

**BOARD OF DIRECTORS' MEETING MINUTES**  
**Regular Meeting Minutes from Wednesday, November 17, 2021**

1. **CALL TO ORDER:** The meeting was called to order by **Judy Garner, President**, at 4:02 PM.
2. **PLEDGE OF ALLEGIANCE:** The pledge was led by **Frazier Mayer**.
3. **ROLL CALL OF BOARD:** **Judy Garner, Wayne Keller, Phil Lobeck, Dave Schroedl, Nancy Tschikof**.

4. **APPROVAL OF MINUTES**

- a. Minutes of the Regular Session of 10-20-2021.

A motion was made by **Phil Lobeck** to approve the minutes from the 10-20-2021 Board Meeting.

**Seconded: Dave Schroedl**

**Ayes: Judy Garner, Wayne Keller, Phil Lobeck, Dave Schroedl, Nancy Tschikof**

**Nays: 0**

**Abstain: 0**

5. **CALL TO PUBLIC:** Members of the community in attendance: **Lori Bomar, Shawn Bomar, Scott Mayer, Neil Rifembark, Marcie Theokas, Frazier Mayer, Mishel Urias, Arnold Urias and Charla Jordan**.

6. **REPORTS AND CORRESPONDENCE**

- A. Fire Chief's Report:

❖ Number of Calls:

Month	Number of EMS Calls	Number of Fire Calls	Number of MVA* Calls	Mutual Aid EMS/Fire	Public Assist
October	20	3	1	1	0
November	1	1	1	0	0

\*MVA - Motor Vehicle Accident

\*\*Numbers for the current month are up to the date of the Board Meeting.

- ❖ Grants: Continuing Safer Grant with Southern Yavapai Fire (\$590K). AFG Grant for Fuels Reduction was awarded (\$242K). We have applied for a Title III Grant to cover our communications needs: still pending. We received Healthy Forest Funds (\$48K); the funds will be used to remove vegetation debris and dead trees.
  - ❖ Personnel/Training: Currently have 22 volunteers (9 of which are EMTs). Training continues with 10 hours of on-site training and 4 hours of on-line training. Volunteer Miles Garcia passed, RIP.
  - ❖ Irwin Status: 12 are available.
  - ❖ Apparatus/Equipment: Most apparatus and equipment are operational. The newly purchased chipper and truck are not yet in service. A Ford Expedition - Type 3 truck has been located for purchase. Fuel truck “82” goes into service next week.
  - ❖ Wildfire Mitigation: Mitigation efforts are being conducted on private property. The fire danger has dropped to the moderate level. The priority is taking care of previously mitigated property that experienced vegetation death.
  - ❖ Water Resources Along Highway 89: The installation of dry hydrant at Hidden Springs is complete.
  - ❖ Additional Hydrants. Once the two new hydrants get installed, a new ISO status will be requested by the PVFD. The Mountain Aire and Yarnell Water Company are taking care of this effort. Logan Mini Storage on Highway 89 (near the old schoolhouse) is installing a 5,000 gallon water storage tank on their property.
  - ❖ Update on EMS: Virtual ER - PVFD will be going to contracted medical direction; PCR’s will be completed on electronic apparatus versus paper. Scott Mayer commented referencing the medical situation that COVID cases are up. Be safe.
- B. Financial Report: October financials were received. End-of-Year financials have been received in a draft format.
- C. Correspondence received by the Board: Emailed board members AFDA (Arizona Fire District Association) Winter Conference schedule & information packet. Conference will be held January 20-21, 2022 at Casino Del Sol in Tucson. Only **Dave Schroedl** will be attending.
- D. Auxiliary Report: **Marcie Theokas** reported the following:
- Thanks were offered to Chief for ice cream provided to highway cleanup crew for the 13 that participated on the 7<sup>th</sup>.
  - VP commented on how well attended the service for Miles Garcia was.
  - All thank-you notes & required receipts have been sent for the Chili/Bingo prize donors. Proceeds netted \$1,441. Leftover chili was served with cookies at the Firewise Class for the wildland crew.
  - It has been decided that new note cards will have “81” inside the logo.

