Pine Valley Special Services District

Meeting Minutes - APPROVED

Pine Valley Fire Station, 680 East Main Street, Conference Room

Wednesday, October 8, 2025

Board Members:	Mary Esther Putnam, Chairwoman Bob Dalley, Vice-Chairman Allen Cannon Emily Neilson Steve Shakespeare
PVSSD Assistants:	Rick Peetz, Clerk LaDawn Christensen, Treasurer Fire Chief, Robert Hardy
Guests:	Brian Davis Claudia Davis Dan Forbes Teri Forbes Robert Hardy Steve Shakespeare Duane Krohn Audrey Krohn Marc Rose Frank Davie

A. Welcome: Chair Mary Esther Putnam called the meeting to order at 6:55 PM and welcomed those present.

B. September Meeting Minutes:

Bob Dalley moved to APPROVE the September Meeting Minutes. Steve Shakespeare seconded the motion. The motion passed with the unanimous consent of the Board.

C. Update on Flooding and Mitigation Efforts – Mark Owens.

Fire Chief, Robert Hardy, stated that Mark Owens reported during the Officers' Meeting held the previous day that Jones & DeMille Engineering is completing their studies on the mitigation. They plan to begin reseeding in the Forsyth area very soon. They will be installing three Water and Sediment Control Basins ("WASCOB") that will catch debris. The water and debris will flow into the basins, and the water will flow out, with the debris being left behind. They plan to arm the creeks with riprap to prevent erosion and keep the water flowing smoothly. The concern was that the culverts throughout town are too small. With the potential flows, the culverts are about half the size they need to be. The culvert replacements are not covered under the mitigation process and will have to be addressed by the County when they have funding. He pointed out that even some of the newer culverts are not up to the required standard to address potential flooding. The County is worried about the area of the diversion behind the Fire Station to the berm. Water is then routed to the culvert that goes under Main Street, which is significantly undersized. Chief Hardy got permission from the U.S. Forest Service that, in the event of a major flooding event, they can cut the berm behind the Fire Station and allow the water to run across the parking lot and over the road.

Chief Hardy commented that it is advantageous to have Mark Owens in the community. He is embedded with Jones & DeMille and is an Officer in the Fire Department. He also serves on the County Planning Commission and is a great resource.

Chief Hardy reported that a flash flood watch will begin at 4:00 p.m. tomorrow through Saturday. Up to 1 ½ inches of rain are anticipated between the cumulative storm totals. Since the fire, there has been upwards of one-half inch of rain, which resulted in significant runoff. He was concerned with flooding if 1 to 1 ½ inches of rain falls in a short period of time. The National Weather Service is very aware of this area and when they see large storms approaching the valley, they call Jason Bradley with the Emergency Operations Center, who then notifies Chief Hardy. He gets the word out to the Fire Department if a major event is coming. If necessary, a reverse 911 could be done. He noted that the Fire Department has an effective communication process in the event of an emergency or major flood event.

Allen Cannon reported that earlier in the day, Ryan Gardner was working the creek bed that flooded a few years ago to clear the water channels.

Claudia Davis stated that a notice was posted on Nextdoor about the upcoming weather and inviting people to come get sandbags and be prepared. Chief Hardy also indicated that residents were informed that if they see something major happening, they should call 911, a Citizens Assist call will go out, and the Fire Department will respond.

Frank Davie recalled the Iverson Family Reunion where 24 people came with chain saws and cleared out brush behind his home and the surrounding area. Chief Hardy stated that Steve Shakespeare got permission from Sue Cox to put the debris from the stream bed on the east side. Eventually, it will be cleared out. The major concerns were near the Root and Manning homes. Chair Putnam stated that work has also been done near Victor Christensen's home. Chief Hardy noted that the issue with the Root property is that if they aren't present to open their fence, the flows will either tear out their fence or debris will back up into their yard. The situation is challenging because the drainage makes several 90° hairpin curves.

