

# ***PLEASANT VALLEY FIRE DISTRICT***

## **RECORDED MINUTES OF REGULAR BOARD MEETING, March 18, 2026 These minutes will be submitted for approval at the April 15, 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, Bob Turner – Vice-Chair, John Norman – Member. Kathy stated that a quorum was present.
  - b. **Board Member(s) not present:** Ted Tucci – Treasurer
  - c. **FD staff present:** Chief – Chief Justin Griffin, Teri Swanson, Shawn Bakhitar
  - d. **Public present:** Tami Densmore
- 4) **Call to the public:** none
- 5) **Approval of Minutes of the:**
  1. **Regular Session February 18, 2026** – Bob made a motion to accept the minutes of the February 18, 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 February 2025:**
    - County Balance in General Funds less uncleared warrants of \$ 103,771.55
    - Capital Reserve balance of \$ 261,809.62
    - Pension Fund balance of \$ 27,183.52Bob reviewed the Treasurer's report. Bob made a motion to accept the Treasurer's Report for February 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** – in process of getting quotes.
- b. **Computer backup and synchronization requirement** – Shawn explained the planned computer backup strategy. It will be a combination of Microsoft Office 365 local, Microsoft Office cloud and AWS (Amazon Web Services).
- c. **Procurement of computers and tablets for board and staff** – Shawn explained that if all emails are done with an issued PVFD email account and work is done using Microsoft Office 365 there is no need for separate computers and tablets for the board and department members. This is a BYOD (Bring Your Own Device) strategy, where you can access the data and emails on your own computer, tablet or phone but the data is stored on the PVFD data storage system. If there is a need to provide data due to a public records request or legal case it will be extracted from the PVFD data storage.

Emails will be issued to all staff and board members. The selection of the email provider is in process. The Chief and Administrator will have department issued computers as agreed to last month.

- d. **Review and approve budget for posting** – The board reviewed the proposed budget. The proposed budget is attached. PVFD has maintained a tax rate of \$2.25 per \$100 assessed valuation. PVFD has the lowest tax rate of any fire district in Arizona and is the only volunteer FD in Gila County.

Bob made a motion to accept and approve the budget for posting, John seconded and the motion carried unanimously.

### **9) Items for Future Agendas**

1. Repeater funding
2. Budget approval
3. Discuss purchase of truck for travel by staff

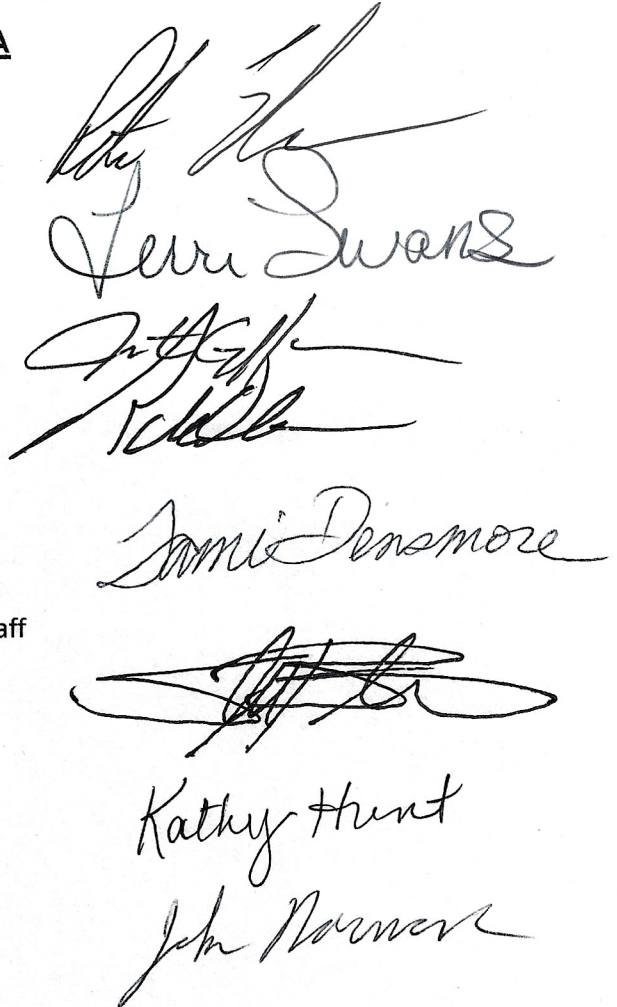
- 10) Adjournment** – John made a motion to adjourn at 18:48, Kathy seconded, and the motion carried unanimously.

