

PLEASANT VALLEY FIRE DISTRICT

RECORDED MINUTES OF REGULAR BOARD MEETING, August 20, 2025 These minutes will be submitted for approval at the September 17, 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 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, John Norman – Member. Kathy stated that a quorum was present. Ted Tucci – Treasurer joined by phone at 17:50.
 - b. **Board Member(s) not present:** none
 - c. **FD staff present:** Chief – Chief Justin Griffin, Terri Swanson
 - d. **Public present:** none
- 4) **Call to the public:** none
- 5) **Approval of Minutes of the:**
 - a. **Regular Session July 23, 2025** – Bob made a motion to accept the minutes of the July 23, 2025 meeting, John seconded, and the motion carried unanimously.
- 6) **Reports and Correspondence:**
 - a. **Chief's Report:** Justin reviewed the Chief's report, see attached.
 - b. **Admin's Report:** Terri reviewed the Admin's report, see attached.
 - c. **Treasurer's Report for July 2025:**
 - County Balance in General Funds less uncleared warrants of \$ 34,407.23
 - Capital Reserve balance of \$ 181,970.85
 - Pension Fund balance of \$ 28,225.13Bob reviewed the Treasurer's report. Ted made a motion to accept the Treasurer's Report for July 2025, Bob seconded, and the motion passed unanimously.
- 7) **Legislative Report:** No update.

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8) Business: Information/Discussion/Vote

- a. **Repeater funding** – tabled.
- b. **Repeater Tower Permitting** – Terri has been in contact with the company that does the permitting and is in process of submitting the paperwork. It will likely take 2-3 months to complete.
- c. **Brush Truck Purchase** – Justin took the brush truck to mechanic in Star Valley. Transmission must be rebuilt; all bushings need to be replaced and other minor issues. Mechanic's initial estimate is \$10,000 but will provide a detailed quote. Approval of the expenditure to repair the brush truck will be on the agenda for September.
- d. **Suburban Propane pre-buy contract.** – Currently there is approximately a \$5,000 credit at Suburban. To get the lower price and additional \$2,000 is required. Peter made a motion to approve the additional \$2,000 expenditure for the pre-buy, Bob seconded, and the motion passed unanimously.
- e. **Chief Spending Authority** – The current spending authority for the Chief was set at \$1,000 about fifteen years ago. Bob proposed making it \$5,000 and Justin recommended \$2,500. Bob made a motion to increase the Chief's spending authority to \$2,500, John seconded, and the motion passed unanimously.
- f. **ISO audit** – An ISO audit is scheduled for September 9, 2025. The Chief has been in contact with the auditor to understand the process and areas that we can improve in.
- g. **Water use agreements for fire protection** – The ISO auditor will require written agreements between the PVFD and the suppliers of water by tender, well or tank. The Chief has been in contact with Hunts for the tender and access to two tanks, ADOT and Gila County for tenders and Gino Wullkotte for well water. Justin presented an initial agreement, and the board -had recommendation to review liability coverage under our current policy as the tenders should be covered if working with PVFD.

9) Items for Future Agendas

- 1. Repeater funding
- 2. Brush truck repair
- 3. ID card machine purchase
- 4. Nepotism policy

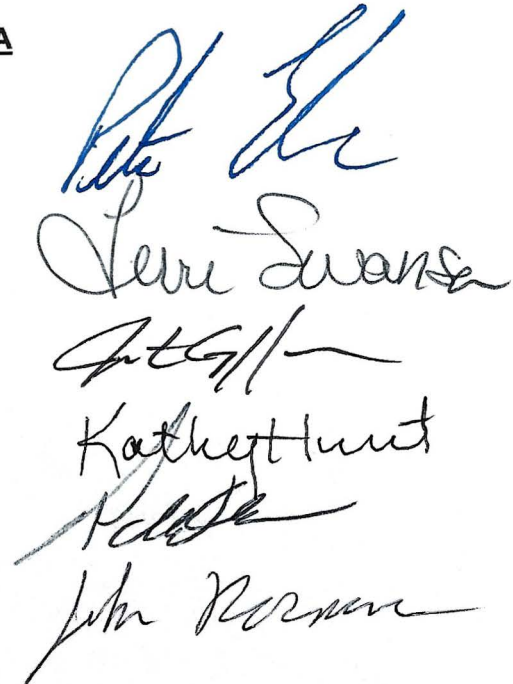
- 10) Adjournment** – Bob made a motion to adjourn at 18:58, John seconded and the motion carried unanimously.

