

Fire District 16 Minutes

Meeting Date- January 12, 2009

Attendance

Commissioners – Roger Prater, Mike Woelke

Treasurer – Lucy Bauer

Aeneas Valley Residents: Tim Kenyon, Parker Kenyon, Bob Bauer, Skip McKenzie, and Donna Prater.

1. 6:00 PM- Roger Prater brought the meeting to order.
2. Roger reviewed the agenda and then read the minutes of the December 2008 meeting.
3. The minutes were approved as read and signed by the commissioners.
4. Roger announced that Sam Wright is out of town.
5. Mike Woelke talked about the Snure Seminar that he will be attending in Spokane on Jan. 31st.
6. Audit: The Auditor's Office in Okanogan referred us to the Olympia Office. The person in charge of sending the audits out has been out of the office. Other districts are also looking for their audit papers.
7. Mike Woelke moved to have Roger Prater to be the new Chairman of the Commissioners. Roger accepted.
8. Old Business:
 - A. Tim Kenyon said that the Disaster Plan is still in the works.
 - B. Tender Lease. (Green Truck) It will be leased from Tim Kenyon for one year for \$1.00, renewable each year. Insurance and maintenance and associated costs are district's responsibility. Tim said the contract needs to be written in the proper resolution format and be presented at the next meeting. The income from it will be 40% of the gross. It will be ready to present at the February 9th meeting.
 - C. A resolution for the red truck needs to be done also. There will be one resolution for each vehicle. It was also postponed until next month's meeting.
 - D. Tim said he has not found the seal for one of the engines that is being repaired.
 - E. Mike Woelke showed the Organizational Chart that he printed on the new printer.
 - F. We need to make a new procedure to include the historian and inventory.
 - G. Roger Prater will call Chief in Grays Harbor to see how they handle the inventory. He will also ask how to handle surplus equipment disposal. Tim said there are sample forms on the web. Skip and Tim will ask fire districts they know about how they handle surplus equipment and inventory. We need to dispose of old, noncompliant equipment. A list of everything we own needs to be compiled.
 - H. We just received \$7,200.00 worth of new shelters. We will need to modify packs to accept the new shelters.
 - I. Roger asked Mike, Tim, and Skip to compile list about maintenance.
 - J. Tim suggested we might want to have a commissioner's S.O.P. and an Administrative S.O.P.
 - K. Lucy gave the Treasurer's report. She is waiting for a credit card bill to come. She presented several warrants to be signed; Board of Volunteer Fire Fighters Insurance for \$660; Spokane House of Hoses, \$130; Light switch reimbursement; she said we just received \$7,841.00 worth of new Fire Shelters. Lucy and the county balances match, right down to the penny. We received payment in lieu of taxes from the Fish and Wildlife department in the amount of \$68.00.
 - L. Roger talked about the upcoming Snure Workshop. Mike is going to attend.
- M. Fire Chief's Report:
 1. Grant
 2. He wants a contract to be ready for action in February. A resolution is also needed to cover the use and upkeep of the truck and also how the income from the truck will be divided when on a fire.
 3. Need resolution on how to reimburse volunteers who spend own money on supplies for the district.
 4. Tim also mentioned that the district needs to purchase some file cabinets to hold all of the districts papers.
 5. Skip said he needs copies of all certificates for all members of the district.
 6. Tim said the district needs to obtain an old fifth wheel, or something like that to store all of the districts equipment in. Probably need something about 40-50 ft. long. He also mentioned purchasing some

“forever” stamps. The Commissioners gave Lucy permission to purchase about four rolls, to be used for any district mail.

7. Tim said the Board of Volunteer Fire Fighters is looking at passing W.A.C. code to require certain amount of training and participation at fires in order to be covered under our insurance
 8. He must compile a list of how many fires our members have been on, and how much training they have received; Skip suggested that he and Tim get together after each fire to compile such a list.
 9. First Responders will be under the training officer.
 10. Tim is looking for someone with time who is available to act as his secretary, possibly one of the volunteers.
 11. Skip announced receiving an on-line “Target Safety” training grant for in the amount of \$2,773.00. He doesn’t know if it will work on dial-up. It is a very economical way to get training to the highest number of volunteers. On completion, the trainees will receive certificates. The company will also retain our training records for 30 years. Skip would like to keep a continuing account with them even after the grant runs out. The cost then would be \$25-\$75 per fire fighter.
 12. Fire fighter II training is to be held in March. It will cost \$1,000, plus food and lodging for 40 hours of training.
9. New Business:
- A. Tim said we should join the Fire Chief’s Association and also the Fire Commissioner’s Association.
 - B. The next training session will be January 20, 2009 at Skip’s house.
 - C. Roger asked Tim to take forms to Gavin Fuel to get them to quit charging us taxes on the fuel we buy.
 - D. We need to draw up a Fire Chief’s contract

Meeting adjourned at 7:32 PM.

These minutes have been approved by the Commissioners of Okanogan Co. Fire District No. 16