

Pine Valley Special Services District

Meeting Agenda

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

October 14, 2026 — Approximately 7:00 P.M.
(or immediately following the conclusion of the PVLAD meeting)

Board Members: Bob Dalley, Chairman
 Emily Neilson, Vice-Chair
 Allen Cannon
 Mark Owens
 Steve Shakespeare

PVSSD Assistants: Rick Peetz, Clerk
 Teri Forbes, Treasurer

Fire Chief: Robert Hardy

1. Welcome – Chair Bob Dalley.
2. Meeting Minutes.
 - A. Approval of the September 9, 2026, PVSSD Meeting Minutes.
3. Update on Flooding and Mitigation Efforts - Mark Owens.
4. Fire Department Report – Fire Chief, Robert Hardy.
5. Clerk and Treasurer’s Reports (September) – Rick and Teri.
6. Quarterly Bank Reconciliation Report – Chair Dalley and Allen Cannon.
7. Close Public Meeting and Open Public Hearing.
8. Public Hearing – Budget Discussion – Rick Peetz.
9. Close Public Hearing and Open Public Meeting.
10. Discussion on Oath of Office for Board Members – Rick Peetz.
11. Budget Discussion – Rick Peetz.

12. 2027 EMT/Others Incentive Discussion – Steve Shakespeare.
13. Discussion of Website Improvement – Emily Neilson.
14. Public Comment. Members of the public may verbally address the Board regarding matters within the jurisdiction of the Pine Valley Local Administration District after being recognized by the presiding Chair. Members of the public participating remotely may participate by notifying the moderator they wish to speak. Comments are limited to three minutes per speaker. The Board may receive and consider comments but will not take final action on new matters raised during public comment, unless properly noticed on a subsequent agenda.
15. Adjournment.

The next board meeting is scheduled for November 11, 2026, at approximately 7:00 p.m. The public is invited and encouraged to attend.

AGENDA ITEM 2A

Pine Valley Special Services District ("PVSSD")

Meeting Minutes - PENDING

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

Wednesday, September 9, 2026

Board Members:

Bob Dalley, Chairman - Excused
Emily Neilson, Vice-Chair
Allen Cannon
Mark Owens, Excused
Steve Shakespeare

PVSSD Assistants:

Rick Peetz, Clerk
Teri Forbes, Treasurer

Fire Chief:

Robert Hardy

Others:

Duane Krohn
Audrey Krohn
Frank Davie
Rob Nodine (via Zoom)
Brian Davis (via Zoom)

1. Welcome – Vice-Chair Emily Neilson.

Chair Bob Dalley called the meeting to order at 7:03 PM.

He reported that last week a special three-hour training was held and sponsored by the State Auditor's Office. Chair Dalley, Steve Shakespeare, and Rick Peetz were in attendance. Each received *The Best Practice Handbook - A Practical Guide to Excellence for Utah Government*. Nothing Chair Dalley learned made him feel the need for a change in policies or procedures. One of the issues discussed pertained to budget compliance. He found the District to be well in compliance with the budget schedule.

Chair Dalley reported that the year Board Members are appointed, they are required to undergo the training. They only need to do the training once during their four-year term. The training does not include the items related to ethics, conflicts of interest, and the annual fraud and risk assessment, which are still done annually.

Rick Peetz commented on the Oath of Office and suggested it be on the next agenda for discussion. There was discussion at the recent training session about Board Members at the beginning of their terms agreeing to an Oath of Fidelity and Service. He stated that he needs to take it and asked that it be completed after the meeting.

2. Meeting Minutes.

A. Approval of the August 12, 2026, PVSSSD Meeting Minutes.

A change to the date on the last page of the minutes was made to specify the next meeting date as September 9, 2026.

Allen Cannon moved to APPROVE the minutes of August 12, 2026. Steve Shakespeare seconded the motion. The motion passed with the unanimous consent of the Board.

3. Update on Flooding and Mitigation Efforts - Mark Owens.

Mark Owens was excused.

Fire Chief, Robert Hardy, reported that he spoke to TJ Green from the US Forest Service and was informed that they are preparing to rebuild the dam. The dredging is complete, and they plan to install the drain. They hope to have the reservoir completed in about one year. Chief Hardy spoke to Mr. Green about trees and firewood and was informed that there will not be any firewood in the boneyard. The commercial harvesting of the trees is ongoing. Once that is complete, they will cut down trees that are salvageable, and they will be made available to the public. He noted that those doing the commercial harvesting are the only ones authorized to cut wood currently.

