

Town of Garfield
TOWN COUNCIL MEETING MINUTES – Final Draft
October 28, 2009

CALL TO ORDER: Mayor Jarrod Pfaff called the meeting to order at 7:04 p.m.

ROLL CALL: Jarrod Pfaff, Andrew Flodin, John Kuehner, Tim Southern and Rob Watkins. Staff - Public Works Assistant Perry Brown, Fire Chief Brian Conklin, Police Chief Jerry Neumann, Clerk/Treasurer Annie Pillers. Absent: Larry Hunt.

APPROVAL OF MINUTES: Annie Pillers noted a correction to the minutes under the Police Department Report regarding quotes for telecommunication devices. The minutes stated J&L Electronics \$1,875 for the stationary external cell phone antenna. It should read \$1,075. John Kuehner **MOVED** the minutes of October 14, 2009 be approved as corrected. Tim Southern seconded the motion and the motion carried unanimously.

WATER USE EFFICIENCY GOALS PUBLIC FORUM: Council discussed the current and proposed Water Use Efficiency Goals. Annie Pillers confirmed when submitting the annual report this year, it was discovered an additional goal on the demand side for the consumer was required by the state. The following goals and objectives were proposed:

Supply Side

- 1.) Implement annual leak detection procedures and repair leaks.
- 2.) Install water meters on all un-metered service connections by the end of year 2010.
- 3.) Reduce distribution system leakage to a maximum of 20% by the year 2014.
- 4.) Reduce distribution system leakage to a maximum of 10% by the year 2028.

Demand Side

- 5.) Disseminate water conservation information to residents through the annual consumer confidence report and the town website.
- 6.) Reduce average per capita water use by 5 gallons per day within 6 years.

Rationale:

The quantity of distribution leakage exceeds acceptable levels and must be reduced. Average per capita water usage must be reduced.

Tim Southern **MOVED** to adopt the revised Water Use Efficiency Goals. Andrew Flodin seconded the motion and the motion carried unanimously.

PUBLIC WORKS: Perry Brown updated council.

1. Meat Market Meter –The new water meter for the meat market was delivered. Mayor Pfaff asked when it would be installed. Perry indicated he would try to do it Friday as he would be busy tomorrow. Tim Southern said he thought the meter had just been replaced. Perry confirmed the guts of the meter were replaced. He further stated that there was something stuck in it like a rock, rust that broke loose, or that the screen gets a build up and that goes into the meter. John Kuehner asked if the high usage was accurate. Perry said yes. He noted it's a whole new meter when the guts are replaced. John further asked if the meters are cleaned. Perry said in some case if the meter is old, they don't bother, they just replace it, especially if it's a 5/8s meter. If it's a newer meter they might clean it rather than replace it. Mayor Pfaff asked how the reading could go from 24,000 to 170,000. Perry reconfirmed something got stuck in it. He felt the 170,000 reading was probably accurate. Mayor Pfaff asked, of the 12 new meters purchased, how many were left. Perry said 2 meters had been changed so far. Mayor Pfaff stated he wanted all 12 new meters installed by the end of this year and another 30 replaced next year. Perry confirmed he would replace 3 or 4 in a day easy. He will try to do so when not busy.

2. Park Restrooms – Perry asked about keeping the park restrooms open through Halloween, as done in the past. Council agreed to leave the park restrooms open through Halloween.

3. Chlorine Machine - In January of this year one of the chlorine machines had to be replaced and now the second one has died. A new one is about \$700. A kit to rebuild is about \$250. The current one to be replaced is about 25 years old. Council authorized purchase of a new chlorine machine at a cost of approximately \$700.

4. Snow Plow Truck – There is starting to be an issue with the snow plow truck batteries. Perry asked about buying one or replacing all 3. The current batteries were all purchased at the same time about 5 years ago. Mayor Pfaff said to purchase 3 new batteries. Perry had done some pricing around and St. John Hardware had the best price at \$83 apiece. There was discussion of getting an extra set of spare chains. Perry said he preferred to get the more expensive chains like on the snow plow now. Mayor Pfaff noted he preferred to see the plow moving, rather than down time to replace broken chains. Perry thought the better chains would cost about \$400 and would be expensive if shipped. Last time when they bought the chains, they picked them up in Spokane. Council authorized the purchase of the better tire chains. Perry thought the chains on the snow plow were the same size chains for the garbage truck so they could be used as needed for each. Perry thought the Fire Department could use the older chains. There was some discussion of chains for the grader. John Kuehner said he did not want to buy chains for the grader unless it was going to be used. Mayor Pfaff asked about gravel for the winter. Perry said normally they wait for that purchase in January or February with the new budget year.

