

PARADISE VALLEY FIRE DISTRICT BOARD MEETING MINUTES

Tuesday, April 9th, 2019

6:00 PM

The meeting was called to order at 6:01 p.m.

Roll call was taken. Present were Commissioner Myers, Commissioner Everhart, Commissioner Irons, Andrew O'Neel substituting for Interim Chief Glazier, and Marlaina Davy substituting for Secretary, Deborah Youngwirth.

Visitors: Chet Savage Mike Elam Tony Rohrwasser

OLD BUSINESS

Approval of the March 19th, 2019 meeting minutes. The meeting minutes are approved as written.

1. Update on Main Station Addition – The carpet has been installed. Andrew O'Neel reported that we still need the transition strip installed from the concrete to the carpet. We will also need to purchase blinds for the windows.
2. Tatra Brush Truck Update – At the end of April the truck will be taken down to LesSchwab as that will be a slower time for them. The new valve stem has been holding air.
3. Full Time Fire Chief Recruitment and Job Description (Action Item) – Tabled till next month's meeting. An executive session will be added to next month's meeting.
4. TransCanada Community Grant Update – Andrew O'Neel reported that we should receive the \$10,000.00 check within the next couple of weeks. This is something that could be added into the paper, onto the website, and on Kootenai Valley Times as good publicity for the District.
5. Heating System at Main Station Repair and Upgrade – The heating system is down right now. Chief Glazier will see if he can get someone to fix the system. Chet Savage gave Commissioner Myers a phone number of the gentleman that originally installed the

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system. Chet Savage stated that he does come to the Bonners Ferry area a couple times a year as he now lives in Montana.

6. District Website Reactivation/ Creation (Action Item) – Mike Elam of Selkirk Mountain Technologies was present and provided a quote to create a website. The quote included creation and setup of the website, creating an email address for the District, and having features on the website so meeting minutes, agenda, announcements, and other news are easily accessible on the website. The quote for the setup is \$1,300.00. There would also be a yearly maintenance fee of about \$800.00 to \$1,000.00 per year. Mike Elam mentioned that on the District's Facebook and on Google we have some negative reviews by past employees. Andrew O'Neel recommended that we get our own domain and have our email addresses attached to the domain. Mike Elam stated by having a website our listing on google will get moved towards the top of the search engines. Mike Elam stated that the District should have a PVFD Owner Administrator that has control of the Facebook webpage. The administrator should be a board member or higher management of the District. Then the Administrator could add Content Creators to the Facebook page. Commissioner Everhart motioned to approve the quote given by Selkirk Mountain Technologies in the amount of \$1,300.00 to get the Website up and running and start working on the Facebook page. Commissioner Irons seconded. Commissioner Myers yes, Commissioner Everhart yes, Commissioner Irons yes.
7. Idaho State Fire Commissioner Association Course – Coeur d'Alene ID 4/6/2019 (Action Item) – This item was taken care of at the last meeting and should not have been on the agenda. No action was taken.
8. Facebook Administrator Status (Action Item) – Marlaina Davy will see if she can help get the Facebook account straightened out with Mike Elam.
9. Panel Upgrade At Main Station (Action Item) – Chief Glazier had requested Boundary Electric to give us a quote to update the panel. Chief Glazier is going to get a second quote to be discussed at next month's meeting. Tabled to next month's meeting.

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10. District Goals for 2019 set by the Firefighters (Action Item) – Chief Glazier handed out a goal listing for 2019 at last month’s meeting. The Commissioner will review the goals and discuss them at next month’s meeting.