Chief Hardy reported that the dirt in the boneyard is being used to construct the Water and Sediment Control Basin ("WASCOB") and to rebuild the dam.

Chair Dalley noted that, relative to firewood, there is a community project sponsored by the Church of Jesus Christ of Latter-day Saints involving some discs on the large tree near Frank Davie's home that was burned in the Forsyth Fire and cut down. The discs were moved to the community wood pile, which is at Chair Dalley's home. This coming Saturday at 9:00 a.m., there was to be a wood-splitting project. He expected to have enough wood to meet the community needs. Chief Hardy expected the harvesting to be completed by next year, which will result in access to a lot of wood.

4. Fire Department Report – Fire Chief, Robert Hardy.

Chief Hardy presented the Fire Department Report and stated that August was a busy month. He expressed appreciation to those who regularly respond to calls. A live fire training took place the previous Saturday with several individuals from the Pine Valley Department participating. Personnel from Diamond Valley and Enterprise also attended. Brad Esplin from the St. George Fire Department and Tyler Ames from Hurricane were also present. The Fire Chief from Moab and the Fire Captain from Cedar City were the instructors.

On Thursday, September 10, at 6:00 p.m. in Central, a Mass Casualty Incident ("MCI") Drill was to take place. A recent article appeared in *The St. George News* about the drill and how the agencies along the corridor are working and training together. The various agencies were tasked by the Washington County Commission with working better together. Participants will come from Winchester Hills, Gold Cross, a medical helicopter from Intermountain Healthcare, the County Sheriff's Office, and the County Emergency Operations Center. The drill will simulate an emergency, and extrication tools will be used. There will be triage and treatment areas, and patients will be transported.

Chair Dalley thanked Chief Hardy for his efforts. Chief Hardy stated that he has served four of his five years. While he has other goals and aspirations, he will not leave without a proper successor being appointed. Emily suggested that when the time is right, the Board should hold a closed meeting to discuss succession planning and needed resources.

5. Clerk and Treasurer's Reports (August) – Rick Peetz and Teri Forbes.

Money expended over the last month was discussed. Rick reported that additional lights were purchased and major maintenance was performed on Engines 141 and 142. The brakes on Brush 145 were also replaced. A total of \$14,276 was spent on vehicle maintenance. Chair Dalley confirmed that they are still within budget, with \$19,000 spent of the \$25,000 budgeted. The preventative maintenance that was performed was budgeted. The dryer on Engine 141 needed to be replaced, which was not anticipated. The additional cost associated with Engine 142 was the radiator flush, which was advantageous since the coolant had never been changed.

The mechanic reported that Engine 142 is in great shape. Engine 141 has issues with the brakes needing to be replaced. If this were a full-time department, the work would need to be done now; however, the thought was that it could be put off. The estimated brake replacement cost is \$6,000. Engine 141 is in otherwise good condition. Rick Albee expected any issues with Engine 141 to be significant. In the meantime, it is being very well taken care of.

Rick Peetz reported that a \$10,000 donation was also received from Baxter Aerospace for the purchase of a Combi Tool.

Rick informed the Board that the receivables need to be submitted to the County by September 21, and many property owners have still not paid their assessments. He estimated that 110 assessments remain unpaid, which is similar to last year.

Chair Dalley referred to the budget and the actual year-to-date versus the entire year's budget. In terms of repairs, we are over budget. Rick stated that it was due to lights at the fire station. Overall, however, we are within budget.

Under Contracted Services, \$11,000 is budgeted with no actual. Rick explained that it involves funds paid to firefighters at the end of the year. It was suggested that the expense be renamed Volunteer Stipend. Chief Hardy indicated that it is performance-based. Tracking options were discussed.

Rick informed the Board that all of the old accounts have been deleted by Cache Valley Bank. Although there was no money in the accounts, fraudsters tried two more times to make withdrawals.

Chair Dalley suggested that the Board look at capital projections as part of the budget review and remember that they should not accumulate large amounts of cash without having a plan in place.

Emily asked about the Purchasing Cards. Rick stated that there has been plenty of backup provided and it has been easy to identify what was applied to each card. Chief Hardy stated that he and Brad Esposito have used their cards extensively and the cards have been very convenient and made his job easier.

Allen Cannon moved to APPROVE the Clerk's Report. Emily Neilson seconded the motion. The motion passed with the unanimous consent of the Board.

Teri reported that the accounts were all balanced and in order. A meeting needed to take place prior to the next meeting to perform the quarterly reconciliation.

