

PLEASANT VALLEY FIRE DISTRICT

RECORDED MINUTES OF REGULAR BOARD MEETING, February 18, 2026 These minutes will be submitted for approval at the March 18, 2026 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, Peter Elenius – Clerk, John Norman – Member. Peter stated that a quorum was present.
 - b. **Board Member(s) not present:** Bob Turner – Vice-Chair, Ted Tucci – Treasurer
 - c. **FD staff present:** Chief – Chief Justin Griffin, Teri Swanson, Beth Talbot
 - d. **Public present:** Tami Densmore
- 4) **Call to the public:** none
- 5) **Approval of Minutes of the:**
 1. **Regular Session January 21, 2026** – John made a motion to accept the minutes of the January 21, 2026 meeting, Kathy 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:** Teri reviewed the Admin's report, see attached.
 - c. **Treasurer's Report for January 2025:**
 - County Balance in General Funds less uncleared warrants of \$ 108,864.96
 - Capital Reserve balance of \$ 261,034.14
 - Pension Fund balance of \$ 27,213.54All reviewed the Treasurer's report. Peter made a motion to accept the Treasurer's Report for January 2026 John seconded, and the motion passed unanimously.
- 7) **Legislative Report:** No Update

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8) Business: Information/Discussion/Vote

- a. Repeater Funding** – Chief will work with staff to get quotes on the radios, antennas, cables, etc.
- b. Public records policy discussion** – Chief recreated the policy based on paper copy that had been previously approved. Kathy made a motion to approve the updated document, John seconded and the motion passed unanimously. See attached policy.
- c. CPA report filing annual review** – The report has been filed with the county.
- d. Pension board meeting** – The annual pension board meeting was held on February 16, 2026. The minutes of that meeting are attached. Peter will complete the required audit statement as a member of the community. Peter made a motion to accept the pension board minutes, John seconded and the motion passed unanimously.
- e. Computer backup and synchronization requirement** – tabled
- f. Setup, funding and use of checking or savings account at National Bank of Arizona** – PVFD has moved the credit card used to National Bank of Arizona (NBAZ). A checking account will be set up to automatically pay the credit card bill. At each board meeting the administrator will review the credit card charges for the month. In longer term, payroll taxes will be paid directly from this account as the process is directly executed through QuickBooks. A minimum of \$5,000 will be maintained in this account. Peter made a motion to setup the checking account and maintain a minimum balance of \$5,000, John seconded and the motion passed unanimously.
- g. Review insurance coverages through VFIS** – Several questions remain on actual insurance coverages after reviewing available documents. Terri will contact Wyatt Wang or insurance agent to have a telecon or in person meeting no later than the May board meeting.
- h. Procurement of computers and tablets for board and staff** – Chief has applied for a grant of \$7,000 that comes from a fund capped at \$100K. Probability of receiving grant is low and there is an immediate need for new laptops and printer. Peter made a motion to purchase a new laptop for Terri and a new printer for a maximum of \$5K, John seconded and the motion passed unanimously.
- i. Statement that the Chief's employment is at will** – The Chief requested that his employment be "at will" and not contractual. Kathy made a motion that the Chief's employment is at will, John seconded and the motion passed unanimously.

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- j. Update on PVFD Sparks Auxiliary** – Peter introduced Beth Talbot as the new President and Tami Densmore as the new Secretary of the PVFD Sparks Auxiliary. Peter will remain as the Treasurer. The PVFD Sparks Auxiliary purpose is to support the PVFD. The auxiliary will be purchasing four AEDs for placement in various indoor locations in the community, two AEDs for PVFD and a trainer AED. The auxiliary recently purchased the extractor (heavy duty washing machine) for washing the PVFD turnouts and is in the process of purchasing a second turnout rack.

9) Items for Future Agendas

1. IT grant
2. Repeater funding
3. Computer backup and synchronization requirement
4. Procurement of computers and/or tablets for board and staff
5. Review and approve budget.
 - A budget working meeting will be held on 3/11/2026 at 5:30. See attached meeting notice.

