

Fire District 16
Commissioners Work Session Minutes

Meeting Date- July 13, 2015
Meeting Place- 20 Bench Creek Road Aeneas Valley

Attendance-
Commissioners- Mike Woelke, Rick Baker, Bob Bauer
Asst. Fire Chief- Shane Freese, Secretary- Ken Thompson

6:00 PM- Mike brought the meeting to order and discussed tonight's agenda. Mike made a motion to approve the June 8th minutes. Rick seconded the motion. The commissioners voted unanimously to approve the minutes.

Glenna was unable to attend this meeting. The following data was sent by Glenna via email.

County Account

\$44,926.95	Balance at beginning of month
\$ 3,296.07	Bills paid
\$ 836.37	Tax income
\$ 45,37	Timber Excise tax
\$42,512.62	Balance at end of Month

Savings Account

\$25,042.32	Balance at beginning of Month
\$ 2.35	Interest paid
\$25,044.67	Balance at end of month

Bills submitted this meeting for payment approval-

\$ 3,770.61

The following day Mike and Bob signed the voucher certification and faxed it to the county for payment via a voucher dated 07/13/2015. Year-to-date financial information can be viewed at http://aeneasvalleyfire.com/district_info/minutes_budget_info (click **Year to date financial info**).

Shane provided the fire chief's report-

- Shane is preparing ambulance R-1612 for service. R-1612 will be put in service while the current ambulance, R-1611, is retrofitted with 4x4 capabilities.
- The Freightliner tender Gene built is finished.

Rick discussed annexation questions presented to him from residents adjacent to the current fire district boundaries. After discussion, the commissioners ask Rick to discuss with the residents the requirements for annexation and actions the residents of the proposed annexed area will be required to address. Rick will report back at our next meeting.

Shane asked about the availability of applications for new fire fighters and fire district decals for vehicles. Applications are available and decals will be available soon.

Shane discussed coordinating emergency evacuation plans between Tonasket and Aeneas Valley. Shane will present Aeneas Valley evacuation plan possibilities at our next meeting.

Shane discussed the cardiac monitor Tonasket loaned our fire district at no cost. The cardiac monitor is currently in use in our ambulance.

Old Business-

- Mike reported all permits have been obtained for the storage room that will be built adjacent to the fire station.
- Mike reported guidelines for our inventory control system should be ready to discuss at our next commissioners meeting.
- We are waiting for bids for our SCBA equipment purchase.
- Mike discussed the Standard Operating Procedures (SOPs) he presented for review at our last meeting. The SOPs were drafted to address issues presented in our last audit. The four SOPs address-
 - Credit Card Policy
 - Personal use of District Property Policy
 - Receipting of Funds Received
 - Purchasing of Supplies and Equipment

After discussion, Mike made a motion to approve the four SOPs. Rick seconded the motion. The commissioners voted unanimously to approve the SOPs.

New Business-

- Mike discussed earned income allotment. After discussion, it was decided to keep the 50/50 split between the Fire District and the Fire Department. Changes to the allotment will be made on a case-by-case basis.

There were no public comments.

Our next meeting is scheduled for August 10th at 6:00 PM at 20 Bench Creek Road Aeneas Valley.

A motion to adjourn was made by Mike and seconded by Bob.

6:55 PM- The meeting was adjourned.

Chairperson

Commissioner

Commissioner