

PARADISE VALLEY FIRE DISTRICT BOARD MEETING MINUTES

Tuesday, March 19th, 2019
6:00 PM

The meeting was called to order at 6:00 p.m.

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

Visitors:

Edward Atkins

Andrew O'Neel

Don & Janna Stanford

OLD BUSINESS

Approval of the January 8th, 2019 meeting minutes. The meeting minutes are approved as written.

1. Update on Main Station Addition – Chief Glazier report that the floor has been painted with grey epoxy paint. The next step will be putting in the racks and organizing the equipment that is going to be put in the office.
2. Security System Update – The security cameras are installed. Mike Cox will be meeting with the firefighters to go over the system.
 - a. Training on Security System – The firefighters will be trained on how to look at the cameras. They will also find out more about what the system is capable of doing.
3. Tatra Brush Truck Update – We have a leak, but our mechanic is going to see if he can get the leak fixed. Commissioner Irons said he has been talking with Les Schwab and discussing having valve stems put into the tires especially on the tires that are leaking. Chief Glazier stated that we do not want to leave the truck at Les Schwab as it has all of our gear on it, and it would not be secure.
4. Full Time Fire Chief Recruitment and Job Description (Action Item) – Tabled to next month's meeting.
5. Paradise Valley Fire Station Agreement – Edward Atkins Sr. approved the agreement that was presented to him for the weed control at the property located on Cabinet Mountains Road. Commissioner Everhart moved that the letter agreement dated March 19th, 2019 between PVFD and Ed Atkins Sr. will be signed by Commissioner Myers and Edward Atkins Sr. Commissioner Irons seconded. Commissioner Myers yes, Commissioner Everhart yes, Commissioner Irons yes.
6. TransCanada Community Grant Update – Andrew O'Neel stated that we receive a grant for \$10,000.00 from TransCanada. We have not received the money yet, but we will be receiving the money towards the end of May. We asked for a thermal imager and a pump

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when this grant was applied for. Once the money is received Andrew O'Neel and Marlaina Davy will work on starting a grant file and getting a grant procedure in place.

7. New District Cell Phone – A new smart phone was purchased, and Chief Glazier has it up and running.
8. Heating System at Main Station Repair and Upgrade – The system was up and running but it is not working again. Commissioner Myers has an idea of what the problem is. Commissioner Everhart recommended that we call Pend Oreille Mechanical. They may be able to look at the system to see what the problem is. Chief Glazier will look into this for the next meeting.
9. Heating System at Cow Creek Station Repair and Upgrade – This appears to be working fine.

NEW BUSINESS

1. District Website Reactivation / Creation – Chief Glazier stated that we had a website and it was out of date, so the commissioner decided to deactivate the website. South Boundary Fire and North Bench Fire both have great websites. Mike Elam setup the Website for North Bench. Chief Glazier stated that not everyone uses Facebook and thinks it would be a great idea to get the website up to date and start using it. Chief Glazier will see about getting a quote for the website to present at next month's meeting.
2. Carpet at the Station – The carpet is ordered and will be installed soon.
3. New Computer – Chief Glazier presented a quote for a new computer in the amount of \$656.78. Commissioner Myers motioned to purchase a new desktop computer if needed in the amount of \$656.78 from Mike Cox. Commissioner Everhart seconded. Commissioner Myers yes, Commissioner Everhart yes, Commissioner Irons yes.
4. Grant Research / Writing Stipend – Andrew O'Neel has put in for three (3) grants so far. The first two grants were a learning experience and took some extra time. But now Andrew is getting familiar with the District and the process for submitting grants. Andrew figures that each grant will take about 15 hours. Andrew O'Neel has done some research and he has found that the average rate of pay is \$25.00 per hour for grant writing and submission. Andrew has applied for around \$63,000.00 in grant dollars so far this year. Chief Glazier and Andrew have discussed applying for approximately \$150,000.00 in grants later this year. Commissioner Myers stated that he feels Andrew O'Neel has done a great job for us and he will continue to do a great job for the District. Commissioner Myers told Andrew that he needs to keep track of his hours spent on grant work going forward. Commissioner Everhart feels that we should pay Andrew \$20.00 per hour and back date his time to when he started working on the grants. So far Andrew O'Neel has about 48 hours into grant writing. Commissioner Everhart motioned to pay Andrew O'Neel \$20.00 per hour for grant writing and Andrew will turn in his hours worked on a monthly basis. Andrew will be paid retroactively for the three grants that he has submitted for a total of 48 hours (20, 15, and 13) for the hours that he has submitted

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so far. Commissioner Irons seconded. Commissioner Myers yes, Commissioner Everhart yes, Commissioner Irons yes. Commissioner Everhart feels that the District could possibly give a bonus for grants received, this will be discussed and reviewed on a case by case basis.

