

*Peeples Valley Fire District*  
*PO Box 936, Yarnell, AZ 85362*  
*17275 W. Burning Bush Drive, Peeples Valley, AZ 86332*  
**BOARD OF DIRECTORS' MEETING MINUTES**  
Location of Meeting Held: Old Peeples Valley School  
18205 S. Highway 89, Peeples Valley, AZ  
**Wednesday, April 17, 2024, at 10:00 am**

**1. CALL TO ORDER:** Neil Rifenbark, the chairperson, called the meeting to order at 10:00 AM.

**2. PLEDGE OF ALLEGIANCE:** The pledge was led by Lew Theokas.

**3. ROLL CALL OF BOARD:** Neil Rifenbark, Phil Lobeck, Wayne Keller, Scott Mayer

**4. APPROVAL OF MINUTES:** Regular Session 04-17-2024

- **Phil Lobeck** made a motion to approve the minutes from the 03-20-2024 board meeting minutes.
- **Seconded: Neil Rifenbark**
- **Ayes: Wayne Keller, Neil Rifenbark, Phil Lobeck, Scott Mayer**
- **Nays: 0**
- **Abstain: 0**

**5. CALL TO PUBLIC:** none

The community members in attendance were **Lori Bomar, Shawn Bomar, Ray Paiz, Kelley Paiz, Jacob Loiza, Ben Archer, Lew Theokas, Lindon Gareis, Sherry Gareis, Gregg Carr, Sue Dickerson, and Samir Rafeedie.**

**6. REPORTS AND CORRESPONDENCE**

A. Fire Chief's Report

Good Morning, Peeples Valley Fire District Board of Directors.

Operations have made a unified decision to enhance our monthly reports to our Board of Directors.

The following reports include your leadership staff's views and discussions on what is occurring in the District. I have given them all the latitude to provide these reports using their own format style. I

believe this will appropriately display the uniqueness and professionalism that they have so diligently been providing. Thank you all again for your commitment to make our community better. I will gladly be open to discussing any questions regarding this report at the meeting.

B. Duty Officers Reports: A, B, and C shifts

**A Shift Report for April 2024: Duty Officer John Ross.**

Radio Communications Assessment

During the designated period, radio communications remained stable with no reported changes in quality, neither in transmitting nor receiving signals. All transmissions were clear and without interference.

Motor Vehicle Accidents (MVAs): In April, "A" shift reported two motor vehicle accidents (MVAs). The first incident involved a non-injury collision, while the second incident resulted in injuries.

Non-Injury MVA:\*\*

Location: Mountain Aire Fuel Station

Description: 2 vehicles and one structure involved.

Response: Engine 81, Command 81, Squad 281, Tender 81, Lifeline Ambulance, YCSO.

Responders secured power, closed off the area, and completed triage and evaluation of the parties involved. No injuries were reported.

Injury MVA:

Location: Mile marker 285

Description: 1 vehicle departed the highway into the embankment. The patient was evaluated, treated, and transported.

Response: Engine 81, Command 81, Squad 281, Life Line Ambulance, YCSO, and Air Evac.

Responders located the vehicle and patient off the highway. One patient was evaluated, treated, and transported with moderate injuries. Highway 89 was closed for a brief period during the emergency and was reopened without any major delays.

Assistance from Supporting Agencies:\*\*

The response from supporting agencies was prompt and executed without concern.

Conclusion:\*\*

Radio communications and responses to these motor vehicle accidents were effectively managed during the shift. The collaborative efforts of all involved parties ensured the swift and efficient handling of the incidents, contributing to the safety and well-being of the community.

**B Shift Report for April 2024: Duty Officer Jacob Loaiza.**

**Responses**

6—10 May 24

Flying Bucket Incident

T82 responded for a wildland assignment near the city of Maricopa, AZ. T82 successfully supported its geographic division via water shuttle operations.

02 May 24

Mutual Aid with Yarnell Fire

Dispatched in error. Cancelled enroute.

24 Apr 24

Mutual Aid with Yarnell Fire for breathing problems.

Medical Unit, Squad 281, responded with two personnel to divide staffing between Yarnell helipad and the incident scene.

Total response: E406, S281, LLA 4102, AE17.

**Engine Ops/Supply/Training Program Reports**

Engine Operations

Thanks to the hard work and dedication of Volunteer Fleet Mechanic Ed Buscis, B82 is in service and ready to serve as a Type 6 Engine. Additionally, Mr. Buscis's efforts have made our new apparatus from Daisy Mountain, Rescue 81, fully operational. It will be outfitted to augment Engine 81's response in many capabilities. Tenders 81 and 82 are currently on assignment at the Painted Wagon Fire near Wittman.