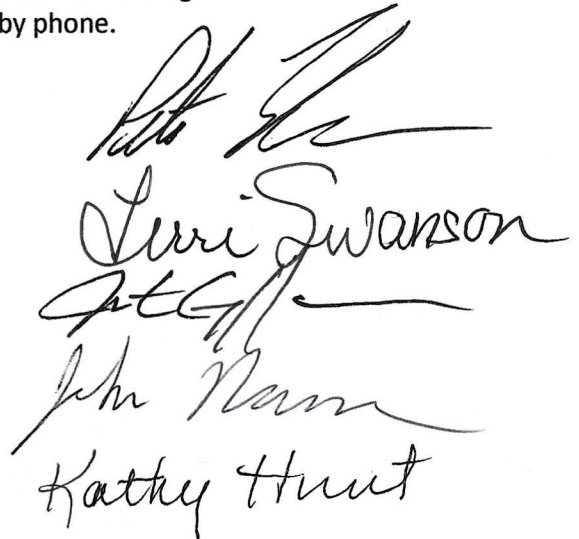
10) Adjournment – John made a motion to adjourn at 18:48, Kathy seconded, and the motion carried unanimously.

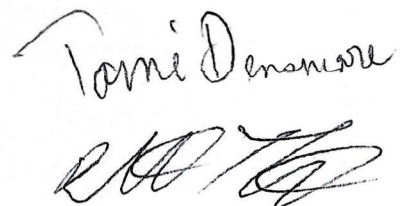
NOTICE: Regular Session and Executive Session of Pleasant Valley Fire District on February 18, 2026

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 January 21, 2026
- 6) Reports and Correspondence - Information/Discussion/Vote
 - a) Chief's Report
 - b) Admin Report; District Calendar Review
 - c) Treasurer's Report for January 2026
- 7) Legislative report
- 8) Business – Information/Discussion/Vote
 - a) Repeater funding
 - b) Public records policy discussion
 - c) CPA report filing annual review
 - d) Pension board meeting
 - e) Computer backup and synchronization requirement
 - f) Setup, funding and use of checking or savings account at National Bank of Arizona
 - g) Review insurance coverages through VFIS
 - h) Procurement of computers and/or tablets for board and staff
 - i) Statement that the Chief's employment is at will
 - j) Update on PVFD Sparks Auxiliary.
- 9) Items for future agendas
- 10) Adjournment


Lauri Swanson
John Nason
Kathy Hunt


Tomi Denonore



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 Young, Arizona since 1977

Board Meeting February 18, 2026

PVFD Chief's Report for January 2026

Calls for January:

8 EMS 0 Stage Event 0 Fire 2 Control Burns 0 Cancelled Call
6 Patients Flown; 2 by Ground Transport; 0 Ground Transport Refusal
0 Air Refusal; 4 Public Assist and 0 DOA
Calendar YTD, 14 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.

New Training last Saturday ea. month for those that are unable to attend training on weekdays, to go over what was covered for the month.

- CHIEF NOTES:

- Chief's notes for January 2026

Again, a reminder, we are planning a Public Safety Day for the children of YPS for March 5th at 12:00pm. Thus far, PVFD, GCSO, TRSAR and Air Methods Native Air 7 had committed to attending and bringing resources.

First End of the month Saturday training went well. Assigned everyone ICS-100 Incident Command Training. Developed step by step handout to assist members navigate the FEMA website. Create ICS-100 bullet point lesson plan.

Submitted for an ADFFM grant for IT infrastructure (hardware, data storage, as we discussed in Jan. Mtg. This is a 50% grant, meaning that DFFM will cover 50% of costs. The grant total allocation for Arizona appears to be \$100K. I requested \$7K

Drafted Tuition Reimbursement Policy for submission and review.

Drafted Code of Conduct Policy for submission and review.

Eliminating our "reserve" program. Developing a list of those within our community that are good resources/assets for Dispatch.

Repairs made to brush truck.

Repairs made to Engine 3.

Recreated our Records Request Form from previous form. No updates needed from current ARS.

Going to submit for Home Depot Payson Grant for building equipment, furnishings and repairs. Any recommendations are appreciated.

Help Annual Pension Mtg.