5. Garbage Truck Repairs – Since the repairs were completed, the garbage truck drives very nicely. Mayor Pfaff suggested having an alignment done every 2 or 3 years. Perry said he had been with the town for 11 years now and in that time, no alignment was done. Perry confirmed the new truck tires were also installed and they were real tires, not recaps. It was estimated the tires cost about \$3,000, but the bill had not been received yet.

6. WWTO Certification – John Kuehner asked if Perry was going to get his Wastewater Treatment Operator Certification. Perry said yes, but as they had talked about, he was waiting until January to avoid having to do extra continuing education (CEU) points and to put all of his CEU requirements on the same 3 year cycle. It was more cost-effective to do this and classes that he would attend would then count for both of his certifications.

7. Emergency Management Plan – Brian Conklin asked if the town had an emergency management plan. It was thought the town had written a portion of the plan itself and then piggy-backed with the county. Mayor Pfaff said Joe Merry had done some of the plan. Chief Neumann noted he was NIMS (Natl Incident Management Systems) 100, 200 & 300 certified. He could oversee emergencies in town.

8. Waste Oil Burner – The county was giving of one of there waste oil burners to the town. Perry would be picking it up tomorrow. The plan was to use it at the recycling center. It was huge with a 200 gallon tank. Mayor Pfaff asked if the town would have enough waste oil to use it. Perry said there was 600 gallons over there now so there would be plenty for this winter. Last year the shop only used about 450 gallons. Perry noted because of how the burner was used by the county, it would need to be renozzled. Mayor Pfaff noted any paint work needed from the exhaust system install was to be a rust color, not blue. Mayor Pfaff asked if the county burner should be switched out with the shop burner. Perry said no, the shop waste oil burner was working just fine.

It was confirmed Dave Ulrick would be back from vacation on November 9th. Mayor Pfaff asked Perry Brown to return for the Council Meeting on November 9th.

POLICE DEPARTMENT:

Police Chief Jerry Neumann provided council with the bi-weekly Garfield Activity Log. Mayor Pfaff asked about any follow up on barking dogs and junk vehicles. Chief Neumann noted it was business

as usual, taking them as they come. He noted there were some junk vehicles that had been tagged or letters sent. Mayor Pfaff asked if Donna Poire had been contacted. Chief Neumann confirmed he had not been in touch with her but he would check and if not, he would do so tomorrow.

Chief Neumann noted there was a semi-trailer parked behind the grange that was part of the junk vehicle issue, but the owner couldn't be found. He also reported an accident in town earlier in the morning due to windows not being scrapped clear. He stressed the importance of taking the time to clear windows before driving. Lastly, he confirmed the cell phone boosters through the grant had been installed in all 3 vehicles and there were now no dead spots in Garfield. He said the building would be surveyed next week for the installation of the stationary tower.

NEW BUSINESS:

1. Setting Special Council Meeting November 30, 2009: Mayor Pfaff talked about holding a special council meeting on Monday, November 30th to award the bid for the 2nd Street Water Line Replacement Project. Tim Southern noted he would not be in town that night. Tim Southern **MOVED** to set a special council meeting for Monday, November 30, 2009 to award the 2nd Street Water Line Replacement Project bid. Andrew Flodin seconded the motion and the motion carried unanimously.

2. Approve Corrected Ordinances Nos. 358N, 360N, 367N, 369N, 370N and 373N: Annie Pillers explained Stephen Bishop had suggested some wording corrections to the budget amendment ordinances adopted. There were no substantive changes. Andrew Flodin **MOVED** to approve the corrected budget amendment ordinances Nos. 358N, 360N, 367N, 369N, 370N and 373N per Stephen Bishop. Tim Southern seconded the motion and the motion carried unanimously.

Annie Pillers announced the town was awarded the State Archival Grant applied for in September. This will allow the town to save its minutes, ordinances and resolutions, including all the old historic books and binding in a safe, controlled environment.

3. Renewal of 15-month CD: Mayor Pfaff updated council on the existing 15-month Certificate of Deposit with State Bank Northwest, confirming it was renewed at an interest rate of 1.8% with a principal balance of \$250,000. The interest is being deposited into the checking account each month. He noted because of state regulations, banks are required to insure dollar-for-dollar public funds, so for now the interest will go into the checking account and compound the same.

4. Van Pool: Annie Pillers reported she and Daymon met with Whitman County (Pat O'Neill) and COAST (Karl Johanson) regarding the van pool. Right now the plan is for 2 vans in the area, perhaps serving Oakesdale, Garfield, Farmington and Palouse. The estimated cost for a Garfield rider would be \$75 a month. There would be a main driver and backup driver. The driver would receive some training and the driver would ride for free. With the application cycle not yet open for vans, it would likely be January before the van pool would be operating.

