

JOINT FIRE PROTECTION DISTRICT
MINUTES, December 11, 2014

The regular meeting of Joint Fire Protection Ferry County District 3/Stevens County District 8 was called to order at 7:15 p.m. on November 11, 2014 at the District Office by Chairperson Helen Sowards.

Present: Commissioners Helen Sowards, Susan Dechant, Steve Benell, Robert Lee, Chief-Herb Hippler and Secretary, Sarah Hills. Purchasing-Mark Stevens.

Guests:Rob

Rennich.

MINUTES:

Minutes of November of November 13th meeting, **Motion, Steve Benell, to pass minutes of November meeting, seconded by Robert Lee. Motion passed. Unanimous**

Communications to the Board:

1. Rob Rennich proposed a new position of Fire Department Maintenance Officer. Rob presented a job description and spoke to the idea of maintaining so you were not always having the expense of repairing. Rob felt this would also relieve some of the Chiefs duties.

Steve Benell spoke to the need for the position to have a list of qualifications. Robert Lee spoke to the idea of having all vehicles on a maintenance schedule and the priority should be for all vehicles in the fleet to be safe.

Herb Hippler agreed to the need for the Maintenance Officer and recommended Rob Rennich. A discussion was had as to whether or not this was to be a paid position for Rob Rennich. Herb Hippler let the board know that he would discuss this at the Officers Meeting in January and let the board know what was decided after the meeting.

Discussion was had by all present about the need for tools for Rob Rennich to properly do the job. Steve asked Herb what tools were currently available for use.

Susan asked for an estimate on tools needed to begin. Mark Stevens spoke to the idea of locking down maintenance building once tools were purchased so they were available when needed.

Commissioner Helen Sowards asked if 5,000.00 would be a sufficient amount to begin the purchasing of needed tools. Commissioners agreed to the amount. **A motion was made by Susan Dechant for the amount of \$5,000.00 for purchase of tools to be used by the Maintenance Officer and was seconded by Steve Bennell. Motion passed. Unanimous.**

Correspondence: None

Budget Report:

Commissioner Dechant presented a current budget report. She reported that accounts look good. Copies of current financial statements were given to all board members. Robert Lee wanted to know current expenditures for Apparatus Building and where the budget currently stands.

Susan recommended Sarah Hills begin checking emails for WSP reports and change to contact person to Sarah Hills.

Susan presented an amended budget for the current year and recommended that another \$5,000 be budgeted for the Apparatus Building. Her recommendation included moving \$5,000 from Building Improvements to the Apparatus Building.

Steve Bennell made a motion to accept the amended budget per Susan's recommendations. Robert Lee seconded. Motion passed. Unanimous.

Vouchers were discussed. **Motion, Susan Dechant to approve vouchers submitted, seconded by Robert Lee. Motion passed. Unanimous.**

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 December 11, 2014 the board by an unanimous vote, does approve for payment those vouchers included in the above list and further described as follows: Accounts Payable vouchers #305128 through 305165 in the total amount of \$13,521.77.

Committee Reports

Buildings – Commissioner Lee reported on inspection of the building up to this point has been approved by the inspector. The Inspector had let the district know that a Fire Block would be needed. Robert let the board know that they were at the point that insulation could be blown in.

Susan asked about the door. Robert spoke to the cost and the different choices available that would meet their needs. Robert also mentioned the option of a chain pull door and keeping costs down. Mark Stevens reminded the board the door does need to easily be opened for exhaust issues.

Fire Safety- No report.

Recruitment - Captains will speak to recruiters.

Insurance- No report.

Communications – Robert Lee spoke to the need for a new Ferry County Fire Commissioner.

BIAS training would be needed for Sarah and Susan felt it would be beneficial for her also. **Motion Steve Bennell, Robert Lee seconded. Motion passed unanimously.**

Chiefs Report: November to December 2014

We have seen a big reduction in trained volunteers here in the past two years. Our goal for 2015 is recruitment and retention. I have several ideas to help with this issue and you will see some changes in the department on how we interact with fire fighters and their families. The first step is to determine if a fire fighter or EMT is an asset or a liability. We have several people on the department who are a liability and some who are an asset. Lack of training and participation will make you a liability. Maybe we are not offering some choices to these individuals to fulfill their obligation to become an asset to the department. Here is a list of ideas on how to accomplish this.

1. Offer an area to parents with children to drop them off during district meetings and extended training. I'm willing to give up my office for such area, place an couch, TV, video games, table and computer to entertain them while mom or dad are in a meeting.

2. Reverse the training room so there will be less distraction when they go to the rest room or when people come in and out of the main door.
3. Offer a meal or the means to make something to eat during meeting nights.
4. Offer an incentive program for individuals who do the extra work around the station or training center.

I would like to make the department more transparent by displaying items on the training center walls. This will be a visual key when things are accomplished and also when they're not. We will review each item placed on the walls and make corrective actions when needed. Now some of this will take time and money. I need the commissioner's support and willingness to accomplish this.

We are way behind on keeping up with some of the requirements on equipment.

1. SCBA air pack recertification
2. Hydro of SCBA bottles
3. Fire Extinguishers
4. Pump Test
5. DOT inspection.

The officers and I will have this list completed by June 2015.

WSRB has informed me that Sand Creek station does not receive any credit due to the lack of a type one engine. We have been working on that freightliner tender / engine but we have not made much headway on that project. Now with the possible annexation of Northport Flat Creek Rd, we will need an engine for that area. So in the meantime I would like to get an engine for Sand Creek, looking at \$5,000 to \$20,000 for an engine.

Steve Bennell requested a priority list from Chief Herb Hippler.

Medical Officers Report: No report

Open Issues:

1. **Warning signs**-No replies for month of December.
2. **Burn Building** – Steve looking into insurance costs. Robert ask about the cost of the building, Herb felt the initial quote had included set up.
3. **Recruitment – On-going**
4. **CPR class – No report**
5. **Key issues**- Discussion was had on Key Place a decision was made for the basic package with keycards. Mark Stevenson will contact the Key Place and let them know that we would like them to go ahead. **Motion to purchase system was made by Steve. Susan seconded motion. Motion approved. Unanimous.**

New Issues:

1. **Stove**- Susan and Helen both spoke to the need for a new stove in the Training Center. It was decided that Mark would look into purchasing a stove.

Executive Session: None

Meeting adjourned by Chairperson Sowards at 9:30 p.m.

Respectfully submitted:

Sarah Hills, Secretary

Sarah M. Hills

Helen Sowards, Chairperson

Helen Sowards