

**SMITH VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTOR MINUTES
September 10, 2015**

The following items were discussed and / or approved from the agenda:

1. The meeting was called to order at 18:00 hours by President Boudreau.
2. Board Members present were President Boudreau, Director Abrott, and Director Myers. Chief Loveberg arrived late due to a meeting he was attending. Several SVFPD members and community members were also present.
3. **Review and adoption of agenda:** President Boudreau moved to adopt the agenda as presented. Director Abrott seconded, and all were in favor. The motion passed.
4. **Approval of Minutes**
 - The minutes from the last Board of Directors regular meeting on August 13, 2015 were submitted by President Boudreau for approval as written with no additions or corrections. President Boudreau moved to approve the minutes as presented. Director Myers seconded, and all were in favor. The motion passed.
5. **Public Comments and Discussion:**
 - a. None.
6. **Accounts Payable:**
 - a. Steve Adams \$30.00
 - b. Arrow \$1399.62
 - c. AT&T Wireless \$29.19
 - d. Boundtree Medical \$33.62
 - e. Builders Wholesale Distribution Specialties, LLC \$14,000
 - f. Duane T. Lemos \$50.05
 - g. Michael Field \$252.93
 - h. Home Depot \$209.94
 - i. Life-Assist \$23.26
 - j. LN Curtis & Sons \$14.19
 - k. Ln Curtis & Sons \$150.00
 - l. NU-Systems Inc. \$126.00
 - m. NV Energy \$170.42
 - n. NV Energy \$23.57
 - o. NV Energy \$23.77
 - p. NV Energy \$49.32
 - q. Quill.com \$134.99
 - r. Smith Valley Garage \$181.66
 - s. SVVFR, Inc. \$47.50
 - t. The Parts House \$117.65
 - u. The Parts House \$61.78
 - v. Tires Plus \$121.59
 - w. Jose Verdugo Lawn Care \$200.00
 - x. Wells Fargo Bank \$91.32
 - y. Wells Fargo Bank \$154.04
 - z. Zoll Medical Corp. \$59,393.76
 - President Boudreau moved to accept the accounts payable as reviewed and presented. Director Abrott seconded, and all were in favor. The motion passed. The claims were approved as presented.

7. Accounts Receivable:

- Ambulance fees collected were \$1,055.94. In addition, we received \$134.82 in reimbursements and refunds. See enclosed worksheet. President Boudreau moved to accept the accounts receivable. Director Myers seconded, and all were in favor. The motion passed.

8. Correspondence Received:

- Letter from Smith Valley Baptist Church will be discussed under agenda item 11.

9. Review and approval of the Option and Land Lease Agreement and supporting documentation (Memorandum of Option and Land Lease, Subordination, Consent, Non-Disturbance, and Attornment Agreement, W9, and EFT Setup Form) between the Smith Valley Fire Protection District and Verizon Wireless.

- Some language was updated after the attorneys reviewed the documents. An error in the address was also corrected.
- President Boudreau moved to approve the Option and Land Lease Agreement and supporting documentation (Memorandum of Option and Land Lease, Subordination, Consent, Non-Disturbance, and Attornment Agreement, W9, and EFT Setup Form) between the Smith Valley Fire Protection District and Verizon Wireless and to authorize the President of the Board of Directors to sign said documents. Director Myers seconded, and all were in favor. The motion passed.

10. Authorization for the President of the Board of Directors to sign the Grant of Easement to Sierra Pacific Power Company for 1 Hardie Ln. Smith, NV (APN 010-451-80) and letter of explanation to USDA for the purpose of constructing a wireless communication facility.

- The Grant of Easement was signed at the last meeting and is still valid. However, we need to add a letter of explanation to USDA stating that the wireless communication facility will not interfere with daily operations.
- President Boudreau moved to sign the additional letter required by USDA. Director Myers seconded, and all were in favor. The motion passed.

