

Fire District 16 Minutes

Meeting Date- January 14, 2008

Attendance

Commissioners- Sam Wright, Roger Prater, Tim Kenyon

Secretary/Treasurer- Ken Thompson

Mike Woelke

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

General Discussions-

- Sam read the meeting agenda
- Sam read the minutes from our last meeting and moved to approve the minutes. Roger seconded the motion. The minutes were then signed by the commissioners and the secretary.
- The income and expenditures summary provided by Ken was discussed. Extending the \$5,000 loan (and accrued interest) from the County for 6-12 months was discussed. This would allow the purchase of needed radio communication equipment which could then qualify for a 50/50 match grant from DNR. Ken will contact the County to determine if this is possible and draft the necessary documents for the Commissioners signatures.
- Sam asked about the status of fire vehicles. Tim indicated he had arranged a donation of a 1989 Ford F-350 diesel pickup truck. It has about 20,900 miles and reports are it is in good condition. Tim also arranged for transportation from Portsmouth, VA.
- A seminar series sponsored by the Washington Fire Commissioners Association was discussed. Sam will call for more details about the seminars.
- A discussion about the chairperson for the Fire Commissioners meetings was discussed. Tim moved to keep Sam in the position and Roger seconded the motion.
- Tim gave Ken a request from Jim Wheeler for reimbursement for equipment and materials. Jim needs to provide Ken with original invoice statements and/or credit card statements documenting the purchases. Ken will then prepare a voucher for the commissioners to review, comment and sign.
- A discussion about conversations with the Washington State Rating Bureau about the Fire District's class 9 rating was discussed. The Bureau requested that fire vehicles be housed in a garage type structure for first responder requirements. To comply, Tim suggested leasing space in Aeneas Valley until a fire station can be built. Two locations, one at Mike Woelke's and the other at Tim Kenyon's were suggested. These locations will provide good coverage of the Aeneas Valley area. The proposed lease agreements with Mike and Tim are for 1 year and both Mike and Tim will receive one dollar per year for the use of their garage space. Roger moved to accept the proposed leases and Sam seconded the motion. The lease agreements were then signed by the commissioners.
- Tim discussed the need to establish a fire chief for the Fire District. DNR and other agencies require this position as part of their Incident Command Structure. In addition, the fire chief is required to sign legal documents relating to the fire fighters. Sam moved that Tim be assigned Fire Chief for one year. Roger

seconded the motion. Resolution # 08-01-14-01 assigning Tim as Fire Chief for one year was signed by the commissioners.

- Tim provided a summary of a 5-year plan that he and the fire fighters have been working on. Vehicles, training, equipment needs, personnel, EMS, a Fire District web site, and a Fire District bulletin board to be placed in the valley, were some of the items discussed.
- A Fire District letter head for official documents was presented. Tim moved to adopt the letter head and Roger seconded the motion.
- A watermark for Fire District documents was discussed.
- W-4's (tax info) and I-9's (employee eligibility verification) documents are being filled out for 2008. Ken will file all the W-4's in one file and all the I-9's in another file. A firefighter identification card will be provided to the fire fighters and will be signed by Tim.
- Tim and Mike will attend a Fire Chiefs Association meeting in Okanogan on January 23rd.
- It is expected that the District will need to pay 2008 insurance costs for the fire fighters. Tim will work on this.
- Grants and who can help us write grants was discussed.

Old business-

- Fire vehicle decals and license plate applications were suspended until spring.
- Sam prepared an internet policy for the District. It was reviewed and Sam will revise it.
- Completed- Leases for housing fire vehicles were signed.
- Completed- Sam was made chairperson.
- Completed- A resolution assigning Tim as fire chief was signed.
- Completed- A letterhead for Fire District documents was approved.

New Business-

- Ken will call the County about extending our \$5,000 loan.
- Sam will get more information about upcoming seminars.
- Sam will revise the policy and procedures document to reflect changes made during this meeting.
- Ken needs to fill out a voucher for Sam's postage stamp purchase, mail the DNR check into the County, and start a personnel file for Shari Levack.

Our next meeting is scheduled Monday February 11th at 6:00 PM in Tonasket.

7:38 PM- Sam moved to adjourn the meeting and Roger seconded the motion

Chairperson

Commissioner

Secretary
(Minutes to be kept on file)

Commissioner