

**VALLEY FIRE DISTRICT BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING**

APRIL 19, 2021

The regular meeting of the Valley Fire District Board was held on **Monday, April 19, 2021** at the Boston Town Hall Meeting Room, 1775 Main Street, Peninsula, Ohio 44264. The following were present with those starred available via Zoom.

BOARD MEMBERS	OFFICERS	OFFICERS	FIRE CLERK
Amy Anderson, Chair	Chief Riedel*	Lt. Moledor*	Catherine Anson
Dan Schneider, Sr.	Asst Chief Duber*	Lt. Sebastian*	LEGAL COUNSEL
Richard Slocum	Captain Packard*	Lt. Levitt*	David Randolph

The regular board meeting of the Valley Fire District was called to order by Anderson at 5:33 PM.

Approval of Minutes.

MOTION by Slocum, seconded by Schneider to approve minutes of the **March 15, 2021** regular meeting. Voting: All Yes. [20210419-01]

MOTION by Slocum, seconded by Schneider to approve minutes of the **March 25, 2021** emergency meeting. Voting: All Yes. [20210419-02]

Approval of Purchase Orders.

MOTION by Slocum, seconded by Schneider to approve the following purchase orders. Items at \$2,500 or more must be signed by the board. Voting: All Yes. [20210419-03]

SB NUMBER	ACCOUNT	ACCOUNT NAME	\$AMOUNT	
28	-2021	1000-110-313-0000	ADMIN-UAN FEES	2,000.00
29	-2021	1000-110-323-0000	ADMIN-REPAIRS & MAINTENANCE	2,000.00
30	-2021	1000-110-351-0000	ADMIN-ELECTRICITY	3,000.00
31	-2021	1000-110-353-0000	ADMIN-NATURAL GAS	1,500.00
32	-2021	1000-110-360-0000	ADMIN-CONTRACTED SERVICES	5,000.00
33	-2021	1000-110-500-0000	ADMIN-OTHER	4,000.00
34	-2021	1000-220-230-0000	WORKERS' COMP	6,000.00
35	-2021	1000-220-311-0000	LEGAL FEES	6,000.00
36	-2021	1000-220-318-0000	TRAINING SERVICES	3,000.00
37	-2021	1000-220-323-0000	REPAIRS & MAINTENANCE	20,000.00
38	-2021	1000-220-341-0000	TELEPHONE	6,000.00
39	-2021	1000-220-420-0000	FUEL	6,000.00
40	-2021	1000-220-590-0000	CLOTHING	4,000.00
41	-2021	1000-290-490-0000	SUPPLIES & MATERIALS	6,000.00
42	-2021	4901-760-790-0000	CAPITAL OUTLAY (VEHICLE LOANS)	78,639.00
43	-2021	4901-830-830-0000	CAPITAL INTEREST (VEHICLE LOANS)	14,033.00

REG PO	VENDOR	ACCOUNT	ACCOUNT NAME	\$AMOUNT	
1	-2021	VASU	4901-760-740-0000	CAPITAL EQUIPMENT	69,694.80

Approval of Bank Reconciliation. MOTION by Slocum, seconded by Schneider to approve the bank reconciliation. Voting: All Yes. [20210419-04]

Approval of Payroll. MOTION by Slocum, seconded by Schneider to approve **Payroll #04 of APRIL 6, 2021**. Voting: All Yes. [20210419-05]

Approval for Payment of Bills. MOTION by Slocum, seconded by Schneider to approve the payment of bills. Voting: All Yes. [20210419-06]

Business.

- **Special Ops Pay:** MOTION by Slocum, seconded by Schneider to amend Resolution 20210315-07 to include paying \$18 per hour for those certified employees attending required special operations training. Voting: All Yes. [20210419-07]
- **Salary Increase for Clerk:** MOTION by Anderson, seconded by Schneider to approve the annual salary for the clerk to \$10,816 per year. Voting: All Yes. [20210419-08]
- **Fraud Protection.** Our checking account currently has a hold on it due to a fraudulent check. Huntington presented us with options to move forward. MOTION by Slocum, seconded by Schneider to approve the Check Positive Pay Plan from Huntington at \$30 per month. Voting: All Yes. [20210419-09]

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- **Purchase of Hats.** Anderson discussed purchasing hats with the station number printed on the cap. Levitt will handle the purchase and create a sign-up sheet. MOTION by Anderson, seconded by Schneider to approve the purchase of hats for those who want them at an estimated cost of \$25/hat. Voting: All Yes. **[20210419-10]**
- **Meeting Location for Next Month.** The board discussed options for next month's meeting. The board will meet next month, and until further notice, at the fire station at 5287 Dogwood. Mask and social distancing guidelines will be followed. Anson will have the website updated.

Reports.

Riedel.