## Supply

The Duty Officers are conducting a Beta test of new uniform items. The goal is to outfit staff with standardized and professional items at a low price point. Additionally, these items will follow “Class” tiers that correlate with different dress requirements, similar to the military and the entire fire service at large.

## Training

Our most recent training included EMS training for Airway management with our medical direction IMD. All hands were refreshed on using airway adjuncts and ventilation techniques per their scope of practice. One personnel was signed off for two STRs, and one staff member was approved to instruct one of the same STRs. Training also included Wildland Structure Triage training. This collaborative effort included two staff members—one Duty Officer and the Fuels Crew Boss—who had attended a course at AWIMA this spring. Then, it brought the same high level of training to the department, elevating the readiness and awareness of all members.

## **C Shift Report for April 2024: Duty Officer Britteny Dwiggin.**

Over the last few months, a lot has been added to the EMS side of operations, including more training requirements. Each district staff member is required to perform skills within their protocol every three months. Prior, it was an annual and biannual requirement for certain skills, and I changed it to every three months for skills review. It is best practice to train, train, and train some more to be prepared for any event that may be thrown our way.

I have joined forces with AZDHS and the University of Arizona for rural EMS research. The fire district has begun participating in the Narcan Leave Behind program. Core personnel was required to do Narcan training online through AZDHS to learn the protocol and procedure for leaving Narcan behind on the scenes for at-risk members, including our older residents who take pain medications. Staff can give Narcan to ANYONE in the Weaver Mountains community who they feel are at risk of an overdose or to anyone who asks for Narcan. The program is not just for those directly in Peoples Valley; it is an outreach program for our surrounding areas that requires no personal information from the person receiving the Narcan; we do not need to know the name, address, or why they want it. The program is 100% backed by our physicians.

The last community hands-only CPR class I hosted was successful, with 12 attendees. I hope to put on another one soon over the summer and involve some of our youth in the area. I recently had the opportunity to certify once again and recertify Arizona State Parks employees in CPR, AED, and First Aid.

I have registered the district with Northern Arizona EMS (NAEMS). It is a membership-based program; we pay a small yearly fee to be a member (\$50). Membership offers more education courses at a lower cost to our personnel and district, allowing us to apply for grants for education and supplies yearly. I have put in a grant with them for medical supplies; I am waiting to hear if we will be rewarded with funds. The grant can be up to \$5,000, but with my experience with NAEMS keeping it around \$1500-\$2500, I had always received the amount I requested in the past for another agency with no issues. This grant will be used to purchase ALS equipment for the district.

Files of life cards are available at the station. Thank you to those who have been letting neighbors and friends know about them and helping to pass them out; they are a great tool to have ready for Fire/EMS in an emergency. We have plenty more available if you know of anyone needing them.

Lifeline Ambulance crews are in the area; the chief and I remain in good contact with the two local field supervisors who helped push for a unit in the Weaver Mountains area. All the crews have been exceptional and eager to train with us and learn. I encourage you all to say hello to the crew, continue to make them feel comfortable, and know they have all our support here.

I have been working with Lori Bomar to help update and make changes to the website; please look at the community outreach section if you have not already.

I have two weeks of academics left in the AEMT portion of the program, then one week of testing, and my National Registry exam will follow shortly after. Participating in a program that allows me to test for ALS and operate as such while I finish out the last few months to test for Paramedic is a massive win for the district and helps push us in the direction we need to go. Officers Loaiza and Ross were accepted into the paramedic program at Yavapai College to begin this fall; we are excited to see them start and hope for a successful outcome!

Since April's meeting, our calls have primarily consisted of MVAs and traumas. I'm sure most of you have heard the chatter of several accidents recently and one fatality. C-shift responded to a single-vehicle accident early one morning with minor to no injury; the patient was transported out of precaution. The fatality was also on C-shift with hopes of a better outcome. Many resources were utilized on that scene; DPS, YCSO, and YFD were requested for mutual aid, Air medical, and a lifeline unit. Bystanders had stepped in before our arrival and initiated patient care; they were not locals, but seeing someone step in and do for others was a nice change.

We are in bee and snake season; c-shift has had an early morning bee removal and an early evening snake removal.

I am in the process of building new policies for the fire district. With that comes a lot of reading and typing, so I hope you all are prepared to read!

I will see you all in June for the next meeting!

#### C. Fire Prevention and Safety Officer's Report

Working to establish Job Description and Duty Statement

Contacted Yavapai County Code Enforcement and Planning and Land Use Departments to begin the development of a unified enforcement and community improvement plan. Interacted with Planning and Land Use reference potential development and Developer issues. Conducted a tour of the part of the District with Code staff for a review of the district and immediate need items. Agreed to follow up and meet regularly.

