

# Fire District 16 Minutes

Meeting Date- March 26, 2007

## Attendance

Commissioners- Sam Wright, Roger Prater, Tim Kenyon  
Fire Chief- Jim Wheeler      Secretary/Treasurer- Ken Thompson

Lyman Skow

Pam Skow

6:00 PM      As chair, Sam brought the meeting to order

### General Discussions-

- A copy machine is available in Jim's garage.
- Sam needs to respond by April 30 concerning length of service.
- The Board of Firefighters Trustees has met. The Board determined applications must be complete and signed.
- The organization chart is on the web site.
- Jim and Tim did go look at a tender that could be acquired for the Fire District.
- The Aeneas Valley Community Fire Association did meet earlier today.

### Previous Minutes

- Sam read the minutes from the March 12, 2007 meeting to the group. Sam then moved to approve the minutes. Both Tim and Roger seconded the motion and the minutes were approved.
- Sam then requested a copy of the minutes be sent to everyone.

### Discussion- Draft General Policies and Standard Operation Procedures- Fire District 16

- Sam read proposed revisions to the document (dated 3-12-07) one-by-one to the group. These revisions were indicated in red in the copy of the document provided at the meeting. Changes to the document were made by Sam during this discussion. Some of the items discussed were:
  - Jim Wheeler, fire chief, is currently the Area Coordinator.
  - The amount of money the Fire Chief could spend without the approval of the Commissioners was discussed. \$500 per incident was suggested. A quorum of Commissioners could approve emergency expenditures.
  - The creation of accounts at various vendors allows a billing and payment system the County prefers. The County Treasurer wants a bill to issue funds. The County apparently will only pay a business. Leah McCormack is the County Treasurer.
  - Items donated to the Fire District from Aeneas Valley Community Fire Association are OK, however money cannot be donated.
  - Credit card bills were discussed. Will the County accept this? Tim will check it out.

- BAR= Budgeting and Accounting and Recording

Contracts for Fire Protection outside the boundaries of the Aeneas Valley Fire District were discussed.

- Any contract should be beneficial to both parties.
- A “Safety Review” or “Safety Checklist” of exterior property may be used instead of the term “inspection”. Safety issues such as fire vehicle access to the property and safety concerns for the fire fighters are the intended outcome.
- The first priority for Aeneas Valley Fire Fighters is properties within the Fire District. The Fire Chief would determine the priorities for fires that occur at contracted properties outside of the Fire District. As the Fire District acquires more equipment it may be able to respond to more than one fire.
- Dollar amounts charged for fire protection outside of the Fire District could-
  - Be based on assessed property values
  - Be updated annually
  - Include raw land, less than 20 acres, and charged according to the assessed value of the property.
  - Include a minimum charge for fire protection.
- The distance from the Fire District for proposed Fire Protection Contracts was discussed.
- Money from the contracts goes into the County budgeting system for the Aeneas Valley Fire District.
- A question about the liability statement in the draft document was discussed and a proposed revision was made.
- How DNR may factor into contracting process was discussed.
- The public needs to be informed about the Fire District’s needs when responding to fires both within the outside of the District. The web site for the Fire District, newspapers, newsletters, and a billboard were discussed as ways to disseminate this important information.

Fire Chief- Jim Wheeler

- Grants
  - Assistance to fire fighters grant is not currently open, but will be open for 30 days.
  - Jim needs a budget to assist him in his grant proposals. Requirements like PPE, Radios, Vehicles, etc. are needed to continue the grant proposal process.
  - Several “match” grants were discussed.
  - The Volunteer Assistance to Fire Fighters was discussed.
  - The Hamburger Helper grant program currently has 68 comments. Apparently some folks have trouble finding or accessing the site. Jim will send Roger a link to the site.
- Equipment-
  - A 2,100 gallon tender that could become available to the District was discussed. Jim and Tim may inspect it. Options to complete the equipment needed for the tender were discussed.

- By our next meeting, Jim will have numbers and items ready to discuss.
- A first estimate of \$50,000 - \$75,000 cost to outfit the Fire District was provided.
- Republic Trip- Jim and Tim inspected some equipment that could become available to the Fire District.
  - A 1971 F600 PUD truck seemed to be in good working order
  - A 1972 International 4X4 with a 250 gallon tank was inspected
  - A 250 gallon tank and a 350 gallon tank were inspected.
  - Two pumps and other miscellaneous equipment were inspected.
- Molson's Fire Chief, Phil Dart, may have one or two 600 gallon fiberglass tanks that may become available to the Fire District.
- Training
  - A field day is planned this Saturday at the Tonasket Fire Station.
  - The communication plan is almost completed.
  - The strategic plan is an ongoing process.
- "L" lake fire
  - Fire Season is here!
  - On March 17<sup>th</sup>, Jim Wheeler, Shauneen Wheeler, and Tim Kenyon responded to a fire near "L" lake. It about 3 hours to douse the fire. The land owner did not have a fire permit. (Fire permits are available from DNR in Colville- 509 684-7474)
- Jim's truck is full of water and Tim's truck is close to being filled.

Tim- Aeneas Valley Community Fire Association report-

- The Association has received many donations
- Jim Platt donated \$200 and other items. Jim donated a horse buggy that is in very good condition. It may be sold on e-bay with proceeds going to the Association.
- A lot of art work has been donated. The art work may be advertised to sell it at the spaghetti feed auction.
- Several announcements will be coming out
- The raffle basket tickets have brought in \$150.
- The next meeting of the Association will be April 9<sup>th</sup> at 1:00 PM at Penny Wright's home.
- Total donations that may exceed \$10,000 were discussed

Action Items-

- The first draft of the General Policies and Standard Operation Procedures has been completed and reviewed by the Commissioners.
- A list of needed equipment will be provided to Tim.
- Newspaper and Radio announcements are complete.

General Discussions-

- Tim discussed the possibility of a Fire District credit card.
- Sam ask what the definition of an emergency was and if different wording may be needed in some documents.

- The next meeting is scheduled for Monday April 2<sup>nd</sup> at 6:00 PM in the Tonasket Fire Station.

A motion to adjourn the meeting was made by Sam and seconded by Roger. The meeting was then adjourned at 7:50 PM.

Ken Thompson, Secretary/Treasurer 3/31/2007