Emily Neilson moved to APPROVE the Treasurer's Report. Allen Cannon seconded the motion. The motion passed with the unanimous consent of the Board.

6. Review the Timeline for the 2027 Budget and Necessary Public Hearings.

Rick asked for feedback from the Board at the next meeting regarding the 2027 budget. He wanted to discuss capital expenses with Chief Hardy as well. The decision will need to be made by the Board on whether to raise or lower rates. Chair Dalley was strongly opposed to a rate increase. There was mention of a potential decrease in the Local Administrative District. Rick stated that public hearings on the budget will need to take place at the November and December meetings.

7. Vote to Close the Public Meeting and Open the Public Hearing.

Emily Neilson moved to CLOSE the Public Meeting and OPEN the public hearing. Allen Cannon seconded the motion. The motion passed with the unanimous consent of the Board.

8. Public Hearing – Amend Budget to Include Grant Funding and Purchase of a Combi-Tool – Chief Hardy.

Chief Hardy reported that in preparing last year's budget, they made a conscious decision not to request any capital budget items for 2026 because the intent was to work with the Funding Navigator organization. They determined that all of the items they want to purchase through Funding Navigator are not necessities but items that would be "nice to have". Critical items will be pursued as part of the normal budget process and included in the capital budget.

Thanks to the generosity of Dixie Power, CoBank, and Baxter Aerospace, the department was gifted \$20,000 to be used to purchase a Combi Tool, which is similar to the HURST extraction tools that were purchased for Engine 141 just 1 ½ years ago. The Combi Tool will be for Engine 142 to replace the very old tools. Chief Hardy reported that when the HURST extrication tools were purchased, they were determined to be critical. The old ones were then placed on Engine 142, which is the secondary apparatus. The intent was to obtain a Combi Tool to eventually replace the older extrication tools on Engine 142. With receipt of the funds, Chief Hardy asked that the Board authorize the purchase of the Combi Tool. He obtained an updated quote for \$19,750, which includes two batteries and a battery charger. He noted that the batteries are interchangeable with the current extrication tools.

Emily asked why they are not purchasing another extrication tool. Chief Hardy explained that it is a three-part series consisting of a cutter, a spreader, and a ram, which together cost \$36,000. Because of the cost, they did not pursue the purchase. They are also not used very often. The preference was to have one tool that can do all of those jobs adequately. The Combi tool is a stopgap until larger tools arrive on scene. Many larger departments have Combi Tools that allow for cutting to commence while the larger vehicles have tools that allow first responders to pry and cut at the same time. The Combi Tool can only do one thing at a time and is intended for smaller operations to get started until the larger ones arrive.

Chief Hardy did not want to spend money on items that will be used infrequently. The department already has a complete set that is used infrequently. He did not want to purchase another set that will be used even less often.

Chief Hardy reviewed items on the capital projects list, which includes the purchase of a Combi Tool in the amount of \$20,000. The list was included in the July budget as part of an addendum for Funding Navigator in the following order by priority:

1. Combi Tool;
2. Airbag Lift System;
3. Side-by-Side;
4. SCBA fill station; and

5. Type 6 Brush Truck.

Rick clarified that the purchase will come directly from donations. Because there were no capital purchases in the 2026 budget, the Board needs to conduct a hearing to propose amending the 2026 Capital Budget and include \$19,750 for the purchase of the Combi Tool.

Mark Owens was excused but asked to relay his comments as follows:

- He was concerned about the purchase based on the Department's existing first spreader and ram.
- The Department's low vehicle extrication call volume.
- The availability of the two neighboring departments that are equipped with more extrication tools.

Chief Hardy noted that there are other airbag systems in the neighboring communities and confirmed that the Combi Tool is not critical but will be nice to have. Because they have been gifted the money to make the purchase, he would like to complete it. Rob Nodine noted that when Baxter Aerospace approached the Department heads, they were given options of items that they could donate toward, and the Combi Tool is what they chose.

There were no further public comments.

Allen Cannon moved to RECOMMEND APPROVAL of the purchase of the Combi Tool as described by Chief Hardy, to use donated funds to cover the cost of the purchase of a Combi Tool. Steve Shakespeare seconded the motion. The motion passed with the unanimous consent of the Board.

9. **Vote to Close the Public Hearing and Reopen the Public Meeting.**

Emily Neilson moved to CLOSE the Public Hearing and REOPEN the Public Meeting. Steve Shakespeare seconded the motion. The motion passed with the unanimous consent of the Board.