Admin Report for January 2026

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. I reached out to Woody said he wasn't aware of the Annual Review being sent to his office for the County Supervisors, and thought it went to the Finance Director Maryn Belling, so I reached out to Maryn, and she confirmed the report gets submitted to her office each year. I emailed her a copy of the Annual review on February 3rd.
 2. I reached out to my contact with the state Records Retention Department ENEAS A. SANTIAGO and he sent me a 389-page General Retention Schedule Created for Administrative and Management Records. He also sent me a series of UTUBE Videos to watch, which I will watch as time permits.
 3. Woody asked Lacey to forward to me grant info for small volunteer fire departments from ADFFM, and I forwarded it to Justin, which he talked about in his report.
 4. Worked on Quarter 4 Taxes and submitted them with payment at the end of January.
 5. FDAT payment was received as an automatic deposit into account 910 by the County, January 20, 2026, in the amount of \$11,145.61



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PUBLIC NOTICE

PLEASANT VALLEY VOLUNTEER FIREFIGHTER'S RELIEF AND PENSION BOARD

RECORDED MINUTES OF BOARD MEETING, FEBRUARY 16, 2026

These recorded minutes will be submitted for approval at the next scheduled meeting FEBRUARY 18, 2026.

1. The meeting was called to order by Board President Justin Griffin at 9am.
2. The Pledge of Allegiance was recited by all in attendance.
3. Roll call: confirmation of a quorum: Members present, Justin Griffin, Kathy Hunt, Terri Swanson, Shawn Bakhtiar, Beth Talbot, Sarah Smith and Clay Wills.
4. Call to the Public: No comments were made.
5. Approval of minutes – Information/Discussion/Vote
 - a. Minutes for 2025, a motion to approve last year's minutes was made by Shawn Bakhtiar and Kathy Hunt, respectively. The vote was carried unanimously.
6. Business:
 - a. Review of Fund Balance \$27,297.55 as of December 31, 2025, and approval for electronic submission to the State Fire Marshall's office by March 31, 2026. The motion was made by Shawn Bakhtiar and Kathy Hunt respectively. The vote was carried unanimously.
7. Review and acceptance of updated Pension Application.
8. Adjournment: 09:15am A motion was made by Shawn Bakhtiar and Kathy Hunt, respectively. The vote was carried unanimously.

Posting requirements: 24 hrs. in advance of meeting

Posted: Tuesday February 17, 2026

Prepared by: Terri Swanson, Admin Support

Posted by: Terri Swanson on behalf of Chief Justin Griffin

REPORT OF VOLUNTEER FIRE FIGHTERS RELIEF AND PENSION FUND

This form is for use by fire departments and fire districts that maintain a fund for fire fighters NOT covered by the Arizona Public Safety Personnel Retirement System. Page 1

Name of Department or District: Pleasant Valley Fire District

Mailing Address: PO BOX 303 City: YOUNG Arizona, Zip Code 85554

Report of Fund for Fiscal Year Ended 2025

Signature of Secretary _____ Printed Name:
Terri Swanson

Board Chairperson: Kathy Hunt

Business Address: 47529 N Highway 288 City: Young Arizona, Zip Code 85554

Business Hours Telephone Number 928-462-3678 Email Address: pvfdadmin@mtecom.net

Type of Fund:

- A.R.S. § Title 9, Chapter 8, Article 3 Volunteer Fund Investments managed by FFRPF Treasurer
 - A.R.S. § Title 9, Chapter 8, Article 4 Volunteer Fund Investments managed by Purchased Alternate Pension Plan
- (Check 1 Box)

Revenues:

Monies received from 2% premium tax distribution	4076.20	
Interest earnings	876.36	
Employees' contributions		
Employer's contribution		
Total Revenues		4952.56

Expenditures:

Refund payments		
Relief payments		
Disability payments		
Death Benefit payments		
Article 3 Pension payments	3085.00	
Article 4 Pension distributions (paid/volunteer)		
Payment to Private Fire Company which covers pension liability		
Professional Services (legal, auditing, etc.)		
Total Expenditures.....		3085.00
Excess of Revenue over (under) Expenditures.....		25429.99
Year's Beginning Balance.....		27297.55
Year's Ending Balance.....		

