

JOINT FIRE PROTECTION DISTRICT
FERRY COUNTY 3/STEVENS COUNTY 8
MINUTES, November 14, 2013

The regular meeting of the Joint Fire Protection District Ferry County District 3/Stevens County District 8 was called to order at 6:35p.m, on November 14, 2013, at the District Office by Chairman Helen Sowards. Present: Commissioners Helen Sowards, Susan Dechant, Steve Benell, Graham Wooten, Secretary Peter Holter-Mehren, Purchasing Agent Mark Stevens, and Chief Herb Hippler. Commissioner Robert Morton joined the meeting at 7:05pm.

Minutes .

Minutes of October 10, 2013 were discussed. **Motion, Dechant, to pass minutes of October 10, seconded by Sowards. m/s/p**

Correspondence: Secretary reported that we have received a check from Orient School in the amount of \$44.46 for fire protection services. A note was read from Kim Jones requesting a replacement for the vacuum cleaner. Mark will purchase a new one.

The BIAS contract for 2014 was discussed

Motion, Dechant, to approve contract with BIAS Software for our financial system and backup, seconded by Benell. m/s/p

Budget Report

Commissioner Dechant presented a current budget report. She reports that all accounts look good and income from the Treasurer's Office is in line with anticipated amount. Copies of current financial statements were given to all board members. She then presented the Board with the Proposed Budget for 2014. This budget has been available to the public for the past month for inspection.

Motion, Wooten, to pass the Proposed 2014 Budget, seconded by Sowards. m/s/p

Resolutions 2013-10 thru 2013-16 were signed for the budget.

Vouchers

Vouchers were discussed. **Motion Wooten, to approve vouchers, seconded by Sowards. m/s/p**

VOUCHERS AUDITED AND CERTIFIED BY THE AUDITING OFFICER AS REQUIRED BY RCW 42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing, which has been made available to the board.

As of this date November 14, 2013 the board by a unanimous vote, does approve for payment those vouchers included in the above list and further described as follows: Vouchers 304685- 304761 in the total amount of \$27,473.18

Committee Reports

Buildings: Commissioner Morton reported on the gravel and building issues at Sand Creek. All work is done to his and the Chief's satisfaction. Commissioner Lee will now be heading up the building project for the vehicle apparatus storage facility. The pad is sealed and awaits construction in the Spring.

Communications:

Recruitment – Commissioner Sowards. Two more EMT's from Kettle Falls, Elizabeth Miller and Cecil Fortune are becoming members of our district so that they can participate as an EMT's.

Fire Safety -None

Insurance – Commissioner Benell reported on a small fender bender involving a brush truck and a rock. The damage has been repaired and we paid our deductible of \$250.

October to November 2013 Chiefs Report

I have started on the 2013 FEMA vehicle grant, I have completed about 80% and hope to have it completed by the 16th of November. I will then start on the equipment grant. I'm going to put in for the mini grant, asking for another TIC, and some misc. items.

I have several calls into DNR about the 50/50 grant and have not received a return phone call yet. I'll try once again to confirm this grant continuation.

The structure training is moving along quiet well with our new instructor. Gary will be traveling to Seattle to meet with the software people to get a better understanding on how to configure the software and personalize text score quizzes.

We had our first bomb threat. This was at the new gas station at Barney's junction. Luckily it was just a scare and not the real deal in today's times.

All the vehicles have been winterized along with the IC trailer and 3819 has been refitted with the snow plow ready for action.

The repeater is still at Icom of America for repair, no set date for when it will be repaired.

I'm still working on the 1962 engine for sale on ebay. I hope to have time this weekend to get that task completed. This will be posted on my personal account since the fire department does not have one.

The Annual Volunteer Recognition Dinner will be on the second Monday in December at 5:30 here at the training center.

Peter and Mark have been working on the uniform order for the fire fighters. Mark has some concerns about the cost of badges and lapel pins.

Medical Officer's Report:

None

Open Issues:

- Rudy has volunteered to clean the septic filter..

New Issues:

Volunteer Recognition Dinner

Motion, Wooten, to purchase meat for the Volunteer Recognition Dinner not to exceed \$350 per Resolution 2009-08, seconded by Sowards. m/s/p

FEMA Grant

Motion, Sowards, to have Chief Hippler apply for a 5% match grant with FEMA for the purchase of a new tender/engine to replace 3857, seconded by Wooten. m/s/p

FEMA Mini-Grant

Motion, Benell, to have Chief Hippler apply for a 5% matching \$25,000 grant for the purchase of another Thermal Imaging Camera and other small items, seconded by Dechant. m/s/p

Policy Manual

Commissioner Dechant discussed the need to update our policy manual at the December meeting.

Items to be worked on include:

Policy on incoming money to the office

Policy on Training Officer

Update Secretary/Office Manager's duties

Policy on Public Records Requests

Cellphone Policy

Policy on charging for medical services to non-taxpaying patients

Commissioner Wooten discussed vehicle fuel consumption and how we respond to incidents.

Motion, Wooten, to authorize up to \$3500 for the purchase of a vehicle to be used for personnel transport, seconded by Benell. m/s/p

Incident Command Vehicle

Chief Hippler discussed the purchase of an Incident Command Vehicle to be used by the Stevens County Fire Chief's Assn. This vehicle would be domiciled in Colville and the purchase costs would be shared by all participating districts after purchase by our district.

Motion, Benell, to purchase IC vehicle from GSA for use by Stevens County Fire Chief's Association on major incidents, cost not to exceed \$5,000, seconded by Lee. m/s/p

Adjournment: Motion by Wooten, seconded by Morton, to adjourn at 2030. m/s/p

Respectfully submitted:

Peter Holter-Mehren, Secretary

Helen Sowards, Chairperson