Chair Dalley clarified that a public hearing was held during which time the Board recommended approval of the capital purchase, which was an amendment to the budget of nearly \$20,000 to be funded by nearly \$22,000 in donations.

Allen Cannon moved to APPROVE the purchase of the Combi Tool as described by Chief Hardy, to use donated funds to cover the cost of the purchase of a Combi Tool. Steve Shakespeare seconded the motion. The motion passed with the unanimous consent of the Board.

10. Discussion of Website Improvement – Fire Chief, Robert Hardy.

Emily reported that he and Joseph Hunt are working on the website improvement and will be meeting at the conclusion of this meeting. The six categories within the website will include buttons for the following:

1. Community Events.
2. Community Watch
3. Fire Department.
4. The Special Service District.
5. The Local Administrative District.
6. The Overlay Zone.

When a user clicks on a button, they will be directed to the appropriate information. Joseph will work on the back end, and Emily will work on the text.

11. Amend Board Member Requirements and Meeting Guidelines.

Emily provided a copy of page two of the four-page policy. The proposed changes were highlighted in blue.

The intent of the change was to clarify the difference between public meetings and public hearings. In public meetings, it is a discussion of those who are present at the meeting or who are online. The intent is for them to be allowed to speak and for their comments to be made known. Public hearings are to solicit as much information as possible, both written and verbal.

Emily Neilson moved to AMEND the existing Board Member Requirements and Meeting Guidelines as presented. Allen Cannon seconded the motion. The motion passed with the unanimous consent of the Board.

The document provided by Emily is attached, incorporated and made part of these minutes.

12. Amend Public Comments Agenda Item.

Emily reported that in conjunction with the previous item, it is necessary to change the wording on agendas going forward. The current and proposed verbiage was provided and was incorporated and attached to these minutes.

Emily explained that the Board may consider comments but not take final action because the items need to be noticed on an agenda. Action cannot be made on any matter not noticed on the agenda in advance.

The verbiage for public hearings demonstrates the difference that the Board is soliciting verbal comments in advance at the meeting, either written or verbal. The meeting must be posted up to 14 days in advance.

Emily Neilson moved to AMEND the existing Citizen Requests portion of the agenda as presented so that it flows from the amended Board Member Responsibilities. Allen Cannon seconded the motion. The motion passed with the unanimous consent of the Board.

Emily agreed to provide Chief Hardy, or the moderator, with verbiage to post at the beginning of the chat so that, in a public meeting, participants are aware that their comments cannot be seen and they should participate verbally during that agenda item.

13. Inventory/Asset Listings and Insurance Renewal – Rick Peetz.

Rick reported that at the last meeting Mark Owens requested more information about what is in the trailer and the Conex. As a result, a full inventory was compiled and provided to the Board electronically. The list was also made part of the record and is attached to these minutes. Rick confirmed that the items on the list were included in the insurance renewal.

Emily stated that the purpose of the request was to have a full inventory so that perhaps it can prevent purchasing something that we already have.

It was reported that the insurance valuation went from zero last year to \$330,000 this year for mobile equipment. Items in the facility increased from \$325,000 last year to \$350,000 this year. A slight increase was being paid in premiums for the increase in assets. Those involved were thanked for their efforts in preparing the inventory.

Chair Dalley asked that a comparison of the insurance valuation be made to the balance sheet asset listing.

14. Quarterly Report on Funding Navigator – Chief Hardy.

Rob Nodine reported on pending grant applications and stated that pending decisions included the airbag lift system from Fastenal. He was still waiting for a notification from them. Generally, they begin advertising their grants in October, November, and December.

There were two grant requests for the Combi Tool with the Leary Firefighter Foundation and Findlay Chevrolet. Since a grant for that tool has already been received, any grant funds received could perhaps be used toward a different project if agreed to by the entity awarding the grant. This tact was based on advice from Funding Navigator.

Three grants are pending for the side-by-side from the Gary Sinise Foundation, Yamaha, and Last Call Foundation. The grant for the airbag lift system was declined by State Farm, America First Credit Union, and the Eccles Foundation.

On the Combi Tool, Enbridge declined the request, but Dixie Power awarded a \$10,000 grant on May 6, 2026. A subsequent \$10,000 donation was received from Baxter Aerospace. The grant request for the side-by-side was declined by Polaris. Current projects were described. They include the Rural Health Grant, which is a large governmental grant that includes several items such as a new Zoll monitor, auto pulse batteries, and an airbag lift system. The total of that grant would be \$87,000 to \$90,000. The grant is being prepared by Funding Navigator and is due on September 21. The final application was expected next week at which time the application will be submitted.

