital Reserve balance of \$ 174,092.56;
 - Pension Fund balance of \$ 25693.84;All reviewed the Treasurer's report. Peter made a motion to accept the September 2024 Treasurer's report, Ted seconded and the motion passed unanimously.
 - d. **Treasurer's Report for October 2024:**
 - County Balance in General Funds less uncleared warrants of \$ 54,204.89
 - Capital Reserve balance of \$ 174,466.90;
 - Pension Fund balance of \$ 25,765.89;All reviewed the Treasurer's report. Bob made a motion to accept the October 2024 Treasurer's report, Ted seconded and the motion passed unanimously.
- 8) **Legislative Report:** No update.

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9) Business: Information/Discussion/Vote

- a. Operations SOPs Review and Approval** – The chief is working on next set. Tabled to next month.
- b. Tender purchase discussion** – In process, evaluating 2,000 vs 4,000-gallon tenders with automatic transmissions.
- c. Repeater and phone system upgrade** – Test unit for phone answering system is not coming. Recommendation is to go ahead and purchase the unit for ~\$4,400. The chief will get a final quote and approval at next board for capital purchase. Structure to house the repeater is estimated at \$1,100 and estimated \$4,500 for the repeater. Solar is still to be specified and quoted.

10) Items for Future Agendas

1. Annual review
2. Operations SOPs review & approval
3. Approve capital purchase of phone answering system
4. Tender purchase
5. Repeater and phone system upgrade
6. Board positions

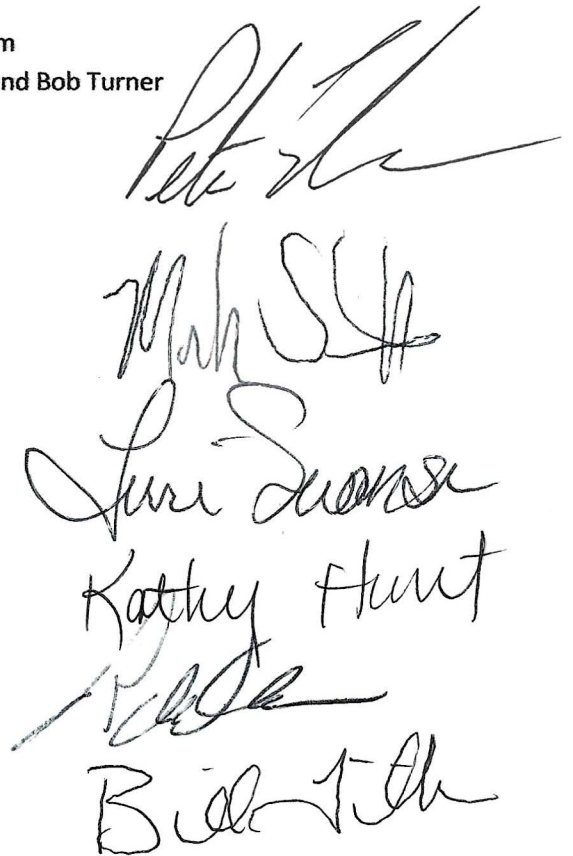
11) Adjournment – Bob made a motion to adjourn at 18:09, Ted seconded and the motion carried unanimously.

NOTICE: Regular Session and Executive Session of Pleasant Valley Fire District on November 20, 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 September 18, 2024
 - b) No board meeting was held on October 16, 2024 due to lack of quorum
- 6) Administer Oath of Office for two elected board members; Peter Elenius and Bob Turner
- 7) Reports and Correspondence - Information/Discussion/Vote
 - a) Chief's Report for September and October
 - b) Admin Report for September and October; District Calendar Review
 - c) Treasurer's Report for September 2024
 - d) Treasurer's Report for October 2024
- 8) Legislative report
- 9) Business – Information/Discussion/Vote
 - a) Operations SOPs review & approval
 - b) Tender purchase
 - c) Repeater and phone system upgrade
- 9) Items for future agendas
- 10) Adjournment



Handwritten signatures of board members: Peter Elenius, Mark Selt, June Swanson, Kathy Hunt, Bob Turner, and Bill Tish.



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

Board Meeting November 20, 2024

PVFD Chief's Report for October 2024

Calls for October:

5 EMS 0 Stage Event 1 Fires 21 Control Burns 0 Cancelled Call
3 Patients Flown; 0 by Ground Transport; 0 Ground Transport Refusal
0 Air Refusal; 3 Public Assist and 0 DOA

Calendar YTD, 179 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 other Tuesday @ 0700 hrs.

