

# ***PLEASANT VALLEY FIRE DISTRICT***

## **RECORDED MINUTES OF REGULAR BOARD MEETING, March 19, 2025**

**These minutes will be submitted for approval at the April 16, 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 Kathy 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, John Norman – Member. Kathy stated that a quorum was present.
  - b. **Board Member(s) not present:**
  - c. **FD staff present:** Admin – Terri Swanson
  - d. **Public present:** none
- 4) **Call to the public:** none
- 5) **Approval of Minutes of the:**
  - a. **Regular Session February 19, 2025** – Bob Turner made a motion to accept the minutes of the February 19, 2025 meeting, John Norman seconded, and the motion carried unanimously.
- 6) **Reports and Correspondence:**
  - a. **Chief's Report:** Terri reviewed the Chief's report, see attached.
  - b. **Admin's Report:** Terri gave the Admin's report, see attached.
  - c. **Treasurer's Report for February 2025:**
    - County Balance in General Funds less uncleared warrants of \$ 95,015.46
    - Capital Reserve balance of \$ 216,791.20;
    - Pension Fund balance of \$ 25,233.86;Kathy Hunt reviewed the Treasurer's report. Bob Turner made a motion to accept the February 2025 Treasurer's report, Ted seconded and the motion passed unanimously.
- 7) **Legislative Report:** no updates

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

- a. Tender and long-term capital plan Repeater funding** – Tabled
- b. Repeater funding** - Tabled
- c. Grant update** - Tabled
- d. Insurance** – Terri is reviewing rental form. 4-H has provided documentation and PV Community Church documentation is in the mail that PVFD is an additional insured.
- e. Budget** – There will be a PVFD Board meeting to work on the budget on 4/10/2025 at 4pm. The regular board meeting will be held on 4/16/2025.
- f. Fire Chief Recruitment** – Terri will work on flyer to post for the Chief position. This will be reviewed on 4/10/2025.
- g. Handout Election Certificates** – The 2024 election certificates for Peter and Bob were handed out.

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

- 1. Tender and long-term capital plan
- 2. Repeater funding
- 3. Grant update
- 4. Insurance for fire hall use and rental agreement
- 5. Budget
- 6. Chief recruitment

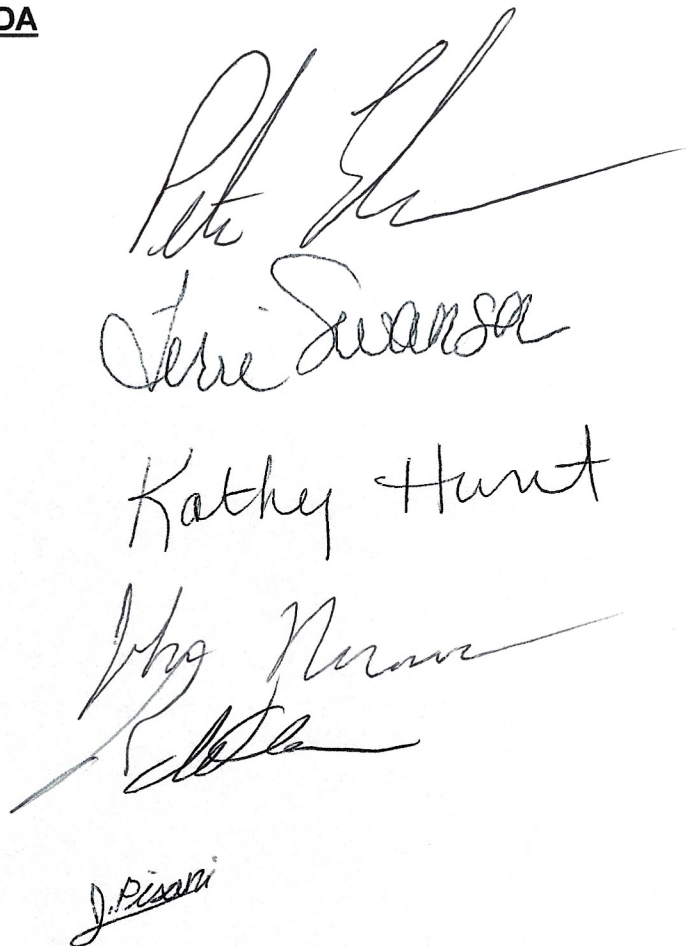
**10) Adjournment** – Bob Turner made a motion to adjourn at 17:55, John Norman seconded and the motion carried unanimously.

## **NOTICE: Regular Session and Executive Session of Pleasant Valley Fire District on March 19, 2025**

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 internet.

### **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 February 19, 2025
- 6) Reports and Correspondence - Information/Discussion/Vote
  - a) Chief's Report
  - b) Admin Report; District Calendar Review
  - c) Treasurer's Report for February 2025
- 7) Legislative report
- 8) Business – Information/Discussion/Vote
  - a) Tender and long-term capital plan
  - b) Repeater funding
  - c) Grant update
  - d) Insurance
  - e) Budget
  - f) Fire Chief recruitment
  - g) Handout Election Certificates
- 9) Items for future agendas
- 10) Adjournment



Handwritten signatures of board members, including Pete, Terri Swanson, Kathy Hunt, and others.



# 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 March 19, 2025**

### **PVFD Chief's Report for February 2025**

#### **Calls for February:**

2 EMS 0 Stage Event 1 Fires 24 Control Burns 0 Cancelled Call  
2 Patients Flown; 0 by Ground Transport; 0 Ground Transport Refusal  
Air Refusal; 1 Public Assist and 0 DOA  
Calendar YTD, 57 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 February 2025**

- Business as Usual, due to a Dental Emergency

### **Admin Report for February 2025**

#### **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.
- 
- FDAT Deposit was put into account 865 in the amount of \$11,206.76 on February 18, 2025
  - Researched the Fire Chief Hiring paperwork and sent samples to Kathy. Discussing tonight.
  - Per Date's direction I am correcting a few items on the Pension Relief Report

- Prepared s W-9 for Julee Recker for the Grant she is working on
- It was PVFD'S turn to clean the Fire Hall, Kitchen and Offices. Big Thank you to The Chief, John McMahon, Pam Doyle, Beth Talbot, Eileen Williams, Jana McDowell and Hal Key for joining myself for "Cleaning Party"
- Insurance...Julee was able to provide a Certificate of Insurance for the 4-H group to use the Hall. We still need a COI from The Community Church. VFIS examined the Paperwork I sent them and said it's a good agreement/contract, but stressed we need a COI from anyone that uses our property other than Fire District Employee's. So what do we do with.
- 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.