

# ***PLEASANT VALLEY FIRE DISTRICT***

## **RECORDED MINUTES OF REGULAR BOARD MEETING, May 21, 2025**

**These minutes will be submitted for approval at the June 18, 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:** Chief – Mark Stratton, Pam Doyle, Julee Recker
  - d. **Public present:** Justin Griffin, Joe Lynch
- 4) **Call to the public: none**
- 5) **Approval of Minutes of the:**
  - a. **Regular Session April 16, 2025** – Ted made a motion to accept the minutes of the April 16, 2025 meeting, John 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:** Mark reviewed the Admin's report, see attached.
  - c. **Treasurer's Report for March 2025:**
    - County Balance in General Funds less uncleared warrants of \$ 113,924.35
    - Capital Reserve balance of \$ 217,188.77;
    - Pension Fund balance of \$ 24,756.21;Bob reviewed the Treasurer's report. Kathy made a motion to accept the treasurer's report but look into revenue vs. warrants page and payroll taxes. Bob seconded and the motion passed unanimously.
- 7) **Legislative Report:** Ted reported that there is a proposed bill for wildland fire, where if PVFD puts up \$250, the district gets \$5,000. Mark will look into and try to understand.

# ***PLEASANT VALLEY FIRE DISTRICT***

## **RECORDED MINUTES OF REGULAR BOARD MEETING, May 21, 2025**

### **These minutes will be submitted for approval at the June 18, 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.

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

- a. **Repeater funding** – Peter is working thru the details of powering the radios with Chris Flores.
- b. **Approve budget** – There have been no comments from the public to the board regarding the 2025-26 budget. Bob made a motion to approve the budget as it was posted, John seconded and the motion passed unanimously.
- c. **Approve budget resolution** – The budget resolution was signed by both Kathy as Chair and Peter as Clerk. See attached.
- d. **Demonstration of new tender** – Mark demonstrated the new tender to everyone present. The tender was purchased from a company in California for \$105K that builds tenders. It is a 2016 Freightliner truck chassis with 37K miles and an automatic transmission with brand new 4,000-gallon tank, pump, valves, sprayers, etc.
- e. **Executive session for interviewing candidates for Chief position** – Candidates for the Chief position were Justin Griffin, Joe Lynch and Julee Recker.

#### **9) Executive Session - vote to convene into Executive Session.** – Peter made a motion to convene into Executive Session for purpose of interviewing candidates for Chief, Bob seconded and motion passed unanimously. Time was 18:15.

- a. ARS 38-431.03 [A][1] for Personnel Matters.  
Executive session for the purpose of interviewing candidates for the Fire Chief position.

Only those individuals necessary to the conduct of such meeting may be present. All matters discussed in an executive session must be kept confidential by those attending. Finally, no vote may be taken during an executive session. Any final action on an item discussed in an executive session must be taken during a public meeting.

- b. **Reconvene into open session after consideration of executive session item 9a** – Board reconvened into open session at 20:31.

#### **10) Action as a result of Executive Session Information/Discussion/Vote**

- a. A vote was taken of the board members by paper ballot for the new Chief. The unanimous decision of the board was to select Justin Griffin as the new PVFD Fire Chief. Bob made a motion to install Justin as the new Fire Chief, John seconded and the motion passed unanimously.
- b. Bob thanks both Joe Lynch and Julee Recker for applying for the Chief position.
- c. Mark and Justin will work together during the transition.

# ***PLEASANT VALLEY FIRE DISTRICT***

## **RECORDED MINUTES OF REGULAR BOARD MEETING, May 21, 2025 These minutes will be submitted for approval at the June 18, 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.

### **11) Items for Future Agendas**

1. Repeater funding
2. Approval of funding for the Fire Chief transition period.
3. Executive session with Justin as new Fire Chief
4. Transfer funds from General Fund to Capital Reserve fund