- Rob Amos received \$160 from collected donations; Auxiliary sent \$100 to Angel Garcia's GO FUND ME account.
- A time & place for pickup of the purchased Poinsettias will be announced after Thanksgiving.
- The Hoe Down/Trail Ride event for spring has been tabled until after Christmas.
- Upcoming Event for the public: Firetruck Santa - Dec. 18, 8:30am, candy bagging to be decided later.

## 7. BUSINESS

- A. Discussion/possible action to approve the October 2021 Treasurer's report.
- **Phil Lobeck** made a motion to approve the October 2021 Treasurers Report.
  - **Seconded: Nancy Tschikof**
  - **Ayes: Judy Garner, Wayne Keller, Phil Lobeck, Dave Schroedl, Nancy Tschikof**
  - **Nays: 0**
  - **Abstain: 0**
- B. Discussion/possible action to approve Warrant Requests including stipend checks and regularly budgeted items.
- **Neil Rifembark** asked about the workers compensation rate/amount: Yes, it went up due to additional employees and total amount will exceed budget.
  - **Nancy Tschikof** made a motion to approve the Warrant Requests including stipend checks and regularly budgeted items.
  - **Seconded: Dave Schroedl**
  - **Ayes: Judy Garner, Wayne Keller, Phil Lobeck, Dave Schroedl, Nancy Tschikof**
  - **Nays: 0**
  - **Abstain: 0**
- C. Discussion/possible action to approve payroll providers proposal to process PVFD payroll.
- ADP and Paychex have provided proposal information.
  - ADP and Paychex annual costs are similar.
  - 3 services to be provided: Payroll, EE Tax information, and human resource services.
  - Minimum 3 requirements needed:
    1. Direct deposit for EE's,
    2. Tax information taken and provided via an employee self-serve portal (login online)
    3. EE's can have multiple pay codes, loaded by Chief Bomar (or assigned person) for which benefits and taxes will be calculated on Gross/Total dollars per employee.
  - Chief Bomar requests Board moves forward with ADP.
  - Chief Bomar will provide ADP contract to Board for review prior to making a motion.
  - A change in bylaws may be needed for Board to approve payroll after the fact

- D. Discussion/possible action the PFVD website. The new website is currently being built. Members photographs from the following groups need to be taken: Operations, PVFD Board (next meeting wearing red shirts) and Fuels Mitigation.
- E. Discussion/possible action regarding a Station Building at Ruger Ranch. **Chief Bomar** noted the application was submitted six weeks ago; Bunger Steel will provide drawings to be submitted with application to get approval.
- F. Discussion about placing a Repeater Station at Ruger Ranch. **Chief Bomar** noted that the station will be all solar with battery backup. The two tactical channels will reach from Skull Valley to Yarnell and is FULLY funded though check has not yet been received. A contract/agreement will have to be signed with Independent Solar prior to start of project.
- G. Discussion/Action to create Resolution 20211117 7.G. Approve overage of Audit costs. Budgeted - \$10K, Actual \$12K or more.
  - *Motion to Approve: Wayne Keller*
  - *Wayne stated Whereas, PVFD is required to do an annual audit and Semple, Marchal & Cooper, LLP on November 12, 2021 has submitted a proposed agreement to provide audit services.*
  - *Be it resolved that we accept the proposition with knowledge it will exceed the budgeted line item. (Resolution 20211117 7.G)*
  - *Seconded: Phil Lobeck*
  - *Ayes: Judy Garner, Wayne Keller, Phil Lobeck, Dave Schroedl, Nancy Tschikof*  
*Nays: 0 Abstain: 0*

## 8. FUTURE AGENDA ITEMS; UPCOMING MEETING DATE

- A. New Business Agenda Item Requests for next Regular, Workshop, and Other Meetings.
  - Discussion/possible action website update.
  - Discussion/possible action Station Building at Ruger Ranch.
  - Discussion/possible action Repeater Station at Ruger Ranch.
- B. The next Board meeting is scheduled for Wednesday, 12-15-2021, at 4:00 PM.

## 9. ADJOURNMENT: Judy Garner adjourned the meeting at 5:47 PM.

Respectfully Submitted by: Charla Jordan/Frazier Mayer, Scribe(s)