Research and development of the Fire Code adoption process began.

Began recruitment for the development of the Elementary School Mini-Muster program.

Initiated contact with the Arizona State Fire Marshal Cassie Peters, Arizona DFFM, to discuss the implementation of the International Fire Code and International Urban Wildland Interface Code.

Temporarily enacted fire restrictions in the district due to elevated fire danger in the region.

Held phone conference with Development Director Jeremy Dye, Assistant Director Mark Lusson, and Chief Building Official Warren Colvin to determine the Fire Code Line of Authority for our Fire District and develop a cooperative interface with County Agencies.

#### D. Report from District Strategic Plan Development Committee

Completed Priority #2, Facilities Development Goals and Objectives

Continued discussions on Priority #3, Personnel and Succession Planning. Accepted Job

Descriptions for all District fire service ranks, referred to the Board, and recommended approval. Established Timelines for implementation. We agreed to develop a training matrix for implementation in our district.

E. Report from Weaver Mountains Firewise Committee Coordinators

Continued outreach to Yarnell communities to create Firewise® Communities in that area.

In coordination with Peoples Valley Fire Auxiliary, we represented our organizations while attending the Dewey Humboldt Firewise® event, where we interacted with several hundred attendees. Also in attendance was one of our Model School students, whose artistic talents were displayed as she won their art contest and received a \$100 prize from her teacher.

F. Correspondence received by the Board of Directors: none

G. Auxiliary Report: **Report to the Board 5.15.24**

Our May meeting was held at the Historic School on Saturday, May 11, 2024.

Our big news is that the land transfer is complete, and we officially own the 10 acres donated by Maughan Ranches to the Auxiliary. Development plans are in the works to complete the required cattle guard and fence construction and identify funding sources to support the land's development.

Regarding funding, we proudly share that our “Donate” button and QR code are functional on the PeoplesValleyFire.org website. Check it out, and please help spread the word. Many thanks to Neil Rifenbark for testing it out for us with a generous donation!

We had a bit of change at our leadership levels: Bethany Strickland is choosing to focus on our educational outreach and has stepped down from the Recording Secretary role. Judy Garner stepped over into the role of Recording Secretary (voted in unanimously), and Angie Weishaar stepped up from Assistant Treasurer to Treasurer and was also voted in unanimously. We look forward to all the good this new Board will bring to the Auxiliary with its depth of experience!

**Committee updates include the following:**

**1. Community & Membership Outreach:**

We joined forces with the Yarnell Community Center Club to host a **Women’s Heart Health session** on Friday, May 10th, at 2 PM at the Yarnell Community Center. A small group showed up, so we will redouble our efforts in the fall to extend our reach on this important topic.

Please consider joining us this Saturday as our members plan to support the Yarnell Spring Festival Pancake breakfast hosted by the Yarnell Fire Auxiliary. Hope to see you there!

**2. Events:**

Please mark your calendars for our **Weaver Mountain Festival, which will be held at Model Creek School on Saturday, August 24, from 9 AM to 2 PM. We’ll have food, fun, and vendors and focus on gathering donations for our Back-to-School supply drive and our Christmas Elf program.** Watch for more details in the coming months!

Again, thank our Fire Crew Training Lunch group for providing lunches this past Saturday. Chris, Lanie, and the team, we appreciate you!

### 3. Grants & Funding Committee:

Members can use a grant proposal form to suggest grants relevant to our work. This will help us all be on the lookout for funding opportunities.

### 4. Weaver Mountains Region Facility & Property Committee:

With the gracious help of Sherri and Lindon Gareis of Down-Home Realty, as noted above, the land transfer is now closed, and we have taken possession of the property. Watch for land clearing, fencing, and more in the next few weeks.

5. **Weaver Mountains Region FireWise Update:** A big thank you to Ray and Kelley Paiz for their dedication and hard work in organizing a great showing of FireWise + Auxiliary support at the Wildfire Expo (April 20) and Dewey/Humbolt—"May the 4<sup>th</sup> be With You" events. When other FireWise communities want to partner, learn more, and schedule visits to our area, you know we are on the right path. Thanks to all who came out and supported these efforts.

6. Additional Items: The Auxiliary also voted to financially support a few members of our Fire Family for urgent needs and in celebration of the crew who have had babies in the last two weeks. Taking care of ourselves is vital to ensuring we care for ourselves as part of the Weaver Mountains Region community.