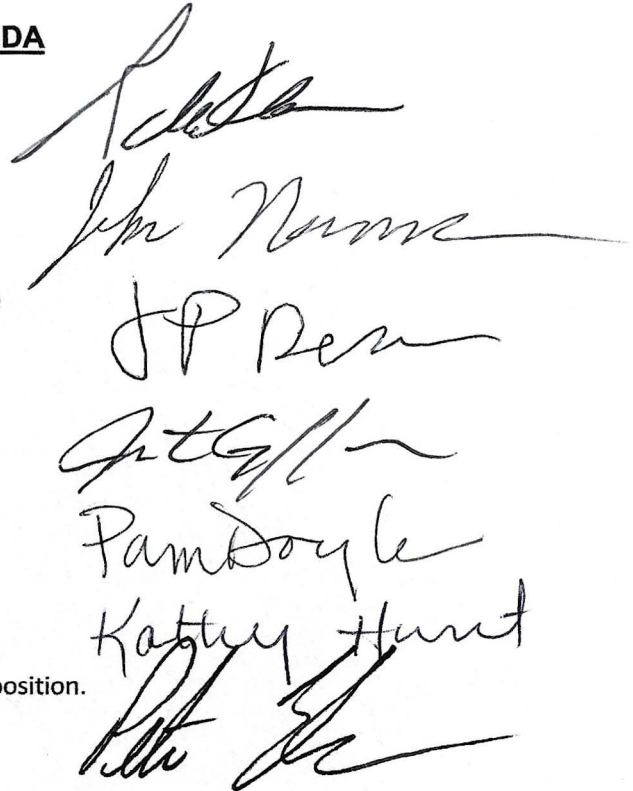
**12) Adjournment** – Bob made a motion to adjourn at 20:38, John seconded and the motion carried unanimously.

## NOTICE: Emergency and Executive Session of Pleasant Valley Fire District on May 21, 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 Emergency Session and Executive Session. The meeting will be held at the Pleasant Valley Fire Station 61, 47531 Arizona Highway 288, at 5:00pm (1700 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 April 16, 2025
- 6) Reports and Correspondence - Information/Discussion/Vote
  - a) Chief's Report
  - b) Admin Report; District Calendar Review
  - c) Treasurer's Report for April 2025
- 7) Legislative report
- 8) Business – Information/Discussion/Vote
  - a) Repeater funding
  - b) Approve budget
  - c) Approve budget resolution
  - d) Demonstration of new tender
  - e) Executive session for interviewing candidates for Chief position.
- 9) Executive Session - vote to convene into Executive Session.
  - a) ARS 38-431.03 [A][1] for Personnel Matters.

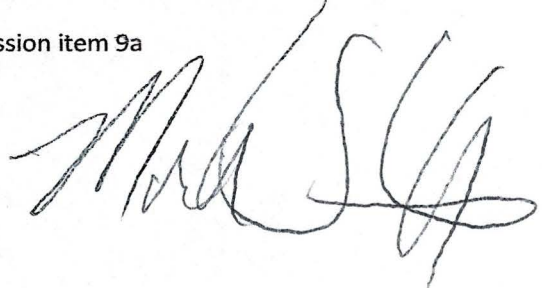


Handwritten signatures of board members, including John Name, JP Rem, JTG, Pam Doyle, Kathy Hunt, and others.

Executive session for the purpose of interviewing candidates for the Fire Chief position.

Only those individuals necessary to the conduct of such meeting may be present. All matters discussed in an executive session must be kept confidential by those attending. Finally, no vote may be taken during an executive session. Any final action on an item discussed in an executive session must be taken during a public meeting.

- b) Reconvene into open session after consideration of executive session item 9a
- 10) Action as a result of Executive Session Information/Discussion/Vote
- 11) Items for future agendas
- 12) Adjournment



Handwritten signature, likely of the District Attorney or a board member.



# 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 May 21, 2025**

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

#### **Calls for April:**

9 EMS 0 Stage Event 1 Fires 26 Control Burns 0 Cancelled Call  
6 Patients Flown; 0 by Ground Transport; 0 Ground Transport Refusal  
1 Air Refusal; 0 Public Assist and 0 DOA  
Calendar YTD, 121 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 April 2025**

1. Purchased a water tender, big thanks to Jeff Hunt for assisting.
2. Met with Bella Gutierrez with Native Air.
3. Maintained communication with the Forest Service at the start of the OW Fire.
4. Contacted by Colton Jackson with Native Air, we're meeting the crew at the LZ Monday morning.
5. Contacted by Bob Arthur with Arizona Forestry. He advised all training classes were cancelled due to numerous fires in the state. We'll reschedule later this year.
6. Highway cleanup is Saturday May 17<sup>th</sup>.

### **Admin Report for April 2025**

#### **CALENDAR REMINDERS:**

- Prepare Monthly Financials
- Order Office Supplies
- Pay Accounts Payable and send the County details (called positive pay)

- Check emails daily Monday through Friday.
- 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

1. Worked on the final FY 2026 Budget paperwork and will submit it once Board approves and sign's the paperwork.
2. Worked on Q1 Taxes and mailed them in.
3. Filled out Insurance questionnaire for annual renewal.
4. Attended Dispatch meeting.
5. Next HWY Cleanup for PVFD is May 17, 2025 at 8am
6. Gave Kathy the 2 Application packets that came in for the Fire Chief Position.