For the SCBA fill station, applications have been submitted for governmental grants. The last one is for a Type 6 Wildland Engine through an Assistance for Firefighter Grants ("AFG") grant. Community Impact Block ("CIB") Grants are also being looked at. The process starts in January, with the bulk of the paperwork being submitted in April. That grant will be pursued for the purchase of a new truck or building remodel. Chief Hardy explained that there is usually a matching component, so his preference was to focus on a New Type 6 engine for which matching funds are likely available.

Gunlock was awarded a CIB grant, which they used to purchase Chief Guthrie's Ford rescue vehicle, a side-by-side, and medical equipment to go with it.

Chair Dalley asked Rob if he was concerned about the potential for strings to be attached with federal grants. Rob stated that it is an in-depth grant and he was unaware of any onerous requirements. He contended that working with the Federal Emergency Management Agency ("FEMA") has been difficult.

Chief Hardy stated that AFG grants the money. In return, it is necessary to ensure that the money is used to purchase what was agreed upon. There is also reporting involved after which time the process is done. Other grants that are used to hire employees, purchase turnouts, and SCBAs can go on for years and require a lot of follow-up and reporting. As a result, AFG grants are preferred. Rob stated that with AFG grants, it is necessary to purchase only new items.

Rob reported that another grant they are working on is through Walmart. It involves a multi-step process that has been cumbersome to set up. Chief Hardy has attended several meetings on grant funding and has learned that on average, for every 10 applications submitted, one grant will be received.

Rob was thanked for his efforts.

- 15. 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 Chairman, Bob Dalley, 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.**

Frank Davie commented that what the PVLAD and PVSSD Boards do collectively is for the good of Pine Valley.

There were no further citizen comments.

- 16. Adjournment.**

Emily Neilson moved to ADJOURN. Allen Cannon seconded the motion. The motion passed with the unanimous consent of the Board.

The meeting adjourned at 8:15 PM.

The next PVSSD meeting will be on Wednesday, October 14, 2026, at approximately 7:00 p.m. The public is invited and encouraged to attend.

D. The Clerk or Treasurer (as designated by the Board Chair) is responsible for posting agendas and providing notice of all Board meetings, as provided by State Law.

2. Guiding Principles

A. The public has the right to participate in discussions, at the appropriate time, when directed by the Chair, as described in the Public Comments section.-

B. Everyone has the right to attend all public meetings, but will treat others with respect and not interrupt unless it is an emergency.

C. Only one agenda item may be discussed at a time.

D. If a Board Member has a conflict of interest, that Board Member must declare that conflict and excuse him/herself from the discussion. The conflicted Board Member may not lobby, vote, or address the matter with Board Members or staff.

E. Although not required, it is recommended that any non-routine items be placed on the Board agenda as a discussion only item prior to being placed on a subsequent agenda as an action item.

3. Agendas

A. The PVLAD Chair is responsible for creating a written agenda for each Board meeting, with assistance from the Clerk and Treasurer.

B. Items submitted for Board action may include background materials appropriate to the agenda item.

C. Requests from Board members, the Clerk and Treasurer may be added only with the approval of the Chair. Requests should be delivered to the Chair at least five days before the scheduled meeting.

D. If the Board Chair does not approve, the individual wanting the item on the agenda may request a vote by the Board to place the item on the agenda. If a majority vote of the Board present agrees, the item will be placed on the next agenda.

Public Comments

Verbal and written public comments are welcome at all Public Hearings. Written comments must be received within 14 days of the Public Hearing. For Public Meetings, verbal public comments will ~~may~~ be allowed and limited at the discretion of the Chair. Total time for comments will not exceed twenty (20) minutes, and each individual may not exceed three minutes. These times may be extended, but only upon a majority vote of the Board for that specific meeting.

The order of comments shall be at the sole discretion of the presiding officer. Persons who exceed the time or are otherwise disorderly, including Board Members, may be expelled by the Board upon a two thirds vote, as provided in Utah Code Ann. §10-3-608.

Closed Meetings

Utah Law requires that every meeting of a legislative body remain open to the public unless it is lawfully closed. Closed meetings may only be held for the following purposes:

- The character, professional competence, or physical or mental health of an individual.
- Collective bargaining issues.
- Pending or reasonably imminent litigation.
- Purchase, exchange, and lease of real property, including any form of a water right or water shares, if such discussion discloses the value or prevents the district from completing a transaction on the best possible terms.

Proposed change to "Public Comment" section of agenda. Wording to be adjusted to be consistent with whatever decision is reached on amending "Board Member Requirements and Meeting Guidelines."