11. Discussion and possible action to surplus the existing 10,000 gallon water storage tank housed at Station 42.

- We received a letter from Smith Valley Baptist Church requesting that we donate or sell to them the existing 10,000 gallon water storage tank housed at Station 42, as this is the final phase of construction on their new building (see enclosed).
- The Board discussed the possibility of moving the tank to the church property, while maintaining District ownership. Chief Loveberg shared that there are guidelines regarding donation of District equipment, but he did not have the information available immediately.
- President Boudreau moved to table the item to the next meeting. Director Abrott seconded, and all were in favor. The motion passed.

12. Discussion and possible action to approve the expenditure of funds for equipment, supplies, accessories, and related expenses for needed repairs and improvements to the 1996 International/Central States Type 1 Engine, including possible selection of the company to complete the repairs and improvements.

- We have not made any additional significant improvements due to Asst. Chief Park's unavailability.

13. Fire Chief's Report:

- Reviewed calls to-date.

- Discussed false alarm issued with Smith Valley Dairy. We are also dealing with illegal campfires on the BLM OHV area. Even though the area is not in our District, it is close enough to present potential fire danger to the District.
- We are working on plans for this winter to handle potential winter emergencies. One issue is fuel availability in case of a power outage.
- The Assistance to Firefighters Grant application was submitted for a backup generator for Station 40. Chief Loveberg will check into the cost for manual transfer so we can run the fuel pump in an emergency.
- We are working on other projects to improve emergency preparedness.
- We are still working toward hiring an Assistant Chief of Training, Health, and Safety.
- Grinding of the brush pile began today. Because our grant is expiring, we won't be able to use all of the grant funds. We have made contact with a new contractor to finish the grinding. The pit is still closed. In the future we will contract with someone to regularly grind and maintain the community brush pile. We will continue to work with NDOT for continued use of their property.
- We have two new trainees who are interested in an EMT class. We are planning this class for January to be conducted in Smith Valley. We also plan to work with Mason Valley to accomplish the training.
- There is a training conference in Mason Valley the weekend of October 16-18, covering multiple topics.
- We will be visiting Smith Valley Schools for Fire Prevention Week on October 7th.
- We will be participating in Smith Valley Fun Days again this year.
- Director Abrott asked if we conduct fire drills at the school. Chief Loveberg hopes we can assist with this sometime in the future. He hopes to work with the new Principal to insure they are conducting regular fire drills.

14. Board Member Comments:

- President Boudreau proposed we consider fines for multiple false alarms. Chief Loveberg stated that he has been gathering information from other agencies about false alarm policies and fees. He hopes the letter sent will cause action. However, he may present a policy/resolution/fee schedule for false alarms in the future. President Boudreau suggested we put a policy in place even if the current situation is resolved.
- President Boudreau and Director Myers are unsure of their availability for the October 8th meeting date. They will notify the District office as soon as possible.

15. Discussion and possible action on the status and repair of District equipment:

- We are still working on getting new Engine 40 in service.
- Brush 40 is now operational.
- This winter we will add a manual throttle to Brush 40.
- We are looking to purchase tire pressure monitors for other apparatus. We recently had an issue with the tires on Rescue 40. Chief Loveberg is researching the cost for the parts.

16. Discussion and possible action regarding any capital improvement projects for District buildings, grounds and facilities:

- We will be looking into auxiliary power for the fuel pump at Station 40.

- We are considering only partially painting at Central and Station 41. Due to budget constraints, we will do the minimum needed to keep them in good condition.

17. Discussion and possible action regarding the Strategic Plan update:

- Chief Loveberg will talk with the Volunteers at their next business meeting to see when they are available. Hoping to set a date for mid-October.

18. Public Comment:

- A community member asked when burn restrictions will be lifted. Chief Loveberg responded that he hopes for mid-October, but it depends heavily on weather conditions.

19. Requests for items to be placed on future meeting agendas:

- Surplus of Station 42 water tank.

20. Action to adjourn:

- President Boudreau moved to adjourn. Director Abrott seconded, and all were in favor. The motion passed. The meeting was adjourned at 19:24.

Respectfully submitted,
SW, Administrative Asst.