## Pleasant Valley Fire Department

47529 N AZ Highway 288  
PO Box 303  
Young, AZ 85554

928-462-3678 Office/Fax  
928-462-3489 Controlled Burns  
[pvfdadmin@mtecom.net](mailto:pvfdadmin@mtecom.net)

*Serving the Community of Young, Arizona since 1977*

### RESOLUTION, FISCAL YEAR 2025-26 BUDGET APPROVAL

#### BUDGET RESOLUTION #202<sup>5</sup>~~6~~-26 May 21, 2025

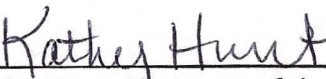
A formal Resolution of the Governing Board of the Pleasant Valley Fire District to adopt the 2025-26 Fiscal Year Budget of \$272,944.88 to encumber sufficient funds to cover outstanding items (purchase orders, warrants, etc.), from the previous fiscal year, less any cash and liability reserves and to encumber any carryover amount to offset taxes (less any unreimbursed stop/loss payments and any adjustments for uncollected out of District fire revenues incurred prior to June 30, 2025), establishing the balance to be utilized as the PVFD's fiscal year end Reserved Fund Balance as per the Pleasant Valley Fire District Policy.

**WHEREAS**, Arizona Revised Statute Title 48 requires the Pleasant Valley Fire District to adopt an annual budget and determine the compensation payable to District personnel; and


**WHEREAS**, a Public Hearing was held on the proposed 2025-26 Fiscal Year Budget, May 21, 2025 in compliance with State Law; and

**THEREFORE**, it is hereby resolved the Pleasant Valley Fire District Governing Board adopts the 2025-26 Fiscal Year Budget of \$272,944.88 and encumbers sufficient funds to cover outstanding items (purchase orders, warrants, etc., any cash adjustments for uncollected out of District fire revenues incurred prior to June 30, 2025) to remain in the General Fund as the PVFD's fiscal year end Reserved Fund Balance.

**APPROVED and ADOPTED this 21st day of May 2025.**

  
\_\_\_\_\_  
Kathy Hunt, Chairman of the Board

**ATTEST:**

  
\_\_\_\_\_  
Peter Elenius, Clerk of the Board

1. Enter fire district name
2. Select the county of the fire district
3. Select the budget year

Pleasant Valley Fire District

Gila

2026



We, the undersigned, hereby certify that the Fire District has not incurred any debt or liability in excess of taxes levied and to be collected and the monies actually available and unencumbered at this time in the district general fund, except for those liabilities as prescribed in A.R.S. §§48-805(B)(2) and (3), 48-806, and 48-807. Additionally, we hereby certify that the Fire District has complied with A.R.S. §48-805.02(F).

4.

District chairperson:

Kathy Hunt  
SIGNED

District clerk:

[Signature]  
SIGNED

Date:

5/21/25

**A. Calculation of the tax year 2025 secondary property tax rate for fiscal year 2026 operations:**

**Adjustment to secondary property tax levy for territory annexed during the tax year 2024 (A.R.S. §48-807(I))**

A.1 Net assessed value of annexed property in tax year 2024	\$ -
A.2 Actual tax year 2024 secondary property tax rate	\$ 2.0512 per \$100 AV
A.3 Annexed property tax limit adjustment in tax year 2025	\$ -

Check box if newly merged or consolidated: ☐

**Tax year 2025 secondary property tax information (A.R.S. §48-807(K))**

A.4 Line A.6 multiplied by 1.08 (A.R.S. §48-807(F))	\$ 11,215,328
A.5 Actual tax year 2024 secondary property tax levy	\$ 213,496
A.6 Maximum allowed tax year 2024 secondary property tax levy	\$ 284,919

**Calculation of the allowable tax year 2025 secondary property tax levy (A.R.S. §48-807(F))**

A.7 Line A.6 multiplied by 1.08 (A.R.S. §48-807(F))	\$ 307,713
A.8 Maximum allowable tax year 2025 levy limit (A.7 + A.3)	\$ 307,713
A.9 Allowable tax year 2025 secondary tax rate	\$ 2.7437 per \$100 AV
A.10 Maximum allowable tax year 2025 secondary tax rate (lesser of A.9 or \$3.75)	\$ 2.7437 per \$100 AV
A.11 Maximum allowable tax year 2025 secondary tax levy	\$ 307,713
A.12 Tax year 2024 excess levy or collections: (A.R.S. §48-807(J))	\$ -
A.13 Tax year 2025 maximum allowable levy limit (A.11 - A.12)	\$ 307,713