CURRENT

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 Chairman, Bob Dalley, 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.

PROPOSED

Public Comment at Public Meetings – Members of the public may verbally address the Board regarding matters within the jurisdiction of the Pine Valley Special Service District after being recognized by the presiding Chair. Members of the public participating remotely may participate by notifying the moderator they wish to speak. Comments are limited to two minutes per speaker. The Board may receive and consider comments but will not take final action on new matters raised during public comment, unless properly noticed on a subsequent agenda.

Public Comment at Public Hearings – Members of the public may submit verbal (limit of two minutes) or written comments addressing the item being considered during the Public Hearing. Written comments must be received within 14 days of the Public Hearing. Members of the public participating remotely may participate by notifying the moderator they wish to speak or submitting a written comment following the meeting. The Board does not have access during the meeting to comments made through the electronic participating platform.

Sept 10, 2026

Approved language change for the Public Comments item of the agenda:

Public Comment at Public Meetings – Members of the public may verbally address the Board regarding matters within the jurisdiction of the Pine Valley Special Service District after being recognized by the presiding Chair. Members of the public participating remotely may participate by notifying the moderator they wish to speak. Comments are limited to three minutes per speaker. The Board may receive and consider comments but will not take final action on new matters raised during public comment, unless properly noticed on a subsequent agenda.

Public Comment at Public Hearings – Members of the public may submit verbal (limit of three minutes) or written comments addressing the item being considered during the Public Hearing. Written comments must be received no later than 14 days after the Public Hearing. Members of the public participating remotely may participate by notifying the moderator they wish to speak or submitting a written comment before or following the meeting. The Board does not have access during the meeting to comments made through the electronic participating platform.

AGENDA ITEM 4



Pine Valley Fire Department

680 E Main Street • Pine Valley, UT 84781

Monthly Incident Report Pine Valley Special Service District September 2026

<u>Date</u>	<u>Type of Call</u>	<u>Location</u>	<u>"Man" Hrs</u>	<u>EQ Hrs</u>
9/1	EMS – stroke	Central	2	1
9/2	EMS – cardiac	Pine Valley	6	1
9/10	EMS – fall	Central	9	0
9/23	EMS – MVI	Central	2	1
9/24	EMS – fall	Pine Valley	8	2
9/25	EMS – stroke	Pine Valley	8	2
9/25	Fire – brush	Pine Valley (burn permit)	6	0
9/27	EMS – sickness	Central	3	1
Total:			44	7

Department Hours:

Response	44 hours
Training	338 hours
Other volunteer	38 hours

Total volunteer hours 420 hours

Year to date: 3432 hours in 2026
4021 hours in 2025

AGENDA ITEM 12

Cargo Trailer & Conex Inventory

Cargo Trailer:

14 ft enclosed trailer	\$	5,000
3000 gallon water pumpkin	\$	2,115
High Altitude pump on floats with Intek 11 hp pump motor	\$	5,799
hoses	\$	250
Hale High Pressure pump with Vanguard 18 hp pump motor	\$	5,300
hoses	\$	250
Small Trash pump with Honda AB20X pump motor	\$	599
Supply hose 3 inch 200 feet 418.00 per 100	\$	836
Supply khose 1 ½ inch 100 feet	\$	165
Scene lights X 6 x 250	\$	750
Misc tooling	\$	1,500
	\$	22,564

Conex Box:

Conex box	\$	5,000
Snow Blower – Troy Bilt	\$	1,349
Air Compressor – Craftsman 2 hp 33 gal	\$	559
Wildland hose packs X 2 180.00	\$	360
Dewalt Pressure Washer	\$	749
Large Trash pump with Honda WT30X pump motor	\$	1,699
Shop Vac 14 gal	\$	350
Supply hose 3 inch 400 feet 418 per 100	\$	1,672
Supply hose 2 ½ inch 750 feet 250per 100	\$	1,875
Supply hose 1 ½ inch 1000 feet 165 per 100	\$	1,650
Wildland hose 1 ½ inch 1400 feet 120per 50	\$	3,360
Wildland hose 1 inch 400 feet 102 per 50	\$	816
Wildland hose ¾ inch 500 feet 62 per 50	\$	620
Misc. Wildland fitting and nozzles (\$500)	\$	500
Misc Wildland hand tools (\$250)	\$	250
Brush hog DR	\$	2,499
B/U Generator	\$	2,000.00
	\$	25,308