Our next meeting will be on Saturday, June 1st, at 9 AM at Model Creek School and will primarily focus on planning and logistics for our Weaver Mountains Festival.

*Submitted by Karen Stafford, PVFD Auxiliary President, to Lori Bomar for presentation to the Board on 5.15.24.*

## 7. BUSINESS

A. Discussion/possible action to appoint a new board member from the candidates who submitted resumes and letters of interest.

"The Governing Board may vote to convene in executive session, which will not be open to the public, pursuant to A.R.S. §38-431.03(A)(1) for consideration of discussion of an appointee of a public body."

- **Neil Rifenbark** made a motion to enter into an executive session to discuss A above at 10:23 AM.
- **Seconded: Wayne Keller**
- **Ayes: Wayne Keller, Neil Rifenbark, Phil Lobeck, Scott Mayer**
- **Nays: 0**
- **Abstain: 0**
- **Ended: 10:37 AM**
  
- **Neil Rifenbark** made a motion to appoint Gregg Carr as a new board member from the candidates who submitted resumes and letters of interest.
- **Seconded: Wayne Keller**
- **Ayes: Wayne Keller, Neil Rifenbark, Phil Lobeck, Scott Mayer**
- **Nays: 0**
- **Abstain: 0**

Participation: Greg Carr, new member

- B. Discussion/possible action to elect and approve the officers of the fire board's board of directors.
- **Phil Lobeck** made a motion to elect and approve the officers of the fire board's board of directors: Chair – Neil Rifenbark, Clerk – Phil Lobeck, Treasurer – Wayne Keller
  - **Seconded: Gregg Carr**
  - **Ayes: Wayne Keller, Neil Rifenbark, Phil Lobeck, Scott Mayer, Gregg Carr**
  - **Nays: 0**
  - **Abstain: 0**
- C. Discussion/possible action to approve the April 2024 Financial Report presented by The James Vincent Group.
- **Phil Lobeck** made a motion to approve the April 2024 Financial Report presented by The James Vincent Group.
  - **Seconded: Wayne Keller**
  - **Ayes: Wayne Keller, Neil Rifenbark, Phil Lobeck, Scott Mayer, Gregg Carr**
  - **Nays: 0**
  - **Abstain: 0**
- D. Discussion/possible action to approve May Warrant Requests.
- **Wayne Keller** made a motion to approve May Warrant Requests.
  - **Seconded: Phil Lobeck**
  - **Ayes: Wayne Keller, Neil Rifenbark, Phil Lobeck, Scott Mayer**
  - **Nays: 0**
  - **Abstain: Gregg Carr – did not have documents.**
- E. Discussion/possible action to approve and post the FY25 proposed budget.
- **Wayne Keller** made a motion to approve and post the FY25 tentative budget with a 3.75 levy rate.
  - **Seconded: Scott Mayer**
  - **Ayes: Wayne Keller, Neil Rifenbark, Phil Lobeck, Scott Mayer, Gregg Carr**
  - **Nays: 0**
  - **Abstain: 0**
- F. Discussion/possible action to rescind adjacent annexation requests from February 21, 2024: 20240221 8.D.1, 20240221 8.D.2, 20240221 8.D.3, 20240221 8.D.4, 20240221 8.D.5, 20240221 8.D.6, and 20240221 8.D.7.
- **Scott Mayer** made a motion to rescind adjacent annexation resolutions from February 21, 2024: 20240221 8.D.1, 20240221 8.D.2, 20240221 8.D.3, 20240221 8.D.4, 20240221 8.D.5, 20240221 8.D.6, and 20240221 8.D.7.
  - **Seconded: Phil Lobeck**
  - **Ayes: Wayne Keller, Neil Rifenbark, Phil Lobeck, Scott Mayer, Gregg Carr**

- **Nays:** 0
- **Abstain:** 0

G. Discussion/possible action to sign Arizona Statewide Mutual Aid Agreement (AMAC).

- **Phil Lobeck** made a motion to sign the Arizona Statewide Mutual Aid Agreement (AMAC).
- **Seconded:** **Wayne Keller**
- **Ayes:** **Wayne Keller, Neil Rifenbark, Phil Lobeck, Scott Mayer, Gregg Carr**
- **Nays:** 0
- **Abstain:** 0

## 8. FUTURE AGENDA ITEMS

A. New Business Agenda Item Requests for the next regular meeting, workshops, and other meetings. International Fire Code, Sale of Station 81, Public Hearing, and FY25 Budget

B. Upcoming Meeting Date: Next Regular Session – June 19, 2024, at 10:00 AM.

## 9. ADJOURNMENT by Neil Rifenbark at 11:17 AM