"Notwithstanding the provisions of Subsection A and C of this Section, if the board of trustees of a fire district assumes the responsibility for investing and reinvesting the funds pursuant to Section 9-957, Subsection B, the duties of the treasurer may be performed by a member of the board elected by the board. If the duties of the treasurer are performed by a member of the board, he shall be bonded for an amount determined by the board which amount shall not be less than the maximum amount of funds in the account at any one time during the previous year."

If a member of the board of trustees is treasurer of the fund, you must attach current **PROOF OF BOND. A.R.S. § 9-955.D**

REPORT OF VOLUNTEER FIRE FIGHTERS RELIEF AND PENSION FUND

(Page 2)

FUND DISTRIBUTIONS AUTHORIZED DURING FISCAL YEAR 2025

Types of distribution include REFUND, RELIEF, DISABILITY and DEATH BENEFIT, ARTICLE 3 PENSION, OR ARTICLE 4 PENSION. You **must** list name of each beneficiary and amount distributed to each account. A.R.S. § Title 9, Chapter 8,

Please make sufficient copies to meet your needs or attach a separate list (report).

<u>TYPE OF DISTRIBUTION</u>	<u>NAME OF BENEFICIARY</u>	<u>AMOUNT DISTRIBUTED</u>
ARTICLE 3 PENSION	CAROL CLARK	1045.00
ARTICLE 3 PENSION	CHESTER A FREEGARD	\$540.00
ARTICLE 3 PENSION	KATHY CLINE	\$960.00
ARTICLE 3 PENSION	KATHY HUNT	\$540.00

ANNUAL AUDIT. The board shall cause an annual audit and report of the fund. (A.R.S. § 9-956. Subsection A.)

The law no longer requires an audit by a certified public accountant; however, the audit cannot be done by a member of the Pension Fund Board of Trustees nor by a potential beneficiary of the pension fund. It must be done by an outside source.

REPORTING REQUIREMENTS

**A COPY OF THIS REPORT AND A COPY OF THE ANNUAL AUDIT SHALL BE ELECTRONICALLY
SUBMITTED AT: <http://dfbls.az.gov/OFM/PSPVFPRFApplication.aspx>**

(A.R.S. § 9-956, Subsection C).

If the annual pension fund report is not received by the State Fire Marshal by the CLOSE OF BUSINESS on March 31st the participating Department is not eligible to receive its share of fire insurance premium tax monies under section 9-952. A.R.S. § 9-956, (D).



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PUBLIC RECORDS REQUEST FORM

Date of request: _____

Information Required to Process:

Type of Document _____

Address of Incident _____

Date of Incident _____

Person(s) name _____

*If request for Pre-Hospital Care Report---Please complete PRE-HOSPITAL CARE REPORT in addition to this form and submit the required item(s) listed on that form. **Note-Due to HIPPA laws additional information is required when requesting medical records.

Requesting Party's Name (please print) _____

Business/Company: _____

Mailing Address: _____

Phone: _____ Email: _____

The purpose of this request is Non-Commercial[] Commercial[]

The Pleasant Valley Fire District conforms to A.R.S. 39-121.03(D)(1) and therefore charges the following fees:

Hard Copy

Inspection-----No charge

Photocopy—Black and White-----\$.24 per page (per side)

Photocopy—Color (if available)-----\$.27 per page (per side)

Faxed Copies-----\$.24 per page (per side)

Electronic

CD/DVD (Electronic Records/Data)-----\$5.00+4.21 per page if scan required

CD/DVD (Audio/Video if available)-----Contact Department for Rate

Electronic copy—email (if already in electronic form)-----No Charge

Electronic copy—emailed (if documents require scanning)-----\$.21 per page scanned

USB Drive (if available)-----\$6.55+\$.21 per page if scan required

*Additional postage and or copy charges may apply. **Commercial Requests: refer to A.R.S. 39-121.03(D)(1) on following page.

Requestor's Signature

Date

Received By

Date

PUBLIC RECORDS REPRODUCTION

A.R.S. § 39-121.01 (D)(1)...”The custodian may require any person requesting that the custodian mail a copy of any public record to pay in advance for any copying and postage charges.”