Pine Valley Fire Department Inventory

Urban PPE Gear

33 14 inch Fire Boots	\$ 170.00	\$ 5,610.00
31 Fire Helmets w EYESHIELD	\$ 217.00	\$ 6,727.00
29 Structure Turnout Jackets	\$ 1,411.00	\$ 40,919.00
29 Structure Turnout Pants	\$ 883.00	\$ 25,607.00
29 Suspenders	\$ 31.00	\$ 899.00
29 Structure Gloves	\$ 39.00	\$ 1,131.00
		\$ 80,893.00

Wildland PPE Gear

38 Wildland Helmets	\$ 51.50	\$ 1,957.00
12 Wildland Gloves	\$ 30.00	\$ 360.00
8 Wildland Jump Suits	\$ 360.00	\$ 2,880.00
15 Wildland Shirts	\$ 136.00	\$ 2,040.00
15 Wildland Pants	\$ 230.00	\$ 3,450.00
38 Wildland Eye Protection	\$ 25.00	\$ 950.00
25 Wildland Neck Shield	\$ 23.00	\$ 575.00
10 Wildland Radio Harness	\$ 36.50	\$ 365.00
31 Wildland Fire Shelter	\$ 369.00	\$ 11,439.00
36 Wildland Gear Bag	\$ 130.00	\$ 4,680.00
		\$ 28,696.00

Radios

6 VHF Radios	\$ 1,200.00	\$ 7,200.00
6 800 Radios	\$ 1,400.00	\$ 8,400.00
2 Base Radios	\$ 1,200.00	\$ 2,400.00
1 Antennas and Misc	\$ 1,000.00	\$ 1,000.00
		\$ 19,000.00

EMT

3 Spine Boards	\$ 195.00	\$ 585.00
1 Wire Rescue Basket	\$ 283.00	\$ 283.00
1 Sled Basket	\$ 350.00	\$ 350.00
1 Security Safe	\$ 999.00	\$ 999.00
1 Life Pack	\$ 28,000.00	\$ 28,000.00
1 AED	\$ 1,200.00	\$ 1,200.00
1 Oxygen System	\$ 900.00	\$ 900.00
4 Trauma Bags Stocked	\$ 550.00	\$ 2,200.00
1 Suction System	\$ 1,200.00	\$ 1,200.00
		\$ 35,717.00

Facility

1 BBQ	\$ 250.00	\$ 250.00
2 Air Compressors	\$ 299.00	\$ 598.00
100 Chairs	\$ 15.00	\$ 1,500.00
20 Folding Tables	\$ 65.00	\$ 1,300.00
4 Practice Fire Tents	\$ 159.00	\$ 636.00

2026 Mobile Asset List

Pine Valley Fire Department

Engine 141:

1 FLIR Camera	1420	1420
1 L3 Harris Radio	2900	2900
4 MSA SCBA	7800	31200
4 SCBA extra bottles	500	2000
1 Four Gas Meter	299	299
1 AED	1523	1523
2 Hose Packs	180	360
1 Extrication & Rescue bracing	2500	2500
1 Positive Pressure Fan battery powered Hurst	4844	4844
1 Fire Extinguisher	115	115
1 Water Extinguisher	300	300
Ladders	1500	0
1 Ground monitor	3000	3000
1 Rotary saw Stihl	1400	1400
1 Extrication tools Hurst:		36400
Spreader		0
Cutter		0
Ram		0
8 Batteries	795	795
2 Scene lights tripod	600	1200
1 Cordless reciprocating saw	250	250
1 Miscellaneous tools	500	500
1 Miscellaneous fittings	500	500
Hoses:		
24 1 ¼" x 50	209	5016
34 2 ½" x 50	250	8500
Wildland hoses:		0
14 1" x 50	102	1428
3 1 ½" x 50	120	360
6 ¾" x 50	62	372
Nozzles:		0
1 Exposure line 2 ½"	250	250
2 Blitz line 1 ¾"	209	418
3 Crosslay & Bumper line 1 ¾"	209	627
1 Booster 1"	200	200

8 ¾" x 50	62	496	
4 1" x 50	102	408	
7 1 ½" x 50	120	840	
1 2 ½" x 50	250	250	
1 Miscellaneous nozzles, valves & fittings	1000	1000	
1 Wildland tools	1000	1000	
1 Fire Extinguisher	115	115	
3 Backpack pumps	275	825	
1 Miscellaneous tools	1000	1000	
1 Booster line nozzles	100	100	
		11614	11614

Brush 144:

