

PLEASANT VALLEY FIRE DISTRICT

RECORDED MINUTES OF REGULAR BOARD MEETING, September 17, 2025 These minutes will be submitted for approval at the October 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 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 and John Norman – Member. Kathy stated that a quorum was present.
 - 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 August 20, 2025** – Bob made a motion to accept the minutes of the August 20, 2025 meeting, Ted 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 August 2025:**
 - County Balance in General Funds less uncleared warrants of \$ 28,999.45
 - Capital Reserve balance of \$ 217,887.71
 - Pension Fund balance of \$ 28,138.61Bob reviewed the Treasurer's report. Ted made a motion to accept the Treasurer's Report for August 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** – waiting on decision by staff on what repeater will be selected. This will determine the power infrastructure required.
- b. **Repeater Tower Permitting** – Terri, reported that it is in process. Could take two weeks to two months.
- c. **Approval of repair costs for current brush truck** – Quote was received from Mid-State Diesel in Star Valley for repair of the brush truck, including a rebuilt transmission, clutch kit, brake booster, gaskets, engine mounts, transmission mount steering column and replacement of all rubber bushings for \$7,282.61. Kathy made a motion to approve up to a \$10,000 expenditure from contingency, John seconded, and the motion passed unanimously.
- d. **Approval of additional capital to complete purchase of Polaris 1000XP funded through Firehouse Subs grant.** – The total cost is now \$38,597.36 and the grant was for \$34,984.98, leaving a short fall of \$3,612.28. Peter made a motion to spend the additional \$3,612.28 from the Capital Reserve account, Ted seconded, and the motion passed unanimously.
- e. **ISO audit actions if required** – No PVFD board actions required.
- f. **ID card machine purchase** – It is no longer required to purchase the ID card machine as a FD member has one.
- g. **Nepotism policy** – Justin and Peter will work on the language for a nepotism policy. As the department is composed of unpaid volunteers there is flexibility given past AZ Attorney General opinions. Policy will not allow direct reporting of any two related parties.

9) Items for Future Agendas

- 1. Repeater funding
- 2. Repeater tower permitting
- 3. Nepotism policy

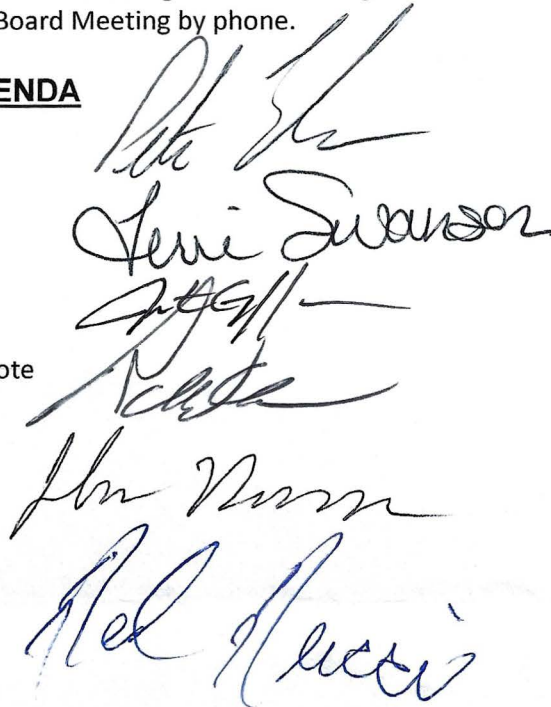
10) Adjournment – Bob made a motion to adjourn at 18:35, Ted seconded and the motion carried unanimously.

NOTICE: Emergency and Executive Session of Pleasant Valley Fire District on September 17, 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 by phone.

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 August 20, 2025
- 6) Reports and Correspondence - Information/Discussion/Vote
 - a) Chief's Report
 - b) Admin Report; District Calendar Review
 - c) Treasurer's Report for August 2025
- 7) Legislative report
- 8) Business – Information/Discussion/Vote
 - a) Repeater funding
 - b) Repeater tower FCC permitting
 - c) Approval of repair costs for current brush truck
 - d) Approval of additional capital to complete purchase of Polaris 1000XP funded through Firehouse Sub grant.
 - e) ISO audit actions if required
 - f) ID card machine purchase
 - g) Nepotism policy
- 9) Items for future agendas
- 10) Adjournment

The block contains five handwritten signatures in blue ink, arranged vertically. The signatures are: 1. A signature that appears to be 'Pete' followed by a stylized 'H'. 2. A signature that appears to be 'Terri Swanson'. 3. A signature that appears to be 'Jeff' followed by a horizontal line. 4. A signature that appears to be 'Katie'. 5. A signature that appears to be 'John' followed by a stylized 'M'. Below these is a signature that appears to be 'Red Hucchi'.



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

g, Arizona since 1977

Board Meeting September 17, 2025

PVFD Chief's Report for August 2025

Calls for August:

11 EMS 0 Stage Event 1 Fire 1 Control Burns 0 Cancelled Call
8 Patients Flown; 2 by Ground Transport; 0 Ground Transport Refusal
1 Air Refusal; 3 Public Assist and 0 DOA
Calendar YTD, 171 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 August 2025

1. One recommendation from ISO audit was more community outreach. I will continue to make daily posts on our Facebook page. Thus far I received positive results.
2. A redesign of our website is currently underway.
3. Fire restrictions have been lifted. The community has been doing an awesome job alerting us beforehand.
4. Reached out to Dept. Forestry Fire Management regarding a Firewise Training class.
5. I will begin a dialog with school to find a program that would benefit both parties. Conduct a fire drill, teach a class, child related events at the station etc.

6. I have a meeting in early October with an online training vendor. They have classes built that specifically address Fire and EMS.
7. I found all previous policies and procedures.

Admin Report for August 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. Finalized all Grant paperwork and submitted it to Polaris, and we are officially approved for the UTV.
 2. Working with and sending reports to the CPA for the annual review.
 3. Helped Heather and Cheyanne register for a Phoenix Children's EMS and Prehospital Care Conference 2025 that will be held in the Valley October 13, 2025 and paid for it.
 4. Arranged for Chuck Freeman to change the door codes on both Stations but left the Hall with the same code.
 5. Helped Bob Benne with an inventory along with Beth Talbot of all Radio's and retrieved a few from those that didn't need them anymore.
 6. A few days after confirming the contract with Suburban Propane at the lowest rate provided \$2.69 a gallon , Annie the customer service rep in Payson said she spoke to her manager about our department and he said to lower our cost to \$2.49 a gallon.
 7. Attended the Forest Service update meeting for the Billy Fire.
 8. Attended Justin's Introduction to the Chief Meeting