D. Clarify how the Fire Department and Recovery Donations will be Distributed after Last Month's Vote.

Bob stated that at the last meeting, a decision was made to take the aggregate funds that would have been collected for the recovery effort in the amount of approximately $43,000. Rick reported that since then, a $1,000 donation has been made for the recovery, resulting in a total of $44,149.17 in that account. Dividing that by the 13 homes that were lost equates to $3,396.09.

Bob remarked that the Local Administrative District ("LAD") Board decided that the $10,000 that was to be used for the LAD would not be needed. There are actually sufficient funds to operate all of next year. He proposed that they take the $10,000 in community funds for law enforcement or safety to be used within the LAD, and add it to the $44,149.17. This would allow for about $4,000 per family.

Chair Putnam had heard that perhaps a portion of the funds could be used for community development, such as planting trees in and around the area that was burned.

Emily Neilson identified two issues and questioned whether the money that came in after the vote was to be distributed based on the previous vote, since the motion did not make that clear. She suggested that they clarify how incoming funds are to be spent. She also recommended that the LAD money remain totally separate. She was not comfortable distributing the LAD money to homeowners. She thought that it perhaps could be spent on flood mitigation since that money came in as an assessment to be spent on safety and law enforcement. She was not comfortable with the Board giving what are essentially tax dollars to individuals. Steve agreed. Emily did not object to allocating it to addressing flooding problems. She asked if there was a piece of equipment, such as a log splitter, which could be kept and the Fire Station and used by the community to clean up their individual properties. Chair Putnam agreed.

Allen felt that the secondary issue was that, based on the damage from the fire, the Board is not sure of the flooding repercussions and other ramifications that may take place. He also felt that a budget amendment would be needed to do what was proposed. Allen agreed with Emily and Steve. He recognized that there are funds available that they could utilize and once flooding takes place, they will recognize what else needs to be done.

Bob proposed that, alternatively, the Board take the $10,000, proceed with a budget amendment, receive the money from the Special Service District, and set it aside and reserve it for flood mitigation. It was suggested that the matter be put on next month's agenda, for which public notice will be required.

Brian Davis was opposed to taking the general community's taxes and applying them to 13 people.

Emily suggested that, as part of his monthly report, Rick identify incoming donations to make the process more transparent.

Chair Putnam moved to ALLOCATE $3,396.09 to each of the 13 homeowners. Any future donations that are earmarked similarly will be divided similarly. Allen Cannon seconded the motion. The motion passed with the unanimous consent of the Board.

It was recommended that a letter from the Board be drafted to accompany each of the checks to be distributed. Teri Forbes was tasked with drafting the letter.

Chair Putnam reported that she spoke with Reed Noble earlier in the day and he informed her that the insurance company has been very good to work with but is giving him issues with replacing his personal belongings. It was anticipated that the cost of replacement will far exceed $3,300. What is being offered was acknowledged to be a modest amount but will be appreciated.

Steve was informed by his insurance company years ago that people should go through their home and video their belongings, especially valuables.

E. Webmaster Update – Robert Hardy.

Chief Hardy forwarded the email suggestions to Joseph Hunt, who was setting up emails. They are now ready to begin organizing and uploading documents. He will inform Board Members of their email addresses once they are available.

F. Fire Department Report – Robert Hardy.

Chief Hardy reported that once the fire was controlled, they got back to normal in terms of the number of calls. In September, there were seven calls. One illegal burn was reported in Pine Valley but was not actually illegal and involved a fire in a fire pit. On September 11, a brush fire was reported in Pine Valley. There was a mix-up and it was determined to be from Pine Valley in Hamblin Valley.

With regard to the recent house fire in Central, Chief Hardy stated that the Pine Valley Fire Department responded with Brian Davis, Rick Albee, and Grant Walker. Grant Walker is new to the community and is a retired EMT and firefighter from Alaska. Both of the home's occupants were at work when the fire broke out but their pets were inside the home.

It was noted that a live fire training course took place at the Fire Station the previous week, which was very useful. The intent is to offer a similar training at least annually.