5. Landline Phone Account – The District will continue to have a landline phone. This item will be removed from the agenda for the next month’s meeting.
6. Idaho State Fire Commissioner Association Course – Coeur d’Alene ID 4/6/19 – Commissioner Myers, Commissioner Everhart, and Commissioner Irons will all attend the training. This is a free class and Marlaina will complete the registration process for all three commissioners.
7. Facebook Administrator Status – Janna Stanford was in attendance to discuss the PVFD Facebook page. Aileen and Brad are administrators on the page, and they added Janna Stanford to the page. To own the Paradise Valley Fire District page you must own a Facebook page which none of the fire commissioners have. So, a letter will need to be written to Facebook asking them to give ownership to Deborah Youngwirth as it is believed that Christina Wortley is currently the owner of the page and she should not be. Janna stated that she is getting requests from the residents asking for agendas and meeting minutes to be posted on the Facebook page. The Commissioners approve posting the agenda and the approved meeting minutes on the Facebook page. Marlaina will email the agenda and approved minutes to Janna Stanford each month, and Janna will post them on the Facebook page. Janna stated that she has worked on cleaning up the Facebook page, and she has been trying to include other departments and what they are doing on the District’s Facebook page. She has had a lot of good feedback from other departments and from community members on the page.
8. Electrical Panel Upgrade At Main Station – We need to think about having the electrical upgraded for when we are having events with a lot of outlets being used to plug into crock pots and other equipment as currently the breakers are blowing at these events. Chief Glazier will contact a few electricians to look at our system and give us quotes on getting the electrical to meet the District’s needs. We may also need to look at other areas of the building for electrical needs/ upgrades as we are hoping to receive grants for a new washer for the turnouts, and a new compress to fill the oxygen tanks. Chief Glazier will see if he can get quotes for next month’s meeting.
9. Cost Associated with the Fire Academy and Lodging for April 5th – 7th, 2019 – Chief Glazier, Andrew O’Neel and Brad Anderson would like to attend classes in April. Brad would like to take one class on Saturday, and Chief Glazier and Andrew O’Neel would like to attend a two-day class. Commissioner Myers motioned to approve the travel per diem in the amount \$691.20 for the three firefighters to attend training in the Coeur d’Alene area. Commissioner Everhart seconded. Commissioner Myers yes, Commissioner Everhart yes, Commissioner Irons yes.

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10. Brush Truck Skid Unit – This skid tank unit has to be built and an estimate of time is five to six weeks for an expected arrival time. Commissioner Myers estimated that this would put us before the fire season. This pump unit would be installed onto Engine 353. The pump also has a foam tank where we could carry ten gallons of foam on the truck. It is type a foam so it is good for many different kinds of fires including car fires and wildland fires. Commissioner Irons moved to purchase the fast attack 2 option 2 from Northwest Fire Services in Bigfork MT in the amount of \$14,045.00. Commissioner Everhart seconded. Commissioner Myers yes, Commissioner Everhart yes, Commissioner Irons yes.
11. Chief Email Address – Chief Glazier will talk to Mike Cox about the email situation to see if we can recover the Gmail account that the previous chiefs were using. If not we will see about getting a new email address for the Chief.
12. Frederickson Trash Collection Fee – Currently we have the trash collection being collected on a weekly basis. Chief Glazier will look into changing to an on-call service or if we can get on a different schedule for the collection. Tabled to next month's meeting.

PAYMENT OF BILLS

1. Commissioner Irons motioned to pay the bills for a total of \$8,752.87 for the month of February and \$8,932.48 for the month of March. Commissioner Everhart seconded. Commissioner Myers yes, Commissioner Everhart yes, Commissioner Irons yes.

COMMISSIONERS' REPORT

1. Commissioner Myers, Chief Glazier and Andrew O'Neel attended training at the City of Bonners Ferry for the rural tactics and for a cancer awareness training. Commissioner Myers stated it was a good training and an eye opener. A new practice of the firefighters is to leave the SCBA's on at all times during and after a fire. And to not carry the turnouts inside of the vehicles. Chief Glazier said they did a great training on how to take care of themselves and the equipment after a fire as the particles transfer and get moved around and spread very easily.
2. Commissioner Irons wanted to thank the firefighters again for all of the hard work that they have been putting into the District. Thank You - are doing a great job!

TRAINING REPORT

1. They did some cleanup at the station.
2. Cancer awareness training with the City.
3. Chief Glazier also reported that the firefighters are going to start doing one (1) training a month with the ambulance.

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4. We had 10 calls last month.

CHIEF'S REPORT / MAINTENANCE REPORT

1. A goal listing was given to the Commissioners for 2019, for their review. This will be discussed at next month's meeting.
2. We have a chili feed on March 30th.
3. The Chief and firefighters are in the process of assessing the Districts vehicles and the vehicle needs for the District. This will help in putting together an asset management list.
4. Chief Glazier and Andrew O'Neel have plans of attending some trainings by other agencies soon.
5. The Chief's meeting will also be at the PVFD station soon.

VISITORS' COMMENTS ON NON-AGENDA ITEMS

1. No visitor comments.

EXECUTIVE SESSION –

1. Commissioner Myers motioned to go into executive session at 8:37 p.m. per Idaho Code 74-206(a): To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general. Commissioner Everhart seconded. Commissioner Myers yes, Commissioner Everhart yes, Commissioner Irons yes.
2. Commissioner Myers motioned to adjourn the executive session at 9:10 p.m. Commissioner Irons seconded. Commissioner Myers yes, Commissioner Everhart yes, Commissioner Irons yes.

No decisions were made after leaving executive session.

ADJOURNMENT

The meeting was adjourned at 9:11 p.m.