**Calculation of the proposed tax year 2025 secondary property tax rate for fiscal year 2026 operations**

A.14 Total budgeted expenses in fiscal year 2026 (Budget tab, line 51)	\$ 272,945
A.15 Less—Unrestricted unencumbered carryforward (Budget tab, line 1)	\$ -
A.16 Less—Revenues from sources other than direct property tax	\$ 20,600
A.17 Less—Interest and principal expense for Bonds (Budget tab, lines 38 & 39)	\$ -
A.18 Tax year 2025 tax levy needed for operations (A.14 - (A.15 + A.16 + A.17))	\$ 252,345
A.19 Tax year 2025 tax rate needed for operations:	\$ 2.2500 per \$100 AV
A.20 Tax year 2025 maximum allowable levy rate (A.13/(A.4/100)):	\$ 2.7437 per \$100 AV
A.22 Proposed tax year 2025 secondary property tax rate for fiscal year 2026 operations	\$ 2.2500 per \$100 AV

**Calculation of the proposed 2025 secondary property tax rate for the repayment of bonds (A.R.S. §48-806)**

A.23 Tax year 2025 secondary property tax levy needed for the repayment of bonds	\$ -
A.24 Tax year 2025 secondary property tax rate needed for the repayment of bonds	\$ - per \$100 AV

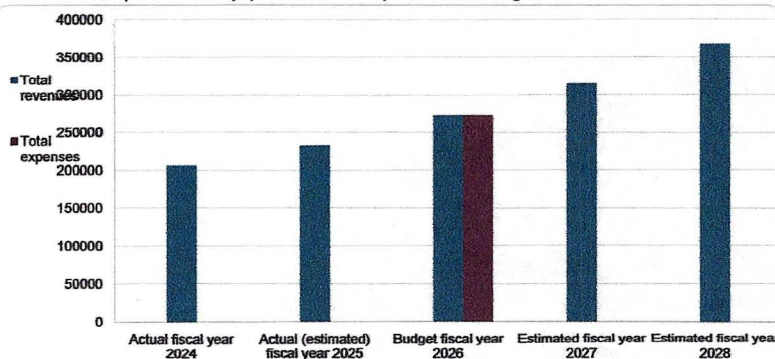
**Summary for fiscal years 2024 through 2028:**

Special study

**No study of merger, consolidation, or joint operating alternative is required**

If the district's total estimate of expenses exceeds its total estimate of revenues for any fiscal year, A.R.S. §48-805.02(D)(15) requires the district include a study of merger, consolidation, or joint operating alternative. The Fire District is not required to include a study as their estimated expenses are not greater than budgeted revenue for any fiscal year.

Revenue and expense chart will populate automatically based on the Budget tab



Year	Total revenues	Total expenses
Actual fiscal year 2024	\$ 206,159	\$ -
Actual (estimated) fiscal year 2025	\$ 233,403	\$ -
Budget fiscal year 2026	\$ 272,945	\$ 272,945
Estimated fiscal year 2027	\$ 315,425	\$ -
Estimated fiscal year 2028	\$ 367,703	\$ -