## NOTICE: Regular Session and Executive Session of Pleasant Valley Fire District on March 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 February 18, 2026
- 6) Reports and Correspondence - Information/Discussion/Vote
  - a) Chief's Report
  - b) Admin Report; District Calendar Review
  - c) Treasurer's Report for February 2026
- 7) Legislative report
- 8) Business – Information/Discussion/Vote
  - a) Repeater funding
  - b) Computer backup and synchronization requirement
  - c) Procurement of computers and/or tablets for board and staff
  - d) Review and approve budget for posting.
- 9) Items for future agendas
- 10) Adjournment



Handwritten signatures of board members, including Jerry Swans, J. Hunt, and John Norman.



# **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 March 18, 2026**

### **PVFD Chief's Report for February 2026**

#### **Calls for February:**

3 EMS 0 Stage Event 0 Fire 16 Control Burns 0 Cancelled Call  
1 Patients Flown; 0 by Ground Transport; 0 Ground Transport Refusal  
1 Air Refusal; 1 Public Assist and 0 DOA  
Calendar YTD, 51 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 February 2026**

The First Responder Day at the YPS was a hit. They have asked us to return next year. We had one 17-year-old that showed some interest. Two of our members are going to reach out to him and I will get him in touch with Tonto for potential Wildland.

We received the ISO Audit results. 6/10 I have drafted a letter for the real-estate offices, community and public posting.

Repairs made to brush truck.

Making repairs to Medical Center LZ beacon

Ordered Commercial Printer and Admin laptop. Printer received and installed. Awaiting laptop. Although we were approved for up to \$5,000 from Capital, our costs were closer to half that amount.

Reviewed recommendations for Home Depot Grant for building equipment, furnishings and repairs.

Met with GCSO, GCSO Dispatch, Gila County IT for 911 dispatch improvements

Speaking with Chris @ C&M Communication for the repeater.

## Admin Report for February 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've reached out to Andy at NBAZ via email and Voicemails and have not heard back from him. This week he is on vacation, so I called the main number and asked about opening a checking account for auto payment of our credit card bill each month. I was told she would email me some info of what is needed by the signers of the new account but haven't received anything yet. I'll reach out again tomorrow
  2. We fingerprinted 3 new volunteers, 2 for fire and 1 for dispatch...we're waiting on the background checks to come back.
  3. I worked on the Pension Fund Reports/Paperwork. The Board Meeting was February 16, 2026. Once I get the Audit, I will turn in the paper work required which is due by March 31<sup>st</sup> by 5pm.
  4. I spoke with Wiatt, our rep with VFIS Insurance, and he will be here for our May 20<sup>th</sup> Board meeting to talk to us about anything new and workers comp.
  5. There have been several emails from the Admin Group about Board Uniforms. Would you be interested in ordering shirts with PVFD BOARD or something else embroidered on them?
  6. I reached out to the admin group on who they use for Workers Comp and 90% of those that replied to me use the same company...

Pursuant to ARS 48-805 the Governing Board of the PVFD has approved the posting and publication of the Fire Districts Budget for Fiscal Year 2026-2027

Comments are to be directed to the District Governing Board by mail at:

PVFD Board  
PO Box 97  
Young, AZ 85554

PLEASANT VALLEY FIRE DISTRICT

Proposed Annual Budget for July 1, 2026 -June 30, 2027



<u>Expense</u>	<u>Proposed Budget</u>
Accounting:	\$ 3,000.00
Board Expense:	\$ 5,000.00
Building Maintenance:	\$ 4,000.00
Communications:	\$ 1,500.00
Conf./Dues/Subscriptions:	\$ 5,275.00
Contingency:	\$ 35,000.00
Department Labor:	\$ 44,100.00 <b>Increase of \$1050.00 p</b>
Department Stipends:	\$ 27,500.00 <b>Increase of \$2500.00</b>
Dept Payroll Tax Portion	\$ 7,000.00
EMS:	\$ 15,250.00
Equipment & Tools:	\$ 12,000.00
Fire:	\$ 10,000.00
Fleet Management:	\$ 14,758.00
Insurance:	\$ 20,000.00
Office Expense:	\$ 6,200.00 <b>Increase of \$1000 for C</b>
Utilities:	\$ 13,500.00
Capital Reserve Funding:	\$ 69,468.27
<b><u>TOTAL:</u></b>	<b><u>\$ 293,551.27</u></b>

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**PVFD Revenue:**

District Tax Assessment \$12,131,179 @ \$2.25 per \$100 of assessed valuation or \$272,951.27

District Tax Assessment	\$ 272,951.27
Fire District Assistance Tax (FDAT)	\$ 19,000.00
Carry Over from General Funds	\$ -
Interest on investments	\$ 1,600.00
<b>Revenue Subtotal:</b>	<b>\$ -</b>
Wildland	
Operating Revenues (EMS, billing, etc.)	
Grants	
<b>Total:</b>	<b>\$ 293,551.27</b>