NOTICE: Emergency and Executive Session of Pleasant Valley Fire District on August 20, 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 July 23, 2025
- 6) Reports and Correspondence - Information/Discussion/Vote
 - a) Chief's Report
 - b) Admin Report; District Calendar Review
 - c) Treasurer's Report for July 2025
- 7) Legislative report
- 8) Business – Information/Discussion/Vote
 - a) Repeater funding
 - b) Repeater tower FCC permitting
 - c) Brush truck purchase
 - d) Suburban Propane pre-buy contract
 - e) Chief spending authority
 - f) ISO audit
 - g) Water use agreements for fire protection.
- 9) Items for future agendas
- 10) Adjournment





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 Younga, Arizona since 1977

Board Meeting August 20, 2025

PVFD Chief's Report for July 2025

Calls for July:

13 EMS 0 Stage Event 1 Fires 0 Control Burns 0 Cancelled Call
11 Patients Flown; 0 by Ground Transport; 0 Ground Transport Refusal
0 Air Refusal; 1 Public Assist and 1 DOA
Calendar YTD, 155 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 July 2025

- SOG's beginning with Emergency Vehicle Operations, Radio procedures/etiquette the other Critical Policies Code of Conduct/Ethics, Sexual Harassment, Discrimination, Workplace Professionalism, Bloodborne/Airborne pathogens, Anti-retaliation, Truthfulness, , Discipline
- Sent Letters of Commendation to DPS/GCSO Dispatch/Native Air for 07/20/25 Cherry Creek UTV accident
- PVFD attended the funeral, sent a flower arrangement
- 100club following 7/20 Cherry Creek UTV accident began partnership with 100club
- Members have access to limited emotional and mental resources following a "critical incident" Fireproofaz.com
- Application submitted for full employee benefits, from mental health to personal budgeting
- Sent Letter of Commendation to Randy Davis for signage donations
- Spoke with GCSO regarding coordination in dispatch technologies and Dispatcher tour
- Currently GCSO is under review for ACJIS audit, the moment they get some house cleaning completed GCSO is willing to cooperate
- Building vehicle files, purchase, insurance, registration repairs, maintenance and inspections
- Building Training files, certifications, recerts, accountability

- Water tender agreements ADOT Gila Hunts
- Well water access agreement Gino Wullkotte
- Establishing training/skills baseline for all staff Member report due 09/06/25
- EMR Training American Red Cross
- Two instructors approximately two-week training \$
- 90-hour course taught in-house to all PVFD staff Mandatory
- Organized Billy Fire Community Meeting 08/11/25 @1600hrs
- Created a Federal SAM.gov registration account to apply for Federal Grants
- Conducting a meet the Chief Meeting on 08/30/25 for PVFD staff only
- Changing door code to main station and barn. Leaving hall alone.
- Washing machine base, concrete pad Cracky \$400
- Admin laptop \$ less than \$1,000
- ID Card machine \$ approximately \$1,500 includes software and all supplies dual sided
- Brush truck assessment \$?
- Harbor freight mechanic set of tools \$200
- Equipment to outfit SXS Radio, stokes basket spare tire/rim etc
-
- Chief Agenda Items
- General spending limit?
- Do we have legal representation?
- Nepotism concerns?

Admin Report for July 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 shorthanded and covering for dispatchers if they go on a call if no one else available
-
1. Transferred \$35,000.00 from account 866 to account 865 for Quarter 1 funding of the new FY
 2. Worked on the 2nd Quarter Taxes and completed them
 3. Added the new Water Tender to our Insurance and paid premium.
 4. Worked on and completed and submitted the Arizona Debt Report
 5. Met with Justin several times to go over different things for the Department
 6. Worked on paperwork for the UTV Grant several times. Waiting on the Deposit to Gila Count's account so that we can get it transferred to our 866, capital reserve account.
 7. Reached out to several Admins at nearby Fire Districts to see if any would be willing to share their SOP's...Forest lakes sent theirs to us.
 8. We participated in the PVFD Community Meeting

9. Deposited 2 checks with the Gila County Treasurer, one was the Firefighter Relief and Pension check for \$4171.20 and the other one was a refund check from IRS for \$252.67
10. Reached out to the CPA for the annual review.