Budget



	Actual fiscal year 2024	Actual (estimated) fiscal year 2025	Budget fiscal year 2026	Estimated fiscal year 2027	Estimated fiscal year 2028
<b>Financial resources available at July 1</b>					
1. Beginning fund balance/(deficit)—unrestricted unencumbered				-	-
2. Beginning fund balance—restricted				-	-
<b>Revenues</b>					
3. Secondary property tax revenue	190,614.00	\$ 213,044	\$ 252,345	290,467.31	339,199.85
4. Fire district assistance tax	\$ 15,040	\$ 18,609	\$ 19,000	21,453.96	23,064.80
5. Wildland				-	-
6. Operating revenues				-	-
7. Grants				-	-
8. Bonds				-	-
9. Interest	\$ 505	\$ 1,750	\$ 1,600	3,503.71	5,437.93
10. Donations				-	-
11. Miscellaneous				-	-
12. Other (specify) _____				-	-
Other (specify) _____				-	-
Other (specify) _____				-	-
13. Total financial resources available	\$ 206,159	\$ 233,403	\$ 272,945	\$ 315,425	\$ 367,703
<b>Expenses</b>					
14. Personnel:					
15. Estimated number of full-time employees (FTE) in 2026:			0		
16. Salaries & wages			\$ 42,000	-	-
17. Health insurance				-	-
18. Pension & other retirement benefits				-	-
19. Stipends			\$ 25,000	-	-
Payroll Taxes			\$ 7,000	-	-
Other (specify) _____				-	-
20. Total personnel expenses	-	-	74,000.00	-	-
<b>Operating:</b>					
21. Fuel				-	-
22. Tools & minor equipment			\$ 12,000	-	-
23. Contracted services				-	-
24. Supplies				-	-
25. Vehicle repair			\$ 7,379	-	-
26. Training & prevention				-	-
27. Maintenance & repair—operating			\$ 7,379	-	-
28. Communications			\$ 1,500	-	-
29. Contingencies & emergencies			\$ 35,000	-	-
30. FIRE			\$ 10,000	-	-
EMS			\$ 15,250	-	-
Other (specify) _____				-	-
31. Total operating expenses	-	-	88,508.00	-	-
<b>Capital:</b>					
32. Land, building, & construction				-	-
33. Vehicles				-	-
34. Lease payments				-	-
35. Machinery & equipment				-	-
36. Maintenance & repair—capital			\$ 4,000	-	-
37. Reserve for future years—carryforward				-	-
38. Debt service—principal				-	-
39. Debt service—interest				-	-
40. Other (specify) _____				-	-
Other (specify) _____				-	-
Other (specify) _____				-	-
41. Total capital expenses	-	-	4,000.00	-	-
<b>Administrative:</b>					
43. Administrative equipment				-	-
44. Insurance			\$ 20,000	-	-
45. Utilities			\$ 13,500	-	-
46. Professional services			\$ 3,000	-	-
47. Subscriptions, dues, fees			\$ 5,275	-	-
48. General administrative expenses			\$ 5,000	-	-
49. Capital Reserve Funding			\$ 54,662	-	-
Board Expense			\$ 5,000	-	-
Other (specify) _____				-	-
50. Total administrative expenses	-	-	106,436.88	-	-
51. Total expenses	\$ -	\$ -	\$ 272,945	\$ -	\$ -

## 2025 FIRE DISTRICT LEVY LIMIT WORKSHEET

<b>GILA COUNTY - PLEASANT VALLEY FIRE DISTRICT</b>
--

<b>ADJUSTMENTS FOR ANNEXED PROPERTY</b>	<b>2024</b>
---	-------------

A.1. Net Assessed Value of Property Annexed for TY 2025	\$0
A.2. A.1. divided by 100	\$0
A.3. Prior Year Actual Tax Rate (excluding debt service tax rate)	\$2.0512
A.4. Adjustment for Annexed Property (A.2. multiplied by A.3.)	\$0

<b>MAXIMUM ALLOWABLE LEVY LIMIT</b>	<b>2025</b>
-------------------------------------	-------------

B.1. Prior Year Maximum Allowable Levy Limit (B.4 from prior year)	\$284,919
B.2. Line B.1. multiplied by 1.08	\$307,713
B.3. Plus amount attributable to annexed property (Line A.4.)	\$0
<b>B.4. MAXIMUM ALLOWABLE LEVY LIMIT (Line B.2. + B.3.)</b>	<b>\$307,713</b>

<b>CURRENT YEAR NET ASSESSED VALUES</b>	<b>2025</b>
---	-------------

C.1. Centrally Assessed Property	\$859,639
C.2. Locally Assessed Real Property	\$10,142,193
C.3. Locally Assessed Personal Property	\$213,496
C.4. Total Net Assessed Values (C.1. through C.3.)	<b>\$11,215,328</b>
C.5. C.4. divided by 100	\$112,153

<b>CURRENT YEAR TAX RATE / LEVY LIMIT CALCULATION</b>	<b>2025</b>
---	-------------

D.1. Current Year Net Assessed Values / 100 (Line C.5.)	\$112,153
D.2. Maximum Allowable Levy Limit (Line B.4.)	\$307,713
D.3. Tax Rate (D.2. divided by D.1.; rounded to 4 decimals)	\$2.7437
D.4. Maximum Tax Rate (lesser of D.3. or \$3.75)	\$2.7437
<b>D.5. Current Year Allowable Tax Rate<sup>1</sup></b>	<b>\$2.7436</b>
<b>D.6. Current Year Allowable Levy Limit (D.5. multiplied by D.1.)</b>	<b>\$307,704</b>
D.7. Prior Year Excess Collections	
D.8. Prior Year Excess Levy	
<b>D.9. Current Year Allowable Levy Limit (D.6. - D.7. - D.8.)</b>	<b>\$307,704</b>

<sup>1</sup> Adjusted D.5. to avoid a levy that exceeds the maximum allowable levy limit (Line B