NEW BUSINESS

1. Background Check on Volunteers (Action Item) – Andrew O’Neel stated that we would need to have a background check done on volunteers before they join the Department. This is a state requirement according to Tony Rohrwasser. This is something that will need to be looked into soon as we have a new volunteer. The Board and firefighters will need to come up with a procedure of when the background check should be completed on the volunteer.
2. 1997 GMC 3500 Brush Truck Purchase (Action Item) – The truck was purchased and the check in the amount of \$10,000.00 was received by the seller (New Market out of Virginia). The District will be receiving a bill of sale along with title in the mail probably late this week.
3. 1997 GMC 3500 Brush Truck Shipping Fees (Action Item) – The skid was canceled in order to purchase the 1997 GMC 3500 Brush Truck. The skid was priced at \$14,000.00 and Chief Glazier found this truck which is what we were looking for. The vehicle we were going to put the skid on would of needed alterations and this truck is operational as is. Chief Glazier was in contact with Commissioner Myers prior to the meeting and he has received shipping prices in a range of \$3,000 to \$5,000.00 to ship the truck to us. The goal is to keep the shipping at around \$4,500.00. Commissioner Irons motioned to spend up to \$4,000.00 to get the 1997 GMC 3500 Brush Truck shipped to us. Commissioner Everhart seconded. Commissioner Myers yes, Commissioner Everhart yes, Commissioner Irons yes.
4. Set Budget Hearing Date and Time (Action Item) Commissioner Myers motioned to have a special meeting for the budget workshop on July 16th, 2019 at 9:00 a.m. and the official Budget Hearing at 6:00 p.m. on August 13th, 2019. Commissioner Irons seconded. Commissioner Myers yes, Commission Everhart yes, Commissioner Irons yes.

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5. Idaho Chapter of Prima Spring Training (Action Item) The training will be held in Moscow on May 21st. Commissioner Myers stated that he would attend this training.
6. Idaho Tax Commission Budget & Levy Training Workshop May 8th, 2019 (Action Item) – This is a half-day training in Coeur d’Alene. Commissioner Myers and Commissioner Irons will plan on attending this training.
7. Establishing Capital Reserve Fund (Action Item) – Andrew O’Neel stated that this would be to bring our budget more into line with what we are planning on spending. In doing so the Board would demonstrate that the District is putting money aside to replace vehicles. Commissioner Everhart stated that we might want to look into an exhaust system for the station. Tony Rohrwasser stated that South Boundary Fire Protection District asked for a grant to put in an exhaust system and they were awarded the grant. Tony suggested that PVFD install a CO monitor in the meeting room and monitor the readings. This can then be written into the paperwork for the grant as the public accesses and uses the District meeting room. The CO reading could then be added into the grant application as a basis for a need for the exhaust system. Tony Rohrwasser will send information to Andrew O’Neel on the Grant that South Boundary received.
8. Approve Medical/ Trauma Kits Purchase (Action Item) – Brad Anderson did some research online for equipment that the firefighters felt was needed in the response vehicles. The kits include a gamut of gear and equipment that would be available on scene. Andrew provided information to the Board on what the firefighters would like to purchase for the medical/ trauma kits. Commissioner Everhart motioned to purchase the three (3) trauma / medical kits in the amount of \$1,000.00 plus shipping. Commissioner Irons seconded. Commissioner Myers yes, Commissioner Everhart yes, Commissioner Irons yes.

PAYMENT OF BILLS

1. Commissioner Irons motioned to pay the bills in the amount of \$20,072.39. Commissioner Everhart seconded. Commissioner Myers yes, Commissioner Everhart yes, Commissioner Irons yes.

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COMMISSIONERS' REPORT

1. Idaho State Fire Commissioner Association Course Recap – Commissioner Myers and Commissioner Everhart attended this training and it was a good training.

TRAINING REPORT

1. Chief Glazier and Andrew O'Neel attended training on incident command on structure fires. Andrew O'Neel explained briefly on the training and stated that it was a great learning experience and very educational.
2. The District had four trainings last month.

CHIEF'S REPORT / MAINTENANCE REPORT

1. We had 6 medical calls, 3 vehicle calls, and 1 fire call that was canceled in route.

VISITORS' COMMENTS ON NON-AGENDA ITEMS

1. No visitor comments.

EXECUTIVE SESSION –

1. None

The meeting was adjourned at 8:18 p.m.