G. Discussion: Fire Department Capital Budget Amendment – Robert Hardy.

About one month ago, Chief Hardy was tasked with utilizing funds and stated that there is a need for patient monitors. He investigated the cost and found a refurbished ZOLL Monitor in the amount of $24,610.68. He noted that a new one is about double the cost. The proposed purchase would require an amendment to the Capital Budget for fiscal year 2025. The monitor was intended to be used on the rescue vehicle.

Chair Hardy reported that new chairs were purchased for the Fire Station and a new door and door frame were to be installed on the west side to replace one that is rusty. They will also be replacing all five exterior locks because the punch pads do not work well.

Bob noted that the monitor had been discussed previously and he was supportive of the purchase. With regard to potential technological advancements, Chief Hardy stated that the ZOLL is being purchased by many other agencies in the state and is the gold standard. It is also possible to update the programming. It was noted that the monitor includes a carbon monoxide sensor. ZOLL also provides very good customer support. Eventually, they will likely want to purchase another ZOLL when the Tempus needs to be replaced.

Chair Hardy indicated that this is a state-authorized purchasing contract, so they will be getting the best pricing. As a result, it is not necessary to obtain competitive bids.

Emily stated that a motion should be made to amend the capital budget, after which Rick will submit it to the State Auditor's Office.

Chief Hardy next proposed the purchase of a positive-pressure ventilation fan for Engine 141. He stated that the existing one is gas-operated and unreliable. He would like to purchase an electric one that uses the same batteries used for the extrication equipment. They will use some of the donations given to the Fire Department as a result of the fire. They also had two structure firefighters who did not accept their compensation from the state with part of that money being used to purchase a new ventilation fan for Engine 141 at a cost of $6,434.60. A question was raised about the excessive cost of the fan. Chief Hardy stated that the fan will go in a compartment in the back of Engine 141. In the event of a structure fire, it will provide ventilation. He stated that it is a necessary piece of equipment and the existing fan is obsolete. It was noted that the current fan came with the engine and never worked well. The Chief was pushing for it because two of the firefighters funded $3,400 of the cost and specifically wanted it to go toward this piece of equipment.

The third request was for a new refurbished drone. The department has been on a waiting list for over one year and they would like to obtain one that has thermal imaging. Currently, they use a drone owned by Brad Esposito that does not have thermal imaging. The price of drones has come down and a new one is available with thermal imaging for $5,280. It can be used for search and rescue and to identify hot spots. It also has an infrared camera. It will be registered under Brad's name and remain in his possession. Brian stated that he could also potentially keep it, as he will soon be a licensed drone pilot. Steve thought it would be beneficial for several people to be able to fly the drone in the event someone is out of town. Chief Hardy stated that he is also a licensed pilot. He reported that a competitive bid is not needed for expenditures under $15,000.

With regard to public safety, it was acknowledged that drones are very commonly used and can scout out a fire scene before firefighters arrive.

Rick reported that $15,713 in donations to the Fire Department have been received this year. What is being requested is well below that and does not include the state reimbursement of $17,000.

The three requests totaled $36,325.28 and were to be added to the current capital budget of $41,500. Chief Hardy proposed amending the 2025 capital budget from $41,500 to $77,825.28.

Emily referenced the policy that states that "Budget amendments must follow the same procedures as adoption of the original budget". This means that public notice and a public hearing are required unless they can move budgeted expenditures from one budgeted line item to another. This can be done without a public hearing, as long as the adjustment was within the same fund and the adjustment does not increase total expenditures or involve reducing the amount budgeted for debt return. She was not certain that this request qualifies. She suggested that the next agenda include a public notice with a public hearing to take place during the meeting. Rick confirmed that some of the costs can be capitalized.

H. Discussion: Moving Monthly Meetings to the Second Wednesday Instead of the First – Bob Dalley.

Bob Dalley moved to CHANGE the monthly meeting schedule to the second Wednesday of each month rather than the first. Chair Putnam seconded the motion. The motion passed with the unanimous consent of the Board.