1 Kestrel Weather System	250	250	
1 Booster line nozzle		0	
1 Miscellaneous tools	1000	1000	
1 Miscellaneous fittings and valves	1000	1000	
Hoses:		0	
8 ¾" x 50	62	496	
8 1" x 50	102	816	
4 1 ½" x 50	120	480	
1 2 ½" x 50	250	250	
1 Fire Extinguisher	115	115	
2 Emergency Fire Shelters	650	1300	
1 First Aid Kit	120	120	
1 Wildland tools	500	500	
2 Backpack pump	275	550	
2 Hose Packs	180	360	
		7237	7237

Utility 141:

1 First Aid Kit	120	120	
1 Wheeled Stokes	3393	3393	
1 Fire Extinguisher	115	115	
1 Ice rescue tools suits/misc gear and helmets	5000	5000	
1 Ropes	1500	1500	
		10128	10128

Tender 141:

1 L3 Harris Radio	2900	2900	
1 Stair Chair	1056	1056	
1 Red Bag	370	370	
1 Orange Box	50	50	
1 Oxygen Bag	50	50	
1 AED	1523	1523	
1 Tempus patient monitor	10000	10000	
1 Fire Extinguisher	115	115	
1 Pelvic Splints	170	170	
1 Miscellaneous tools	1000	1000	
1 C-collars bag	500	500	
		17734	17734
			330400

Incentive Program Proposal

For several years the Pine Valley Fire Department has been using the scheduling software **When To Work** to assign coverage for EMT and Driver shifts. This is the same program that Enterprise uses, and we are using their license. The software is very effective and user friendly; however, we have only had modest success in filling out our weekly shifts. Of the 28 available shifts each week, we only usually have about 15 to 20 of the shifts that are assigned, and those shifts are covered by the same 5 or 6 individuals on a regular basis. This leaves holes in our coverage when an adequate response is not assured. It is hoped that by adding an additional monetary boost, we can fill more of the shifts and involve more people in the coverage.

Enterprise has made multiple changes to their scheduling and incentive procedures over the years in an effort to completely fill up their shifts. The latest update seems to have fit the bill. All of the Enterprise EMS shifts are usually assigned, but it has cost the City a bit of money. They currently pay a specified dollar amount for every shift that a person is assigned.

Although filling all of our available shifts is our primary focus, there are also other reasons to consider updating our incentive program. PVFD members are expected to obtain a lot of training, and there is currently little or no incentive to encourage the additional training and credentials. Our current system is primarily focused on weekly training attendance and call-out involvement. We are looking at ways that we can show some appreciation to those who have shown initiative in gaining certifications and skills.

Finally, we are aware of the toll that always being available for emergencies takes on a person. It is constantly back of mind for everyone on the department, but particularly burdensome on those who are more actively involved in department operations. We probably follow pretty closely the age-old 80/20 rule that most volunteer organizations experience. Probably 80 percent of the work is done by 20 percent of the people. We hope to encourage more involvement through the rank and file of the department and relieve some of the burden that the current leaders are feeling.

In summary, our current incentive program was a very good first step, but it is probably time to seriously look at making some changes. We need more consistent coverage of our available EMT and Driver shifts, and we need more people to get involved. Those who take the initiative to gain additional skills and certifications should be recognized for their efforts. And, we need to relieve some of the burden that the same 6 to 8 people consistently carry for daily operations. An updated incentive program would be a logical next step in our progression.

The proposed next step is outlined in an accompanying document. Our initial focus will be for EMTs and Drivers on medical calls to try and achieve a completed schedule each week. The intent is to focus on calls in Pine Valley proper so that our resources from the valley provide enhanced service to our community members.

The fire department leadership has been working with Steve Shakespeare from the SSD Board in formulating this plan, and this plan is supported by the department leadership. We recognize that this is not a perfect solution, but it is another step in the right direction.

Respectfully,
Steve Shakespeare & Robert Hardy

Estimated Yearly calls		Personnel signed up on	When to Work	
EMS PV Non-Transport	20 calls	1- driver \$25, 1-EMT \$50, 1-AEMT \$75 = \$150		\$3,000.00
EMS PV Transport	12 calls	1- driver \$75, 1-EMT \$150, 1-AEMT \$225=\$450		\$5,400.00
		Transport to IHC is about a 3 Hr commitment		
Fire PV	20 calls	No requests at the present time		
Fire SR 18 corridor	20 calls	No requests at the present time		
EMS PV Transport		EMT not signed up on When To Work, \$50		\$600.00
		driver not signed up on when to work. \$25		
		Total Estimate Per Year		\$9,000.00