

Fire District 16 Minutes Commissioners Work Meeting

Meeting Date- May 10, 2010

Attendance

Commissioners- Roger Prater, Sam Wright, Mike Woelke
Treasurer- Glenna Jones, Secretary- Ken Thompson
PeeWee Jones

6:07 PM- Roger brought the meeting to order and read the agenda. A motion to approve the April 12th minutes was made and seconded.

Glenna provided vouchers for the commissioners to review. A motion was made and seconded to approve all of the purchases outlined in the vouchers provided by Glenna. Additional information presented by Glenna:

- Income- \$7,071.34 taxes \$346.70 Fish and Wildlife
- Bills submitted to the County totaled \$1,369.14
- \$23,263.05 in the district account (through the end of April)

The fire chief's report was presented by Mike because Tim was unable to attend tonight's meeting.

- Maintenance and modifications are continuing on Tender T1611 and Brush B1612. Work on tender T1612 is almost complete. Vehicles B1612 and B1613 have been serviced.
- An equipment inventory is being conducted on fire vehicles.
- Damage to a garage door has been repaired.
- A fuel storage tank is being put into service.
- Tools via garage sales etc. are being sought for fire vehicles.
- The fire district responded to a fire on Lyman Lake Road in April and investigated smoke near Dugout Mountain.

Mike reported a FEMA grant for hose, pumps, etc. is due by May 28th. A motion was made and seconded to set aside \$4,000 for this grant. Wildland Personal Protective Equipment is near purchase via a grant to the fire district. Our bid to acquire a new tender via a grant was unsuccessful.

A policy for billing for services needs to be created that could address such things as fires outside the fire district.

A report on the WVCA conference and an audit report will be discussed next meeting.

Mike presented several Policy and Procedure documents for the commissioners to review and comment. After discussions the following actions were taken:

100.1 Surplus Property Disposal- A motion was made and seconded to approve the document.

101.1 Fiscal- Credit Card Policy- A motion was made and seconded to approve the document.

102.1 Public Records Access Policy- The document was amended during the discussions. A motion was made and seconded to approve the amended document.

103.2 Assets- Small and Attractive Policy- The document was amended during the discussions. A motion was made and seconded to approve the amended document.

A possible Public Fire Display Day to be conducted about July 3rd was discussed. Sam will take charge of this activity.

A central data repository for the fire district was discussed. This repository would centralize fire district computer data and serve as a data back-up. A motion to approve \$20.00/month for this repository was made and seconded.

Work on the 2008 audit is near completion. Work on the 2009 audit is continuing.

A need to start the planning process for a fire district building needs to begin. We need to be ready to go if an opportunity (such as a grant) becomes available. A motion to start this planning process was made and seconded. Sam will take the lead role in this process.

Action items-

- Surplus trucks
- Public Fire Day Display
- Fire District Building
- Central Data Repository

The next meeting is scheduled for June 14th at 6:00 PM at the Tonasket Elementary School.

7:25 the meeting was adjourned.

Chairperson

Commissioner

Commissioner