- The radios approved at last month's meeting are being programmed. An estimated \$1,500 to \$1,600 will be needed to update the remaining radios.
- The department handled two large grass fires this month.
- The pricing for the Sutphin engine has been updated and he requested board approval for the final price. MOTION by Slocum, seconded by Schneider to amend the purchase price of the Sutphin engine to \$355,036.86. Voting: All Yes. **[20210419-11]**
- The Brandywine payment for the 2020/21 season is still pending. He is continuing to work with them on the payment under their new vendor system.
- Joe Varga has resigned due to his limited availability.
- Tom Nova is requesting an additional one month leave of absence. The board discussed the situation with the officers. MOTION by Slocum, seconded by Schneider to deny the requested leave. Voting: All Yes. **[20210419-12]**
- The officers are looking at improvements to the hiring process. They have created an online form and new ads for placement on various sites. Other departments in the area are experiencing similar difficulty in attracting good candidates.

Duber.

- He is scheduling dates for graphics removal and new application with VMS. The updated graphics are expected to be finished by the end of May.
- The county swift water training was well attended and provided a lot of training for the cost.
- He has scheduled in-house swift water training for this week.
- Anderson ordered signs for the department for use in off-site training sessions.

Packard.

- Paulett is still out but did show up to mow the lawn at the station during the lengthy grass fire call. He and Gina Packard purchased food from Costco and delivered it to the crew.
- A number of new training sessions have been scheduled including in-person sessions.
- Now that the pandemic has lightened and external training session are available again, he requested that the board approve funds for the week-long FDIC training sessions in August and a Kent session in September. FDIC is offering an early bird rate now. The association will send members to the week-end vendor show at FDIC. MOTION by Slocum, seconded by Schneider to send up to 6 people to the 5-day Kent training at a cost of \$250/person. The board should be notified if more people want to attend. Voting: All Yes. **[20210419-13]**
- MOTION by Slocum, seconded by Schneider to send 3 people to the week-long FDIC training sessions with the room cost provided by the association. Voting: All Yes. **[20210419-14]**

Moledor.

- He requested board approval to purchase and implement a software purchase from Faro to produce CAD drawings for use in the field. The initial set up fee is \$241 with an annual fee of \$46.55 for one site license. The program will capture detailed drawings, electrical and gas lines, and any hazards. Steve Groves recommended the program. MOTION by Slocum, seconded by Schneider to approve the purchase of the Faro software as indicated. Voting: All Yes. **[20210419-15]**
- The inspection team has been set up and annual building inspections are ready to go.
- Of the four gas meters donated to us, he has had to replace some sensors. One meter is currently down and requires a replacement sensor at \$540. A new sensor with blue tooth capability and a 5-year warranty would cost \$780 but unfortunately is not compatible with the bulk testing machine. A new machine would cost approximately \$2,000. He will investigate further on the best option forward.

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Sebastian.

- Boston Heights has approved the purchase of 6 AED units for department use and another which can also function as ECG unit. The cost is \$13,859.60. He'll need to purchase bags to store the units in vehicles to protect them. Anderson will send a thank you letter to Boston Heights. Anderson mentioned that a detailed equipment request was sent to Peninsula Village for two replacement vent fans and a thermal camera.
- After speaking with Anderson, he purchased Microsoft Office licenses under a government pricing for two computers at \$522. The cost is higher than off the shelf pricing but the license offers more flexibility in switching computers.
- He renewed our three-year drug license for the main and satellite stations.
- Western Reserve Hospital is offering an opportunity to shadow teams to learn about their part of patient care. He'll send the affiliation agreement to our lawyer for review.
- In-person EMS training will be offered on Wednesday.
- The vendor for Atlantic Squad will visit the station and will discuss remounting possibilities.
- After recent use, our vacuum mattress is no longer working. He would like to purchase a new one at \$759.99. MOTION by Slocum, seconded by Schneider to approve the purchase of a vacuum mattress as indicated above. Voting: All Yes. **[20210419-16]**

Levitt.

- He would like to purchase accountability tags to match the ones currently in use by local departments to provide uniformity in mutual aid calls. The cost is estimated to be no more than \$900 for two boards, 22 tags, 120 name tags, and set up fee. MOTION by Slocum, seconded by Schneider to approve the purchase of the accountability tag system as indicated above. Voting: All Yes. **[20210419-17]**
- Elkart Brass, a vendor for fire nozzles, will be visiting the station.

Levitt, reporting for the Association.

- The pancake breakfast has been cancelled this year due to COVID restrictions.

Clean Up Day: Sebastian requested funds not to exceed \$500 for the annual Clean Up Day around the station for mulch and other material. He also requested the use of alcohol and cigars at the end of the day.

MOTION by Slocum, seconded by Schneider to approve the purchase of material for Clean Up Day not to exceed \$500. Voting: All Yes. **[20210419-18]**

MOTION by Slocum, seconded by Schneider to approve the use of alcohol and cigars at the end of Clean Up Day. Voting: All Yes. **[20210419-19]**

Anderson mentioned that the board received a very nice thank you note from the Skolniks.

There being no further business, Slocum motioned to adjourn the meeting at 6:57 PM.

Respectfully submitted,

Catherine Anson, Clerk

Amy Anderson, Chair