- CHIEF NOTES:

- Chief's notes for October 2024

- Worked with Terri on what paperwork is needed for our new repeater construction on Crouch Mesa
- Met with Jason Graham from Cobra Valley Medical
- Worked on SOP updates
- Special thanks to Beth, Shawn, Bill and Eileen for their participation in the Halloween Trunk or Treat event
- Met with Jeff Gilbert with United Fire
 - a. Bauer compressor service
 - b. Pass, air quality check
- Business as usual

Admin Report for October 2024

CALENDAR REMINDERS:

- Prepare Monthly Financials
- Order Office Supplies

- Pick up the mail.
- Check emails daily Monday through Friday.

- We received the check for Recovery service on the Joshua Garcia call in the amount of \$1050.00 and deposited it with the County.
- I finalized gathering reports and sent them to the Accountant for the Annual Review and Andrew Wendt has finished the Review and will call in to our December Board Meeting to go over it with us.
- I completed the Quarterly Taxes for Quarter 3 and mailed them with payment.
- The Griffin Propane Contract came in and it was signed and sent back.
- Starting on the next Stipends and checks will be printed early December.
- Helping with Dispatching to cover for emergencies, or when shorthanded and covering for dispatchers if they go on a call if no one else available.



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PVFD Chief's Report for September 2024

Board Meeting October 16, 2024

Calls for September:

2 EMS 0 Stage Event 1 Fires 7 Control Burns 0 Cancelled Call
1 Patients Flown; 0 by Ground Transport; 0 Ground Transport Refusal
0 Air Refusal; 3 Public Assist and 0 DOA
Calendar YTD, 149 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 other Tuesday @ 0700 hrs.

- CHIEF NOTES:

- Chief's notes for September 2024

- Worked with Terri on what paperwork is needed for our new repeater construction on Crouch Mesa
- Met with Jason Graham from Cobra Valley Medical
- Worked on SOP updates
- Business as usual

Admin Report for September 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 through Friday.
-
- Recovery service for Joshua Garcia was finally collected and a check was sent to us in the amount of \$1050.00 a few days ago which will be deposited upon receiving it with the County.
 - September 12th, we received an automatic deposit into account 865 for FDAT for the time period of June 28th, 2024 Thru September 12, 2024 in the amount of \$177.25
 - Continued gathering reports and sending them to the Accountant for the Annual Review and Andrew Wendt is working on it from our accounting company.

- We received a refund check from our insurance company after I did the annual Workers Comp Audit for \$68.00 which I Deposited with the County. (This Audit is done every year to determine if their estimate needs adjusted or not)
- Put together a letter for APS for a Donation of a Fire Engine. We are 1 of 2 Districts being considered.
- Helping with Dispatching to cover for emergencies, or when shorthanded and covering for dispatchers if they go on a call if no one else available. (dispatched 5 times in September)



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PLEASANT VALLEY FIRE DISTRICT GOVERNING BOARD MEMBER OATH OF OFFICE, A.R.S. § 38-231 E

November 20, 2024

State of Arizona, County of Gila, I, Peter Elenius do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona, that I will bear true faith and allegiance to the same and defend them against all enemies, foreign and domestic and that I will faithfully and impartially discharge the duties of the office of Pleasant Valley Fire District Governing Board Member according to the best of my ability, so help me God (or so I do affirm).

Member's signature

Note: This Members term of office is through November 30, 2028.

STATE OF ARIZONA)

) ss.

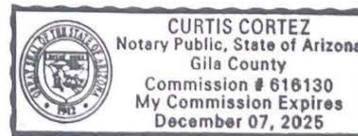
County of Gila)

Subscribed and sworn before me by PETER ELENIUS this 20TH day of November 2024.

Notary Public

My commission expires:

12-7-25



Mark Stratton, Fire Chief





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November 20, 2024

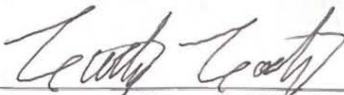
State of Arizona, County of Gila, I, Robert Turner do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona, that I will bear true faith and allegiance to the same and defend them against all enemies, foreign and domestic and that I will faithfully and impartially discharge the duties of the office of Pleasant Valley Fire District Governing Board Member according to the best of my ability, so help me God (or so I do affirm).


Member's signature

Note: This Members term of office is through November 30, 2028.

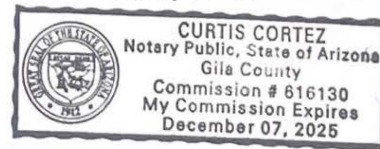
STATE OF ARIZONA)
County of Gila) ss.

Subscribed and sworn before me by ROBERT TURNER this 20TH day of November 2024.


Notary Public

My commission expires:

12-7-25



Mark Stratton, Fire Chief