I. Clerk Report (August & September) – Rick Peetz.

Rick presented the Clerk Report. He referenced the balance sheet and stated that the $43,000 was money that the Board agreed is now $44,000. Any more will be earmarked and kept in the same account in the event that more comes in. There was a balance transfer from the Cache Valley Checking to an interest-bearing account. There has been an impact fee decrease due to money being spent from that account. He provided capital projection details. They went into a new hydrant, which far exceeded the budgeted $8,000. As a result, next year's budget will be $13,000 to $14,000. An expenditure for asphalt was also made. What is requested is the purchase of extraction tools, which was the only thing purchased this year that was on the capital projection. Chairs from the Fire Station were listed as a potential expenditure and they have since been purchased at a cost of nearly $1,400. Projections will be increased accordingly. It was noted that most of the funds have come in through donations and/or payments.

With regard to impact fees, there is a balance of $122,000 in the Money Market Fund. An additional $17,000 was deposited. Expenses were reviewed with the primary cost being a vehicle repair of approximately $1,000.

Contracted Services involved a fee paid to the firefighters who worked on the fire engine. The state provided those funds, which were passed along to two individuals. There was also a depreciation of $23,000. Under Income, grants were received in the amount of $7,200 for two houses. Four were not paid for.

In response to a question raised by Bob about the state reimbursement of $17,000, Chief Hardy explained that four firefighters were included in the $17,000 with each receiving $1,749. Two of the firefighters chose to receive that compensation and checks were issued for approximately $3,500. Two others chose not to receive that money, which remained in the account.

Since more than four people worked on the fire, Bob questioned why only four were compensated. Chief Hardy explained that when the fire started, it quickly became a Fire Management Assistance Grant ("FMAG"), which opens up special funding from the federal government for reimbursements to the state. The state administers the money that the federal government provides to the FMAG grant. The Chief was asked to keep track of everything in order to receive compensation from the program. He submitted the paperwork to State Fire, Forestry, and State Lands who informed him that they were ineligible. He continued to work with Jason Bradley who was hopeful that more money would be received in the future. The four firefighters who were compensated are structure protection certified. All others were ineligible because they are not red-carded.

Chief Hardy invited any interested Board Members to attend the upcoming Firefighter Appreciation Dinner scheduled for Thursday, October 23 at the Brandin' Iron at 6:00 PM.

J. Treasurer Report (August & September) – LaDawn Christensen.

It was recommended that going forward the Clerk and Treasurer's Reports be one agenda item.

LaDawn reported that the accounts were reconciled and verified that all is in order. Bob stated that once per quarter he, Allen, and Rick will meet with incoming Treasurer, Teri Forbes, to review the bank reconciliations. The intent was to provide more oversight. The Annual Fraud Risk Assessment should be on the November agenda.

Bob Dalley moved to APPROVE the Financials. Steve Shakespeare seconded the motion. The motion passed with the unanimous consent of the Board.

As this was to be her last meeting, Chair Putnam thanked LaDawn for her great work. She was given a round of applause.

K. Proposal to Offer an Independent Contractor Agreement to Teri Forbes.

Chair Putnam moved to OFFER an Independent Contractor Agreement to Teri Forbes. Bob Dalley seconded the motion. The motion passed with the unanimous consent of the Board.

L. Citizen Requests—Any person wishing to bring an item not otherwise on the agenda should raise their hand and give their name for the record to the attention of the Board Chairwoman, Mary Esther Putnam, and the additional members of the Board. The Chair or Board will take no action at this time. All items will be referred to the Board and/or Fire Chief for follow-up and report.

Brian Davis asked if thank-you cards were sent to the local agencies that helped with the fire. Chair Putnam confirmed that they did.

Bob Dalley moved to ADJOURN.

The meeting adjourned at 7:00 PM.

The next scheduled PVSSD meeting will be on Wednesday, November 12, 2025.