

# ***PLEASANT VALLEY FIRE DISTRICT***

## **RECORDED MINUTES OF REGULAR BOARD MEETING, DECEMBER 18, 2024 These minutes will be submitted for approval at the January 15, 2025 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 Peter Elenius 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 by phone, Peter Elenius – Clerk, Ted Tucci – Treasurer by phone, John Norman – Member. Peter stated that a quorum was present.
  - b. **Board Member(s) not present:** Bob Turner – Vice-Chair,
  - c. **FD staff present:** Chief – Mark Stratton, Admin – Terri Swanson
  - d. **Public present:** none
- 4) **Call to the public:** none
- 5) **Approval of Minutes of the:**
  - a. **Regular Session November 20, 2024** – John made a motion to accept the minutes of the November 20, 2024 meeting, Ted seconded, and the motion carried unanimously.
- 6) **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 November 2024:**
    - County Balance in General Funds less uncleared warrants of \$ 117,556.03
    - Capital Reserve balance of \$ 174,681.41;
    - Pension Fund balance of \$ 25,578.66;Peter reviewed the Treasurer's report. Peter made a motion to accept the November 2024 Treasurer's report, Ted seconded and the motion passed unanimously.
- 7) **Legislative Report:** No update.

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### **8) Business: Information/Discussion/Vote**

- a. Annual financial review by Atlas CPAs & Advisors, PLLC** – Fermin Ramirez of Atlas reviewed as Andrew Wendt was not available. Board had questions regarding pension fund performance that Andrew addressed after the meeting as being a non-issue.
- b. Operations SOPs Review and Approval** – Mark reviewed the Operations, EMS and Fire SOPs. Peter made a motion to approve the SOPs as reviewed, Ted seconded and the motion passed unanimously.
- c. Approve capital purchase of phone answering system** – Mark reviewed the quotation for system as being \$4,400. Peter made a motion to approve the purchase for an amount to not exceed \$4,500 from the Capital Reserve account, Ted seconded and the motion passed unanimously.
- d. Tender purchase discussion** – No updates
- e. Repeater and phone system upgrade** – Current budgetary estimates for the repeater, rack and building is ~\$4,800. The solar hardware, battery and power system still needs to be defined and quoted.
- f. Board positions** – The board positions will remain the same in 2025. Kathy Hunt as Chair, Bob Turner as Vice Chair, Peter Elenius as Clerk, Ted Tucci as Treasurer and John Norman as Member.
- g. Board Meeting Frequency** – Discussion on whether board could meet less frequently. Peter reviewed ARS 48-803 and 48-805: 1) A district of our size being less than 4,000 residents with a tax levy of less than \$500,000 can have a board of 3 or 5 members, 2) a FD board with 5 members must meet monthly per ARS 48-805. As the PVFD board consists of 5 members, it must meet on a monthly basis.

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

1. Tender purchase
2. Repeater and phone system upgrade
3. Transfer funds from General Fund to Capital Reserve
4. Approve annual financial review as presented in December

**10) Adjournment** – Ted made a motion to adjourn at 18:38, John seconded and the motion carried unanimously.

## NOTICE: Regular Session and Executive Session of Pleasant Valley Fire District on December 18, 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 November 20, 2024
- 6) Reports and Correspondence - Information/Discussion/Vote
  - a) Chief's Report
  - b) Admin Report; District Calendar Review
  - c) Treasurer's Report for November 2024
- 7) Legislative report
- 8) Business – Information/Discussion/Vote
  - a) Annual financial review by Atlas CPAs & Advisors, PLLC
  - b) Operations SOPs review & approval
  - c) Approve capital purchase of phone answering system
  - d) Tender purchase
  - e) Repeater and phone system upgrade
  - f) Board positions
  - g) Board meeting frequency
- 9) Items for future agendas
- 10) Adjournment

Ted Tucci by phone

Kathy Hunt 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*

## **Board Meeting December 18, 2024**

### **PVFD Chief's Report for November 2024**

#### **Calls for November:**

12 EMS 0 Stage Event 0 Fires 23 Control Burns 1 Cancelled Call  
9 Patients Flown; 1 by Ground Transport; 0 c x Ground Transport Refusal  
1 Air Refusal; 1 Public Assist and 1 DOA  
Calendar YTD, 214 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 November 2024**

- Engine 2 was repaired then Broke Down again.
- Engine 1 was serviced, and needs Brakes repaired and also needs 2 new Batteries.
- Worked on SOP updates
- Business as usual

### **Admin Report for November 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.
- 
- We received another IRS refund for \$240.01 and it was deposited with the County
  - The Pension Fund Survey came in. I completed it and submitted it to the State.

- Submitted another incident to Fire Recovery USA from the Fed Ex Accident on 512. Check came in and was deposited in December, so will show up on December Financials.
- 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.