APPROVAL OF CHECKS: Rob Watkins **MOVED** to approve the following bills presented to council for payment. Tim Southern seconded the motion and the motion carried unanimously. Check Register #9218-#9231. Claims: \$6,741.22 Payroll: \$4,905.11 TOTAL: \$11,646.33 Spoiled #9223.

FIRE DEPARTMENT: Fire Chief Brian Conklin reported:

1. Siren – There had been some problem with the siren but it is now solved. Chief Conklin noted he had been asking around as to why the siren is rung manually at the station. He was told that Whitcom would charge \$1,200 to ring the siren. He found out this was not true, there would be no charge if the siren was toned out. He noted sometimes the pagers do not always work. If no one goes to the station to ring the siren, no one will respond. He would like to switch the town sirens to activate through Whitcom but it requires a radio to read the signal and tones to trigger the siren. He suggested a 2 minute siren ring. He thought the town could kill two birds with one stone by getting a

base station radio that would receive the tones for the siren. One of the firefighters is an electrical engineer at Schweitzer and he's willing to building the controller. A state contract price for a radio is \$282 plus cable and reprogramming at approximately \$72. The total cost would about \$350 plus tax. Council gave authorization for the purchase of the base station radio with cable and reprogramming. It was noted the Fire Department was still under budget this year.

Former Fire Chief Perry Brown said to be prepared for some of calls when there are false alarms and siren rings for 2 or 3 minutes. He noted many, many times through his 15 years on the department, after 9 or 10 o'clock at night, if they had a crew, they didn't set off the siren. John Kuehner asked about the 2 minute siren being a long time. Perry Brown noted the noon siren is about 2.3 seconds so it doesn't fully wind up. Chief Conklin noted right now the first person to the station sets off the siren, now the first person to the station would turn off the siren. He said the time could be adjusted and he could work with Whitcom to not tone out from 10 pm to 6 am. John Kuehner asked if the town could control the volume. Perry Brown indicated no, noting that's why the noon siren is only 2.3 seconds. It was agreed it would be a trial and error period.

2. First Responder Course – Pullman is starting a First Responder Class next week. There are 3 members from the fire department interested in attending. There is no cost for the course, just the cost to buy the books. The books costs \$211 – a textbook for \$39 and a workbook for \$31. Chief Conklin noted the fire department is being called out more to support EMS. So far they have helped EMS 5 times this year. John Kuehner thought it was a great idea. Chief Conklin was asked if the books could be reused and he said, yes, the textbooks, assuming the course material didn't change. Tim Southern noted in most departments across the nation, they do both fire and EMS. Council consensus was to purchase the first responder books.

3. CPR Training – Chief Conklin reported 15 people on the active roster with only 4 having current first aid/CPR cards. He has been talking with Annie to schedule a class. The cost would be \$35.00 a person – approx \$350 for 10 people with the balance in January or February. Chief Conklin noted he would keep tracking of members' certifications as it's cheaper and quicker for the renewal course.

4. 2010 Budget Request - Mayor Pfaff asked the Fire Chief to update the council on his 2010 budget request. Chief Conklin said he was asking for an additional \$400 in training, raising it from \$900 to \$1,300. Additionally, he would like an actual equipment line for purchase of new equipment outside of normal maintenance. He was requesting a \$1,000. He talked about 10 handheld radios that need to be replaced, plus one truck radio. He would be talking with the Rural Fire District about the truck radio. Chief Conklin noted right now he is trying out a radio that's a voice pager. The radios cost about \$200 a piece. He also talked about the fire department needing a digital camera, trickle chargers, an air compressor to plumb into the trucks with airbrakes.

5. Whitman County Emergency Management - Police Chief Neumann talked further about county emergency management and enhanced communications with first in line being fire departments. Possibly they have some equipment. It was thought they would do a base transmitter if the town put in its own tower. But they do not cover portable radios and mobile radios. Chief Conklin noted the county learned a lot from the Texas Lake fire and they are trying to get all the radios throughout the county programmed the same so no matter which rig a person got into the radio channels would be the same. It was also noted the county has a trailer with repeater and generator to come out to calls.

ADJOURNMENT: Andrew Flodin **MOVED** to adjourn the meeting at 8:00 p.m. John Kuehner seconded the motion and the motion carried unanimously.

Jarrod Pfaff, Mayor

ATTEST: _____
Annie Pillers, Clerk/Treasurer