A.R.S. § 39-121.03

A. When a person requests copies, printouts or photographs of public records for a commercial purpose, the person shall provide a statement setting forth the commercial purpose for which the copies, printouts or photographs will be used. Upon being furnished the statement the custodian of such records may furnish reproductions, the charge for which shall include the following:

1. A portion of the cost to the public body for obtaining the original or copies of the documents, printouts or photographs.
2. A reasonable fee for the cost of time, materials, equipment and personnel in producing such reproduction.
3. The value of the reproduction on the commercial market as best determined by the public body.

B. If the custodian of a public record determines that the commercial purpose stated in the statement is a misuse of public records or is an abuse of the right to receive public records, the custodian may apply to the governor requesting that the governor by executive order prohibit the furnishing of copies, printouts or photographs for such commercial purpose. The governor, upon application from a custodian of public records, shall determine whether the commercial purpose is a misuse or an abuse of the public record. If the governor determines that the public record shall not be provided for such commercial purpose the governor shall issue an executive order prohibiting the providing of such public records for such commercial purpose. If no order is issued within thirty days of the date of application, the custodian of public records shall provide such copies, printouts or photographs upon being paid the fee determined pursuant to subsection A.

C. A person who obtains a public record for a commercial purpose without indicating the commercial purpose or who obtains a public record for a noncommercial purpose and uses or knowingly allows the use of such public record for a commercial purpose or who obtains a public record for a commercial purpose and uses or knowingly allows the use of such public record for a different commercial purpose or who obtains a public record from anyone other than the custodian of such records and uses it for a commercial purpose shall in addition to other penalties be liable to the state or the political subdivision from which the public record was obtained for damages in the amount of three times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorney fees or shall be liable to the state or the political subdivision for the amount of three times the actual damages if it can be shown that the public record would not have been provided had the commercial purpose of actual use been stated at the time of obtaining the records.

D. For the purposes of this section, "commercial purpose" means the use of a public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout or photograph for sale or the obtaining of names and addresses from public records for the purpose of solicitation or the sale of names and addresses to another for the purpose of solicitation or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of the public record. Commercial purpose does not mean the use of a public record as evidence or as research for evidence in an action in any judicial or quasi-judicial body.

FOR OFFICE USE ONLY

Copying Fee _____

Certified Copy Fee _____

Postage Fee _____

Paid by Check[] Check # _____ Card[] Card Type _____ Number _____

Exp. _____ Security code _____

Requestor notified by _____ Date _____

Additional notes _____

PRE-HOSPITAL CARE REPORT REQUEST

Requests submitted with all required documentation will be processed within 10 business days of receipt.			
Requestor's Name:		Phone:	
Requestor's Address:		City:	State:
What is the requestor's relationship to the patient (please check below)			
Patient/self <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Representative / Executor or Administrator of Estate <input type="checkbox"/>	
Delivery Method:			
Pick up <input type="checkbox"/>	US Mail <input type="checkbox"/>	Email <input type="checkbox"/>	Email Address:
Patient Name:			Patient D.O.B.:
EMS Incident # (if known):			Incident date/time:
Incident Location/Address:			

Requestor-Please Submit The Required Item(s) Below	
Requestor is the patient and is 18 years or older:	
Completed Pre-Hospital Care Report request Form; and	
An original notarized Authorization for Release; or	
Walk In submittals ONLY- present a photo ID with completed Pre-Hospital Care Report Request form at the time of request	
The patient is under years of age:	
Completed Pre-Hospital Care Report Request form; and	
An original notarized Authorization for Release; and	
A copy of the patient's birth certificate/death certificate; or	
A court document showing custody/guardianship of the patient	
Requestor is not a patient (Representative):	
Completed Pre-Hospital Care Report Request form; and	
An original notarized Authorization for Release from the patient; or	
An original notarized Power of Attorney for the patient; or	
Proof of court appointment as executor or administrator of patient's estate, if patient is deceased (letters of testamentary or letters of administration).	

REQUESTS REQUIRING ORIGINAL NOTARIZATION MUST BE SUBMITTED BY MAIL OR IN PERSON TO:

Authorization for Release	
I, _____ (name), request release of the Pre-Hospital Care report to the above	
Listed requestor, I am Patient <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Representative <input type="checkbox"/>	
Sworn and subscribed in my presence on the _____ date of _____ 20____.	
(seal/stamp)	
	Notary Public
	My Commission Expires: _____