

DRAFT Fire District 16 Minutes

Meeting Date- April 16, 2007

Attendance

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

Karen Kenyon Yvonne Kennedy

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

General discussions-

- Roger will be absent for the May 7th meeting.
- A resolution is needed on the budget for the County, however the county clerk will be absent until April 23rd. She does have a copy of the budget however.

Previous meeting minutes-

- Sam read the minutes from the April 9th meeting to the group. Sam then made a motion to accept the minutes and Roger seconded the motion.
- A special thanks to Shauneen Wheeler for recording these minutes.

General discussions-

- Jim made several phone calls trying to identify the source of smoke noticed in the valley but couldn't identify the source.
- The spaghetti feed was successful and Sam suggested it might become an annual event.

Fire Chief- Jim Wheeler

- A work party for the Fire District tender was conducted Sunday. Hours are being tracked for grant purposes. Jim is looking into a pump. The brakes were repaired.
- Radios are back from DNR. One can be put into the tender.
- Approximately \$250 for parts is need for the aluminum tank.
- Assistance to Fire Fighters Grant- Jim is spending about 20 hrs. per week on the grant. Jim will have information to present at next weeks meeting. About \$35-40,000 is needed.
- Tools are needed and Jim is getting the necessary information together.
- DNR fire cache- They haven't returned Jim's phone calls. Answers are expected soon.
- Personnel files should be completed by next week. When completed, they will be turned over to Ken to file.
- A written communication plan was provided to the group and discussed. The communication plan involves four parts: pagers, radios, scanners, and a phone

tree. *Radio frequencies identified in the communication plan should be kept confidential.* Jim will apply for OSCCR frequencies.

Sam asked what happens if a grant expires. Jim replied if the Fire District gets a grant it should be used since all grants will not be funded. Grants can be modified as conditions change.

Karen Kenyon-

- The spaghetti feed brought in about \$5,200. 475 raffle tickets were sold. \$510 was collected for the dinner. The auction brought in about \$4,200.
- Jack at the Eagles asked if this should be an annual event.
- Three saddles will probably go to the upcoming tack auction. A picture of the buggy may be distributed at the auction to advertise its availability.
- The next meeting of the Aeneas Valley Community Fire Association will be held at Reva Eisenbarth's on April 23rd at 1:00 PM. Reva is located 6.3 miles up Cape LaBelle road on 29 Little Place Road.
- Thank you notes will be hand delivered to merchants that participated in the auction.
- Everyone pitched in and did a great job.

Commissioner Tim Kenyon-

- Met with Judy from the County at the court house. Tim provided her a copy of the Fire District budget. Judy also needs a signed resolution approving the budget. This resolution (7022601??) was signed during the meeting by the three Commissioners. Tim will make a copy then give Ken the original to file.
- Karen will take forms to the treasurer and auditor tomorrow.
- Tim got several forms from the County.
- The Fire District will be exempt from federal excise tax for fuel purchases for fire vehicles.
- A book will be kept in each vehicle showing the gallons of fuel provided for the vehicle. The totals from the fire vehicle books needs to match exactly the amount of fuel purchased for the fire vehicles.
- Fuel purchases- Card Lock or CFN? Probably CFN. Fuel will be transported in containers since it isn't practical to drive the fire vehicles to town to fuel them up. Tim will set up an account for fuel purchases.
- Tim has a form that requests a warrant w/o a voucher (invoice).
- A form exists to create a warrant to pay for Jim's expenses.
- The County no longer charges for writing checks to the Fire District.
- The County Treasure's Office oversees revenues coming into the Fire District.
- The County Auditor's Office maintains expenditure records for the Fire District.
- Insurance for the vehicles is progressing. A verbal agreement will cover the vehicles from April 1st.
- The Fire Fighters are not covered by insurance until a payment has been received. The cost for this insurance has increased from \$10 to \$30 for each Fire Fighter.
- Judy (County Auditor) is gone until Monday, April 23rd. When she returns Tuesday a check can be cut for the Fire District.

- The County needs documents to write checks.
- Tim will create BARS (Budget Accounting Reporting System) codes for expenditures.
- Tim contacted Barbara Ingstrom who would like to come and talk to us about grants that can be used for land to build the fire station. Fifty percent of the monies spent on land could possibly be applied to the fire station costs. She comes from Wenatchee and is available in the area on Tuesdays. A meeting will be set up with Barbara for Tuesday April 24 at 2:00 PM at Sam's place.
- Purchases for the Fire District and budget items to catalog these purchases were discussed. Hats- Fire Fighter supplies; Parts- Vehicle Repair; Brake parts- Vehicle Maintenance. Jim does shop around for the best prices on things he needs.
- Supplemental monies that come into the Fire District may require a supplemental budget or could possibly go into the Fire District savings account.
- Tim is looking at some ground that could be used for the Fire Station.

Action Items-

- Inputs to web site- Community Calendar.
- Press release for fire permits is being worked on.
- New-
 - Sam will contact Gary Hall about the possibility of using his garage.
 - The budget process needs to be added to the Policy and Procedures document.

Sam moved to adjourn the meeting at 7:17 PM. Tim seconded the motion.

