

PLEASANT VALLEY FIRE DISTRICT

RECORDED MINUTES OF REGULAR BOARD MEETING, June 18, 2025 These minutes will be submitted for approval at the July 23, 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 Bob 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:** Bob Turner – Vice-Chair, Peter Elenius – Clerk, Ted Tucci – Treasurer by phone, John Norman – Member. Bob stated that a quorum was present.
 - b. **Board Member(s) not present:** Kathy Hunt – Chair
 - c. **FD staff present:** Chief – Mark Stratton, Justin Griffin
 - d. **Public present:** none
- 4) **Call to the public:** none
- 5) **Approval of Minutes of the:**
 - a. **Regular Session May 21, 2025** – John made a motion to accept the minutes of the May 21, 2025 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 reviewed the Admin's report, see attached.
 - c. **Treasurer's Report for May 2025:**
 - County Balance in General Funds less uncleared warrants of \$ 120,621.22
 - Capital Reserve balance of \$ 112,750.58;
 - Pension Fund balance of \$ 24,609.50;Bob reviewed the Treasurer's report. Ted made a motion to accept the Treasurer's Report for May 2025, John seconded and the motion passed unanimously.
- 7) **Legislative Report:** No update.

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8) Business: Information/Discussion/Vote

- a. Repeater funding** – Peter gave an update on planned design. He is working thru the details of powering the radios with Chris Flores.
- b. Approval of funding for the Fire Chief transition period** – Peter made a motion to pay dual salaries starting 6/20/25 during the transition period. Ted seconded and the motion passed unanimously.
- c. Transfer funds from General Fund to Capital Reserve fund before end of FY** – Peter made a motion to transfer \$103K from the General Fund to Capital Reserve before the end of the FY. Bob seconded and the motion passed unanimously.
- d. Transfer funds from Capital Reserve to General Fund for 2025 FY Q1 expenses** – Peter made a motion to transfer \$35K from the Capital Reserve account to the General Fund after July 1, 2025. Bob seconded and the motion passed unanimously.
- e. Executive session with Justin Griffin and Mark Stratton for personnel matters** – Per Mark and Justin the transition is going well. Plan is to appoint Justin as Chief at the 7/23/25 board meeting. Note the time change. All decided there was no need for an Executive Session.

9) Items for Future Agendas

- 1. Repeater funding
- 2. Appointment of Justin Griffin as Fire Chief and swearing in.
- 3. Brush truck purchase

10) Adjournment – Peter made a motion to adjourn at 16:11, Ted seconded and the motion carried unanimously.

NOTICE: Emergency and Executive Session of Pleasant Valley Fire District on June 18, 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 May 21, 2025
- 6) Reports and Correspondence - Information/Discussion/Vote
 - a) Chief's Report
 - b) Admin Report; District Calendar Review
 - c) Treasurer's Report for May 2025
- 7) Legislative report
- 8) Business – Information/Discussion/Vote
 - a) Repeater funding
 - b) Approval of funding for the Fire Chief transition period
 - c) Transfer of funds from General Fund to Capital Reserve fund before end of FY
 - d) Transfer of funds from Capital Reserve to General Fund for 2025 FY Q1 expenses
 - e) Executive session with Justin Griffin and Mark Stratton for personnel matters.
- 9) Executive Session - vote to convene into Executive Session.
 - a) ARS 38-431.03 [A][1] for Personnel Matters.

Executive session for personnel matters.

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



Pleasant Valley Fire Department

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PO Box 303 928-462-3489 Controlled Burns
Young, AZ 85554 pvfdadmin@mtecom.net

Serving the Community of Young, Arizona since 1977

Board Meeting June 18, 2025

PVFD Chief's Report for May 2025

Calls for May:

7 EMS 0 Stage Event 0 Fires 0 Control Burns 0 Cancelled Call
3 Patients Flown; 0 by Ground Transport; 0 Ground Transport Refusal
3 Air Refusal; 2 Public Assist and 1 DOA
Calendar YTD, 131 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 May 2025

1. Mark will bring his notes with him to the meeting

Admin Report for May 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.
- Helping with Dispatching to cover for emergencies, or when short-handed and covering for dispatchers if

1. HWY Clean up was May 17th
2. Met with Intuit in a phone meeting on switching to the Online Version of Quick Books...the Desktop Version just auto renewed at \$1137.43, and I was told if we switch, they will refund the difference in cost and would save the department close to half of the cost. I have a phone meeting with them tomorrow to switch or keep Desktop?
3. Working on scheduling another clean up day for the Hall.
4. Worked on Stipends and processed the checks and dispersed them.
5. Ordered Candy for the PVFD PV Days Parade

Chief's notes June 2025

1. Numerous training sessions with the new tender
2. Following update from the Forest Service reference current fire danger
3. Several phone calls with the County reference a gate at the Veteran's Center
4. Contacted by Chief Trayner from Hellsgate reference reference a brushtruck for sale and meeting Justin at the next Chief's
5. Chatted with Bella Gutierrez Native 7 reference the One Call agreement