

# Fire District 16 Minutes Commissioners Work Meeting

Meeting Date- June 14, 2010

## Attendance

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

6:04 PM- Roger brought the meeting to order and read the agenda for tonight's meeting. A motion was made and seconded to approve the minutes for the May 10<sup>th</sup> meeting.

Glenna provided treasure's information-

- \$24,557.08 in the fire district's account at the start of the meeting
- \$ 2,526.72 vouchers that need to be paid
- \$ 12.96 tax income from 2008
- \$ 66.55 tax income from 2009
- \$ 3,072.48 tax income from 2010

Glenna provided a listing of vouchers that need to be paid for the commissioners to review. After reviewing the vouchers a motion was made and seconded to approve payment of the vouchers.

Mike discussed the fire district's budget. Because a grant application for a new tender was not successful, \$9,000 became available in the budget. Mike proposed that \$3,000 be budgeted in savings, \$3,000 be budgeted for emergencies/contingencies, and \$3,000 be budgeted for the fire chief's projects. After discussing this proposal the commissioners approved these changes to the budget.

Mike suggested long-term income and expenditure information be provided on a web site.

## Fire Chief Report-

- On May 11 the fire district responded to a check for smoke in the Cape Labelle area.
- On June 5<sup>th</sup> the fire district responded with two fire vehicles to an automobile accident in Aeneas Valley (car hit a tree).
- On June 6<sup>th</sup> the fire district responded with one fire vehicle to an automobile accident in on Hwy 20, Hanging Rock area (car hit a rock)
- On June 7<sup>th</sup> – 8<sup>th</sup> the fire district responded to a fire in the Eagle Rock area. DNR also responded. The fire was extinguished.
- Tim reported he would spend the \$3,000 budgeted by the commissioners to continue to outfit a type 4 fire engine and also for upgrades needed for the Aid Unit. Tonasket EMS might replenish supplies used by the Aeneas Valley Aid Unit.

Mike reported on the conference he attended. In general conference information was geared to local fire protection districts including finances. Mike provided a revised "Request for Public Records" Policy and Procedures document for review. The draft

document was discussed and a motion to approve the document was made and seconded. It is expected revisions will be made as needed.

Mike discussed a need to create a “Public Record Officer” position. After discussion, the commissioners approved creating this new fire district position. A person to fill this position will be sought.

Mike discussed a retention policy and schedule for fire district records. Mike suggested as part of this policy the following should be considered:

- A need to standardize a public records retention structure for records
- Not keeping things longer than required nor multiple copies of the same records
- A need to centralize information

Mike discussed the advantages of adding a “Consideration of the Agenda” approach as part of future meetings. This would allow for agenda items to be changed as needed.

A draft inventory policy is being reviewed.

Wildland PPE has been ordered (grant money will pay for a large portion of the PPE)

A grant application to equip a wildland Type 4/structural fire engine was submitted.

Action Items-

- A central repository for fire district information is being worked on.
- Sam reported on the potential for a July 3<sup>rd</sup> “Fire Day” display. Permits to hold this activity need substantial lead time and fuel to bring the fire vehicles to the display would be costly. It was decided to plan for this activity on Memorial Day in 2011.
- Sam discussed his efforts for a Fire District Fire Station. A small committee to help Sam with large task was formed.
- Mike’s workload has become very large and he requested help replying to the state’s 2009 assessment requirement. Roger will take over this task. The 2008 audit assessment was completed and sent into the state.
- The high cost of obtaining a copy of NFPA Standards was discussed.

The next meeting is scheduled for July 12<sup>th</sup> at 6:00 PM at the Tonasket Elementary School

7:42 PM- The meeting was adjourned.

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Chairperson

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Commissioner

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Commissioner